

Dover Town Library Board of Trustees Meeting
6/13/23, 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 8:33 am by Ms. Rodat-Savla.

Community Comments: None

Minutes: 5/9/23; a motion to approve the minutes was made by Ms. Tobin, seconded by Ms. Rodat-Savla, and unanimously approved by the Trustees. A draft of the minutes from the 6/7/23 Director Evaluation Meeting was sent out last evening; these will be voted on in September.

Revised Community Room Policy:

- A motion to approve the revised Community Room Policy as outlined in the agenda packet was made by Mr. Hoffmann, seconded by Mr. Hill, and unanimously approved by the Trustees. Any existing community room reservations or those in process will not be canceled based on the revised policy.
- Next policies up for review: patron behavior and gifts/donations.

Strategic Plan (formerly known as the Long Range Plan):

- A formal charter has been prepared; planning is almost done.
- There will be a two-phase community assessment: collection of already existing data followed by determining what needs to happen next (focus groups, etc.).
- A motion to approve the Strategic Planning Project & Committee Charter, dated June 1, 2023, and included in the agenda packet, was made by Ms. Rodat-Savla, seconded by Ms. Schulz, and unanimously approved by the Trustees.

Board Operations:

- Trustee Resignation:
 - After 10 years of dedicated service, Mr. Hill, will be stepping down (effective immediately) as a library Trustee: "It has been fantastic, but it is time." He will be dearly missed!
 - An official resignation letter will be submitted.

- Rob Andrews was recommended to serve as a replacement until Town Election in May 2024. Rob has been a Board member of the Friends of the Dover Library (including the position of Trustee Liaison) and has recently served on the Warrant Committee for the Town. His knowledge, relationships in the community, and dedication to serving the community puts him in an excellent position to step in and ensure a smooth transition.
- A motion to appoint Mr. Robert Andrews to fill the Trustee vacancy until the municipal election in May 2024 was made by Ms. Rodat-Savla, seconded by Mr. Hoffmann, and unanimously approved by the Trustees by roll call vote.
- Consistent with Massachusetts General Law, the Chair, Ms. Rodat-Savla, will notify the Board of Selectmen, so they may add their votes to this appointment, as well as the Town Clerk.
- July 3 staffing issue: Town Hall will close at 5pm that day and it is recommended that the library do the same. A motion to close the library at 5pm on July 3, 2023, was made by Ms. Rodat-Savla, seconded by Ms. Tejani, and unanimously approved by the Trustees.
- Revised FY '24 holiday closure calendar for the library: Ms. Rodat-Savla made a motion to approve the revised FY '24 holiday closure schedule as proposed by Director Klem in her June Director's Report. This was seconded by Ms. Tejani and unanimously approved by the Trustees.

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

- Michael Blanchard has been offered the position of Town Administrator by the Board of Selectmen and will start in July. We will extend an invitation to attend a Fall meeting.
- New hire resignation (YA Librarian/Events Coordinator); looking for a replacement. The staff has been great (really stepping up) during transitions; revived semi-weekly "staff huddles" to ensure good communication and cohesion.
- Director Klem is involved in the hiring process of the newly created HR position at Town Hall. Trustees think this is great!
- Circulation data: The collection is doing really well; growth from last fiscal year. Very excited by Overdrive data. Do Trustees want more data? Director Klem will put quarterly "state of the library" data into her report.
- Sidewalks: The cracks have been repatched, but not fully replaced. They were done in 1995, so now 3 years past when they should have been fully replaced. Seems to have been some confusion regarding who was in charge of this...Town or Trustees. Mr. Hill encouraged the Trustees to add this to the upcoming capital budget to make sure it is on the radar of the Town.
- Reminder that the Amelia Peabody Foundation Recognition Reception is tomorrow night at the library.

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

- Cheers for Books was an amazing success! Had the best-ever number of tickets sold (110) and money raised (\$9107).
- Annual appeal income is \$34,973 from 171 donors. With direct donations to the library, total is \$44,798!
- Gifting \$15,000 to the library in June.
- Board roles for next year:
 - Co-Presidents: Alex Nichols and Archana Venkataraman
 - Treasurer: Miranda Ullrich
 - Fundraising: Jessie Hole
 - Communications: Janet Ryan
 - Secretary TBD (will be a non-voting position)
 - Still looking for Community Liaisons (have some good candidates)
- Laurence Migausky (President Emeritus) thanked Kate Cook for her amazing leadership as President the past few years. Laurence will now be officially rolling off the Friends group after five years of service.

Meeting was adjourned at 10:12 am.

Respectfully submitted by Tracy Tobin.

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