

Dover Town Library Board of Trustees Meeting
2/14/23, 8:30 am
Dover Town Library

Attendees:

Trustees: Erin Rodat-Savla, Judith Schulz, Peter Hoffmann, Tracy Tobin, Ameer Tejani, Adrian Hill
Director: Bethany Klem

The meeting was called to order at 8:35 am by Ms. Rodat-Savla.

Community Comments: None

Minutes: 1/10/23; a motion to approve the minutes was made by Ms. Tobin, seconded by Ms. Rodat-Savla, and unanimously approved by the Trustees.

Director's Report: Trustees discussed key items of interest with Ms. Klem.

- New Library Assistant, Jess Alessi, started on 2/13. Exciting to have her on board! There were 12 applicants for the position.
- Self check-out is now fully rolled out.
- Water filter system is still offline due to an electrical charge problem. ThinkPure has recommended moving to plastic canisters (vs. stainless steel) to correct the issue; they will replace at no additional cost. Ms. Rodat-Savla noted that Ms. Klem and Karl Warnick should feel free to make facility decisions of this nature without Board approval.
- Meeting Room Policy: Ms. Klem and Mr. Hoffmann are still working on this. Ms. Klem has some new thoughts after attending a recent legal meeting on this subject. Ms. Schulz also participated and added that the presenter is willing to review our proposed revised policy and offer additional recommendations if appropriate.
- FY22 has not been closed yet by the Town, so the library financial report is incomplete as a result.
- Ms. Rodat-Savla is planning to participate in an upcoming MBLC seminar on crisis communications.

Revisiting FY24 Operating Budget:

- Since our last meeting, Ms. Klem had the opportunity to meet with the Town Administrator, Warrant Committee, and Board of Selectmen about the potential shift from 19 to 20 hours for six staff members, which would make them fully benefitted employees (Budget Plan B).
- The administrators and Boards expressed gratitude for raising this important topic and many questions emerged. The Town has some key financial challenges for the next few years, including capital budget items, replacing key staff in Town Hall, and hiring an HR

Director. Based on these priorities, and the need to spend more time analyzing the overall impact of such a change, Budget Plan B will not move forward for FY24.

- Ms. Rodat-Savla made a motion to reaffirm an FY24 operating budget request of \$894,358 (Budget Plan A), which was seconded by Mr. Hoffmann. The Trustees unanimously approved the motion by roll call vote.
- Ms. Klem stated that the staff took the news well and were appreciative that this topic would be considered again in the future.

Library Fund Accounts: Mr. Hill presented new findings.

- The Sanger Fund, which has been around for many years, has both a restricted (approximately \$10,000) component and an unrestricted (less than \$2,000) component.
- The restricted part of the fund is showing a decrease of approximately \$1,000, and the Town has not been able to provide an explanation for this.
- There are three options available to reconcile this: 1) move \$1000 from the unrestricted portion to the restricted portion, 2) leave “as is” (do nothing), or 3) have the Town move \$1000 from the Town’s “general fund” to replenish the missing amount.
- A motion was made, seconded, and unanimously approved by the Trustees to have Mr. Hill start a conversation with the Town Accountant to have \$1000 replenished to the Sanger restricted account.

Evaluation and Strategy: Ms. Rodat-Savla outlined the plan.

- Director evaluation will be conducted by Ms. Rodat-Savla and Ms. Tejani. Ms. Rodat-Savla and Ms. Klem have reviewed the current version; a revised one will be coming out. Focus on “vote of confidence” and prioritizing goals vs. a scale. Trustee input will be requested in May. The Town is also revisiting their evaluation template.
- Long range plan will be led by Ms. Rodat-Savla and Ms. Schulz.

Board Operations:

- Looking to host an event to thank the Amelia Peabody Charitable Trust for funding the renovation of the Amelia Peabody sculptures at the library. Could this be combined with a “state of the library” event? Who to invite? Target holding before school ends. Ms. Schulz is also working with the Dover Historical Society to produce something (print and photos) about Amelia Peabody to hang in the library.
- Town Caucus, 3/6: Ms. Schulz and Mr. Hoffmann’s current terms conclude this May. Need to decide if they want to run again; will need to be nominated if so.
- Town e-mail: making progress with getting all Trustees on the doverma.gov address.

Friends of the Dover Library: Ms. Tobin provided an update.

- Annual appeal: Added \$4,227 in January, bringing the total to \$27,141 from 149 donors. This is down \$3,718 from the same time last year and with 18 fewer donors. Some money has been received in February. Planning to reach out to lapsed donors soon; help from Trustees would be appreciated.
- T-shirt design contest: Lots of submissions! Survey Monkey issue, so will be re-sending the voting link.
- Book sale planned for April will not be happening this year due to a conflict with a Chickering event.
- Cheers for Books probably moving dates (from 5/18) due to a conflict with Chickering Arts Night.

Meeting was adjourned at 9:37 am.

Respectfully submitted by Tracy Tobin.

Documents referenced in these minutes are available upon request from the Town Clerk's Office.