

Dover Town Library Board of Trustees Meeting
06/08/2021 9:00 AM
Meeting Place/Location: Remote/Zoom

Attendees (Remote)

- Trustees Present: Adrian Hill (Co-Chair), Judith Schulz (Co-Chair), Peter Hoffmann (Secretary), Tracy Tobin, and Erin Rodat-Savla.
- Library Director: Cheryl Abdullah
- Guest Speaker(s): Rob Andrews, Friends of the Dover Town Library

Town Election

The attendees congratulated Erin and Tracy on their re-election to the Board.

Documents/Exhibits

- Director's Report (May)

Friends of the Dover Library Update

The annual appeal has resulted in gifts from more than 200 donors, surpassing expectations. They are working on organizing a book sale. June will be Rob's last month with the Friends. Rob will not be working with the Friends in order to focus on his work with the Warrant Committee. He expects Laurence to attend the Board's meetings. The book sale was moved to the Fall. The bookplates project will remain indefinitely.

Director's Report

Cheryl noted that they are working to avoid the A/C issues that plagued the library last summer. The FT position that was approved last year, and began advertising in January, has been filled. The staff has undergone a reorganization, including the return of the former head of circulation. The YA librarian resigned and Cheryl expects that position to be filled by internal promotion. The new 18-hour position

was filled and started work two weeks ago. Currently, two PT positions remain open and two more positions are expected in the coming future. The library will be ready to open in July. Programs will continue outside for the summer. The plexiglass around the circulation desk will remain. Masks will be optional for employees and there will be no social distancing requirements absent contrary guidance from the state. Cheryl is still encountering delays obtaining info from the town about vacation days and timely budget info.

Minutes

The Board approved the minutes from the May meeting, as revised, by unanimous roll call vote.

2021-2022 Board Assignments

The following positions were assigned:

Chair:	Erin and Amee
Secretary:	Peter
Operating Budget:	Amee
Capital Budget:	Tracy
Director's Review:	Adrian and Erin
Liaison to Friends:	Tracy
Policy Lead:	Peter
Director's Search:	Judy and Tracy

Long-Range Plan

Peter reviewed progress made on Goal #2 (In 5 years, community groups will call on the Dover Town Library to mirror and enhance their programs with the goal of increasing collaboration and interaction with all town groups and communities. The results of his review are attached hereto:

ACTIVITIES AND PROGRAMS

- From FY2017 to FY2020, program attendance *increased* from 19,725 to 26,129 (increased 33%)
 - FY2019: 28,009

- From FY2017 to FY2020, programs offered *decreased* from 742 to 621 (decreased 15%)
- FY2019: 856
- FY2020:
 - In January and February, two cultural celebrations took place within our walls: a celebration of Chinese New Year and a Trinidad Carnivale/New Orleans Mardi Gras musical experience.
 - In early February, artistic staff members created a life-size Candy Land experience for little ones.

FY2019:

- YA Librarian, Angela Howes, revitalized the Teen Advisory Board and visited area schools in a determined effort to promote the library. Her introduction of a wide variety of programs that appeal to teens and stimulate their interest has increased library traffic and participation by teens by 165%. A total of 222 teen and preteen programs were offered throughout 2019, including Escape Rooms, Taste Offs and Big Screen Movie events for a 54% increase in programs added this year.
- 9% growth of the Summer Reading Program.
- Launched Doverstock, a music festival attended by more than 300 people on the Town green.

TOWN-WIDE ADMINISTRATION

Council on Aging

- The COA and the Town Library co-hosted weekly Chi Gong and monthly Pageturners Book Club meetings.
- Books

Board of Health

- Distributes tick control and prevention materials produced by the Board of Health's Tick-Borne Disease Committee (TBDC), the Massachusetts Department of Public Health, and the Centers for Disease Control and Prevention.

Cultural Council

FY2020

- Andrew Giles Buckley, presentation of the *Im Stephano: The True Story of Shakespeare's Shipwreck* (\$300/ anticipated in 2021);
- Henry Lappen, juggling performance (\$425/ postponed to 2021);
- Anne O'Connor, "Dreams Created and Crafted" (\$400/canceled)

FY2019:

- Artist in Bloom (\$350);

- A Universe of Stories (\$550);
- Richard Hamelin “Pied Potter,” A Time to Spout Off Program (\$430)

Open Space Committee

- library provides bulletin space for information regarding OSC walks
- library provided hard copies of an OSC survey

