

Dover Town Library Board of Trustees Meeting
1/10/23, 8:30 am
Dover Town Library

Attendees:

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

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

Community Comments: None

Motion to Approve Amended Operating Budget Request:

- Due to a calculation error in the spreadsheet, the Trustees needed to re-vote on the total amount for the amended budget request for FY24.
- Ms. Rodat-Savla made a motion to approve an FY24 operating budget request of \$904,158. This request includes sufficient funding for six 19-hour employees to shift to 20 hours, so that Director Klem can conduct appropriate conversations and due diligence with the Town administrators and Boards who oversee payroll and benefits. It is understood that many questions remain about the strategic and financial impact of such a change. This motion was seconded by Mr. Hoffmann. Ms. Tejani recused herself from the vote, as she is a Town employee and felt she had a conflict of interest. Mr. Hill was not present for the vote. The remaining four Trustees approved the motion by roll call vote.

Minutes: 12/13/22; a motion to approve the minutes was made by Ms. Tobin, seconded by Ms. Rodat-Savla, and unanimously approved by the Trustees.

Library Community Meeting Room, Policy Discussion:

- Existing policy has several gray areas that are subject to interpretation. Goal is to “tighten” this up, so less ambiguity for staff and patrons.
- Three key issues: who has priority, rental fees, and usage before and after library hours.
 1. Current priority ladder (top to bottom): Library programs/meetings, Friends of the Library programs/meetings, Town programs/meetings, Dover non-profits, non-Dover non-profits, other entities. All events must be free and open to the public. Non-profits must be registered to qualify. General agreement on all of these items.
 2. Fees: Currently there are two categories: \$20 for non-Dover non-profits and \$250 for any group/individual who does not fall into Library, Friends, Town, or Dover non-profits (these groups have free usage). Agreement that the \$20 fee should be eliminated, and usage should fall into complimentary or \$250.

3. Usage before and after library hours: Consensus that the room should be used during hours that the library is open, with flexibility given to starting slightly earlier and staying slightly later IF a library staff member would be in the building.
- Agreement that there should be a clause allowing for occasional flexibility in the policy: “at the discretion of the Library Director”.
 - Further discussion and revising of the policy will now return to the policy subcommittee (Director Klem and Mr. Hoffmann).

Finance: Understanding and Using Library Trust Funds:

- Overall sentiment that these funds should be “cleaned up” and easier to understand. Consolidate and clarify (amounts available, restrictions, etc.).
- Are the current numbers accurate? Need to verify reporting accuracy from Town accounting department.
- Hovey Fund, our largest fund, is somewhat confusing. Is the original document available? Definitely want to look into this particular fund more closely.
- Mellon currently handles the investment of the funds. Can we have a conversation with them regarding their strategy? Is there a better way to promote growth?
- Should there also be a “gift policy” review? Involve the Friends of the Dover Library, as they collect money too. What about endowments?
- Discussed having a “philosophical conversation” with a consultant who specializes in non-profit management to help guide us on how to best use the funds.
- Possible projects: website update, shelving, space reconfiguration, signage. Cohasset Library recently did an outdoor space/amphitheater project. Maybe we should “think big”?
- Policy and Finance subcommittees will now regroup on this subject and report back to full Trustee Board at a future meeting.

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

- Trustees Hoffmann and Tobin do not have Town e-mail addresses. Director Klem will request. (All other Trustees have Town e-mail addresses.)
- Maintenance: Water filter system leak (ThinkPure to correct) and an HVAC issue (Karl Warnick fixed).
- New since report: Director Klem presented an update on capital budget items: engineering study and HVAC repairs. Numbers have been revised (and increased), so looking to budget in two different fiscal years. Engineering study could cost around \$200,000 and will be part of FY24 budget; HVAC work could exceed 1,000,000 and will be part of FY25 budget.

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

- Annual appeal: Going really well-December month end financial report showing just under \$23,000 from 122 donors! Since that time, just over \$2,600 has been received from 17 donors. Expecting more donations to trickle in this month. Growth in electronic transactions this appeal cycle (vs. checks).
- Discussion on how to grow the number of households who donate. Many great ideas were generated. Overall, promote the Friends more often (verbally and in print) to increase awareness of how vital this funding is.
- “Lapsed donor” outreach will begin in February/March. Help from the Trustees (as in the past) would be appreciated.
- Library has directly received two checks for a total of \$9500.
- Fundraising: Book and puzzle swap on 4/29, 10am-3pm. Purchase an I LOVE MY LIBRARY tote for \$25 and fill it up! Publicity to begin end February/early March.
- Cheers for Books event again this spring. Subcommittee to meet to plan.
- T-shirt design contest: ALL ages are welcome to submit designs! Deadline 2/1.

Miscellaneous:

- Staff Training 1/20: Ms. Rodat-Savla and Mr. Hill will stop by to say hello and answer any staff questions.
- Summary of Director Search (and all affiliated documents) has been completed by the Trustee co-chairs, Ms. Schulz and Ms. Tobin, to aid Trustees with future searches. Information to be stored in Trustee Google Drive.

Meeting was adjourned at 9:59 am.

Respectfully submitted by Tracy Tobin.

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