

Dover Town Library Board of Trustees Meeting
10/12/2021 9:00 AM
Meeting Place/Location: Remote/Zoom

Attendees (Remote)

- Trustees Present: Erin Rodat-Savla (Co-Chair), Ameer Tejani (Co-Chair), Peter Hoffmann (Secretary), Adrian Hill, Judith Schulz, Tracy Tobin.
- Library Director: Cheryl Abdullah
- Guest Speaker(s): Kate O'Brien, Asst. Town Administrator, Kate Cook, Friends of the Dover Town Library, and

Operating Budget

The Board discussed the operating budget, noting that the salary budget line will be revised once the new salaries are available, the budget uses pre-pandemic figures due to the expected non-recurrent impact of the pandemic, and any COLA and salary increases remains TBD by the BOS. Adrian noted that the delay in salary re-classification is frustrating for the people managing operations.

Director Search

Kate O'Brien reported on the results of the town's HR audit. Kate noted that the town is focusing on centralizing recruitment through the HR office and developing a uniform and consistent, collaborative effort, has made all on-boarding and payroll forms available on the website, is currently transitioning payroll from manual input with copies to an online process via cloud. Kate explained how the new processes are triggering changes to policies, rules and regulations. She noted that the town is updating its rules and regulations, with few changes but mostly documenting existing practices, and that the personnel policies, rules, and regulations will be sent to BOS for approval by November.

Kate discussed various suggested changes, such as a new 35-hour work week to be consistent with town hall hours, vacation time will be

measured by hour rather than days, increased from 5 to 10 the number of vacation days that will be eligible to be carried-over until Sept. 30th of the following year, Juneteenth was added to the holidays, and CORI will be required for all new hires.

Kate explained that the town had a compensation study performed by UMass in the Spring, a classification study performed in July, and will be receiving new job descriptions from the consultant this week for final comments. Supervisors will be required to sign-off on all new job descriptions.

In response to a question from Judy, Kate informed the Board that the Director's job description will be ready by January. Adrian noted that CORI only covers Massachusetts and the town should consider expanding their background checks to nationwide as Needham is doing.

Trustees' Recognition Award for Outstanding Service

Erin moved to nominate Dr. Kay Petersen for the Trustees' Recognition Award for Outstanding Service in recognition of her excellent COVID-19 related efforts on behalf of the library. The Board approved the nomination by unanimous roll call vote.

Capital Budget

Tracy explained that since the budget memo was sent out after the Board's last meeting, and asked for a response before this meeting, she sent a request for an extension of time to respond. The Board were in agreement that they don't anticipate any capital budget requests over the next four years. Adrian referenced the recent discovery of asbestos and the resulting latest delay in the Sherborn library's capital project as a reminder of the caution that needs to be applied to decisions to embark on large capital projects.

Director's Report

Adrian asked for an update on the delays with the order for the public computers. Cheryl explained that Dave Sullivan ordered them in May or June and that supply chain issues are causing the delay. Erin informed the Board that she again requested on demand report access across all accounts.

Friends of the Dover Town Library

Kate Cook informed the Board that the annual appeal is going out today and invited the Board to attend an event they will be holding for donors on the library patio on Thursday evening.

Town Newsletter

Submissions for the new town newsletter are due by Friday.

Meeting adjourned at 9:39 am.