

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

Attendees:

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

The meeting was called to order at 8:35 am by Ms. Rodat-Savla.

Community Comments: None

Minutes: 9/12/23 - A motion to approve the minutes was made by Ms. Tobin, seconded by Ms. Schulz, and approved by the Trustees (an abstention from Ms. Tejani).

Meeting Room Request, Dover Historical Society:

- The Dover Historical Society would like to hold their annual meeting in the Community Room on 3/13/24 from 6:30-9 pm. They have hosted this at the library in the past.
- This request falls out of our revised Community Room policy: request is more than two months out and it would extend past operating hours. Trustees would need to approve a policy waiver for this to happen.
- A discussion presented the following thoughts:
 - “Slippery slope” concern: If we make an exception for this organization, will we be getting many similar requests that would also want/expect the same consideration?
 - Should we be more open to policy waivers while the Caryl Community Center is under renovation? Once open, there will be more options in town for meetings.
 - Are there any other places they could meet (Town Hall), or possibly adjust timing, so it would end by 8 pm?
- Trustee Hoffmann will reach out to the Historical Society to share our thoughts and get feedback. We will then vote at our November meeting on the waiver (if necessary).

Board of Selectmen (BOS) Roles & Responsibilities Document:

- The Trustees engaged in a conversation about the recent document the BOS distributed regarding their roles and responsibilities: “September 2023 - Final Draft”. Many comments, questions and concerns emerged:
 - Does this reflect how things are currently operating, aspiring to be, or both?
 - Functions as an overview for new selectmen; aims to create more clarity about who does what and what responsibilities fall into different roles.
 - Has Town Council reviewed? (no)

- What is the purpose of creating the document; what is trying to be “fixed”?
- Would independent boards (library) be looked at differently than other boards?
- A motion to deputize Trustee Hoffmann (as Policy lead) to open a conversation with the BOS on this document based on our discussion was made by Ms. Rodat-Savla, seconded by Mr. Andrews, and unanimously approved by the Trustees.

Gift Policy Revisions: Move this topic to our next meeting.

Finance – Capital and Operating Budget FY’25 Update:

- Trustee Andrews recapped recent conversations:
 - Capital Budget guidance letter is different this year. There are lots of big projects on the horizon, so looking for “cuts” rather than “adds” wherever possible.
 - Met with Karl Warnick (along with Director Klem) about a variety of maintenance projects/capital items. Will put together a calendar for him of regular maintenance projects; some of these (painting, carpet cleaning) could apply to his budget vs. the library budget. Skylights: 5-year plan for replacement. Fire alarm system: in capital plan for this year. Elevators: larger computer component overhaul in FY’26. HVAC: hope new system can be electric. Generator needed as well (FY’28).
 - Investment Committee being formed to help the Town get better results.
 - Sidewalks: DPW to oversee.
- Director Klem opened a conversation with new HR Director, Robin Tusino, about part time staff getting more benefits: paid time off for holidays and sick days. Also discussed “equity in pay”: one staff member in particular is not in line. No decisions have been made, but dialogue has been initiated.

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

- “Let Freedom Read” was fantastic! Approximately 50 people attended in person.
- Leadership retreat was great; good reflection time. Conversations with other library directors about challenges were helpful.
- Town received a public records request, asking if there had been any communications regarding complaints or challenges of library materials since 2021. Library staff and Trustees have not been contacted.

Meeting was adjourned at 9:47 am.

Respectfully submitted by Tracy Tobin.

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