

Dover Town Library Board of Trustees Meeting
5/9/23, 8:30 am
Dover Town Library

Attendees:

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

The meeting was called to order at 8:32 am by Ms. Rodat-Savla.

Community Comments: None

Minutes: 4/11/23; 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.

- Staffing: Happy to report three permanent hires and one temporary placement (start dates between 5/8-5/30). All very qualified, so excited to have them joining the team. Current staff has been fantastic during this time; they have really pitched in to compensate for shortages.
- Progress with Internet speed.
- Finance:
 - Accounts receivable: only updated through December, as there is still a lag at Town Hall.
 - State Aid: received our highest level ever, but the payment is not reflected in the ledger yet.
- Building: Water issue in March (a 20,000-gallon mystery!), which has now been resolved, but cause still unknown.

Amelia Peabody Sculptures:

- The estate of Beatrice Adams has offered to donate two Amelia Peabody sculptures to the Dover Town Library. Ms. Adams wanted the sculptures to remain in Dover, and the library would be an excellent home based on our existing collection.
- The Amelia Peabody Charitable Foundation is aware that these sculptures may be added to the library's collection, and may be willing to "look after" them, just like the others.
- Ms. Schulz made a motion to accept a gift from the estate of Beatrice Adams for two canine sculptures created by Amelia Peabody. This was seconded by Ms. Tejani and unanimously approved by the Trustees.

FY '24 Holiday Closures:

- Pretty straightforward with the exception of Veteran's Day, Saturday, 11/11. Town Hall will observe the holiday on Friday, 11/10, and schools will be closed. Being open on Friday would probably be beneficial to patrons, but there is a "conflict" with the personnel handbook policy for benefit-eligible staff. If followed "exactly", the library would not have any full-time staff available to work on Friday. Director Klem proposed that some benefited staff would work on Friday and take a "floating holiday" during the week to compensate for this. The library would then operate normally on Friday, 11/10, and be closed on Saturday, 11/11. The Trustees agreed that this was a good solution.
- Ms. Rodat-Savla made a motion to approve the FY '24 holiday closure schedule as proposed by Director Klem in her May Director's Report. This was seconded by Ms. Tejani and unanimously approved by the Trustees.

Website:

- Massachusetts procurement laws state there is an obligation to go with the lowest bid (as long as all requirements are met). Because the contract will be signed by the town, we need to follow this rule, even though the financing will come from a library fund.
- Bid went out to three developers and all three meet our requirements. Compete Now came in with the lowest bid at \$17,000. Director Klem spoke with libraries that have used them and they were all happy with the process and final product. Director Klem added that Compete Now would have been her first choice even if money was not a factor.
- Ms. Rodat-Savla made a motion to authorize Director Klem to move forward with the Compete Now quote, which will be financed by the Hovey Fund. This was seconded by Mr. Hill and unanimously approved by the Trustees.
- On a separate note, the library has a new events management, museum pass, and room booking software on the current website. The Friends of the Dover Library will sponsor this year (and be formally acknowledged); the subscription cost will be added to the annual budget request for FY'25 (approximately \$4,000-5,000).

Director Evaluation:

- Please complete the Trustee input form by this Friday, 5/12.
- Several very positive comments regarding this new way of gaining feedback. It is really specific to what a library director does; it provides a good recap of the year and also is very forward-thinking.
- Ms. Rodat-Savla, Ms. Tejani, and Director Klem will meet to review the Trustee comments and discuss goals in early June. Following this, an additional meeting (open meeting) with all Trustees will take place on 6/7 at 8:30 am at the library to discuss the evaluation in greater detail.

ARIS 101 and Director's 2022 top-line observations:

- Key takeaway: Healthy rebound overall from Covid disruption. Collections and programming are going very well.
- Electronic collection reporting: methodology has changed, making it look like our numbers have dropped, although they haven't.
- ARIS statistics are public information and on MBLC website for anyone interested.
- Star Library status is highly driven by numbers, which could impact us in the future. Ms. Rodat-Savla shared that she is pleased that Director Klem is completely on top of the data and can explain any potential future questions with great clarity.
- Ms. Schluz suggested that we could share "10 interesting facts on the library" in a future town newsletter, which could include circulation information.

Long Range Plan:

- Current plan expires at the end of 2023.
- The ALA has a book on strategic planning for public libraries, which will be utilized.
- Director Klem and Trustees Rodat-Savla and Schulz will be the "library team". More information will be provided to the entire Trustee group prior to our next meeting.
- Goal is for it to be a FUN and creative process!
 - It will be people focused.
 - Final product will be ACTIONABLE (1-page sheet vs. report that no one reads).
 - A guide will be left behind for the next group to do this process.
- There are four phases:
 - Planning: The "library team" will spearhead and report back to Trustee group.
 - Community Assessment: Focus groups, surveys, etc.
 - Development
 - Implementation
- Aim is to complete the first three phases by the end of 2023.

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

- Annual appeal income is \$32,716 from 167 donors (both numbers are slightly down from last year). With direct donations to the library, however, total is \$42,541. Also, another \$2000 will be coming in from a charitable foundation. Other highlights: 25 new donors and 22 major donors (\$500+).
- Cheers for Books is Thursday, 5/11. Please come and invite friends! Ticket sales are currently slow.

Board Operations:

- Trustee Reception for the Amelia Peabody Charitable Foundation: Wednesday, June 14, 6-7pm.

- Friendly reminder to complete the **required** State “Conflict of Interest” training online.

Meeting was adjourned at 9:50 am.

Respectfully submitted by Tracy Tobin.

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