COLLABORATION WITH COMMUNITY GROUPS

- Special Interest Groups:
 - Friends of the Dover Library
 - Dover Democratic Town Committee
 - Holds most of its meetings in the Library’s Community Room
 - Dover Republican Town Committee
 - Poetry Club
 - Dover Historical Society
 - Co-sponsored presentation with Chicatabot Garden Club (2018)
- Children’s Clubs:
 - Girl Scouts / Boy Scouts
- Parents Organizations:
 - Dover Mothers’ Association
 - Dover PTO
 - Chickering’s MFA Trip Art Show (2019)
- Garden Clubs:
 - Noanet Garden Club
 - Chicatabot Garden Club
 - Co-sponsored presentation with DHS (2018)
 - Hosted presentations at Library
 - Supported the Dover Library House Tours
 - Powisset Garden Club
 - Supported the Dover Library House Tours
 - Foxhill Garden Club
- DS Students:
 - DS Soccer Club
 - Dover Football
 - D-S Mock Trial Team
 - DSHS AFS Club
 - DS Student Center
 - “Student Group”
- Homeowners Associations:
 - Dover Homeowners Association
 - Miller Hill Road Homeowners Association
 - Dover Farms Homeowners
- Preschools:
 - Precious Beginnings Preschool

- Center for the Development of Children
- Miscellaneous Town Resident Special Interest Meetings:
 - DCASST - parent meetings regarding school start times
 - DSHS College Application Experience
- Dover Town Government:
 - Dover Cultural Council
 - Dover COA
 - Bob Springett "Open House"
 - Rep Garlick
 - Dover PD

Other / Unknown:

- Charles River Valley Garden Club (Sherborn)
- Farm Pond Association (Sherborn)
- AFS Intercultural Program Training
- JCC
- "When Conflicts Arise"
- Brad Rose Consulting
- Game Night, Mass Fun & Games
- Violin Concerts
- "Meeting"
- "Private Event"
- Poetry Reading
- US Census Job Fair

Other Local Organizations:

- The Trustees: Noanet Woodlands, Powisset, Pegan Hill, Chase Woodlands
- Other?

Community Room (policies last revised 2005)

- advertised on the website under meeting room policies
- As a public service, the Library permits the use of its meeting room ("Community Room") for gatherings of a civic, cultural, or educational nature.
- The order of precedence for use of the room is Library programs, then nonprofit Town organizations, then other outside groups. Outside groups may not reserve the room more than 60 days in advance.
- The user may charge no admission fees, and no items may be sold without written permission of the Trustees.
- All meetings must be open to the public and scheduled events will be published in the newspaper, on DCTV, and on the library's home page in the middle of the month before the event.
- There is no charge to nonprofit Town organizations.
- Closed to the Public on March 13, 2020 due to COVID-19

CIRCULATION, ATTENDANCE, USAGE

Library Statistics for Fiscal Year 2020

(July 2019–June 2020)

State Aid	\$10,619
Circulation	263,452
Library Visits	64,510
Items Loaned	15,679
Items Borrowed	13,409
Holdings	332,722
Registered Borrowers	3,328
Programs Offered	621
Program Attendance	26,129

Library Statistics for Fiscal Year 2017

(July 2016–June 2017)

State Aid	\$10,633.70
Circulation	156,535
Library Visits	80,942
Items Borrowed	14,559
Holdings	276,217
Registered Borrowers	3,268
Programs Offered	742

From FY2017 to FY2020:

- Circulation *increased* from 156,535 to 263,452 (increased 68%)
 - FY2019: 291,143
- Holdings *increased* from 276,217 to 332,722 (increased 20%)
 - FY2019: 279,069
- Registered borrowers *increased* from 3,268 to 3,328 (increased 2%)
 - FY2019: 3,453
- Items borrowed *decreased* from 14,559 to 13,409 (decreased 8%)
 - FY2019: ?13,409?
- Library visits *decreased* from 80,942 to 64,510 (decreased 20%)
 - FY2019: 92,722

Library Statistics for Fiscal Year 2019

(July 2018–June 2019)

State Aid	\$10,342
Circulation	291,143
Library Visits	92,722
Items Loaned	15,679
Items Borrowed	13,409
Holdings	279,069
Registered Borrowers	3,453
Programs Offered	856
Program Attendance	28,008

Collaboration with larger community of libraries

- Library's continued collaboration with the Minuteman Consortium ensures optimal and user-friendly catalog searches for our patrons and the ability to obtain a vast selection of materials within a few days, in essence expanding the library's offerings beyond its four walls.

Meeting adjourned at 10:36 am.