



Bonnie Roalsen, Director
Dedham Public Library
43 Church Street
Dedham, MA 02026
781.751.9281

Margaret Connolly, Chair
Sarah Santos, Vice Chair
Tracy Driscoll
Mary Ann Sliwa
Monika Wilkinson

DPL TRUSTEES MEETING MINUTES	
APRIL 11, 2019, ENDICOTT LIBRARY, 6:00 PM	
MEETING CALLED BY	Board of Library Trustees, Dedham
TYPE OF MEETING	Monthly Meeting
CHAIRMAN	Margaret Connolly
SECRETARY	Mary Ann Sliwa
ATTENDEES	Margaret Connolly, Tracy Driscoll, Sarah Santos, Mary Ann Sliwa, and Monika Wilkinson
PUBLIC ATTENDEES	Richard Pierce

The meeting of the Dedham Library Board of Trustees was called to order at 6:03 pm by Chair, Ms. Connolly.

Public Input:

Mr. Pierce reported on the opening of the Art in Bloom exhibit on April 10, 2019. He thanked Ms. Connolly for being a liaison to the Friends of the Dedham Public Library and attending all their meetings. He noted how well this is working. He reported that the Friends have received a gift of \$30,000.

Action Items:

Discussion and Vote: Minutes of March 7, 2019

A motion to accept the minutes of March 7, 2019 was made by Ms. Sliwa; Ms. Wilkinson seconded; all voted in favor.

Discussion and Vote: Minutes of March 22, 2019

A motion to accept the minutes of March 22, 2019 was made by Ms. Sliwa; Ms. Connolly seconded; all voted in favor.

Discussion and Vote: Minutes of March 29, 2019

A motion to accept the minutes of March 29, 2019 was made by Ms. Wilkinson; Ms. Driscoll seconded; all voted in favor.

Discussion and Vote: Financial Report March 2019

Ms. Sliwa requested a detailed account of the overtime expenditures. She emphasized the need to have this prior to Mini-Town Meeting on May 13, 2019. Ms. Connolly will follow up on this request.

Ms. Connolly has reviewed the library materials expenditures to date with Ms. Amber Moroney, Circulation and Collections Manager. Ms. Connolly has been assured that there is a plan in place so that full amount will be expended prior to June 30, 2019. It is currently at 74%.

Ms. Wilkinson requested that Ms. Rosemarie Shrewsbury attend the next Board of Library Trustees meeting to explain the expenditures in detail instead of the broad categories on the report. Ms. Driscoll summarized that since the detailed information was not available, the financial report would not be voted on at this time.

Discussion: ESOL Program

Ms. Sliwa reported that there have been well over one thousand contact hours with adult learners by 35 volunteer tutors in the Conversational English program. Free services have been offered since February 2018. We have adult learners from many countries including Albania, Burundi, China, Colombia, the Dominican Republic, Guatemala, Haiti, Lebanon, Mexico, Morocco, Russia, and Thailand.

Ms. Sliwa discussed a revised schedule of services to allow for the library closing in the summer of 2019. The current cycle slated to end on May 2, 2019 will be extended to June 13, 2019 to allow for greater learning gains. There may then be a short hiatus in anticipation of a potential closure of the Main Library in July 2019, unlike summer 2018 when the program offered continuous services. This is open to revision depending on the status of the sprinkler project.

Ms. Connolly noted that the report on the sprinkler design will be available on April 26, 2019.

Ms. Sliwa talked briefly about another initiative that would bring additional services to Dedham. The Blue Hills Adult Education program has openings for 65 adult ESOL learners and meets from 9:30 am -12:30 pm during the school year; it is fully funded by the Commonwealth of Massachusetts Department of Elementary and Secondary Education Adult and Community Learning Services. It serves the Canton, Dedham, and Norwood catchment area and the site coordinators of the program are seeking a site for the next four years. There is a short-term collaboration with the Dedham Public Library, the Dedham Public Schools, the Dedham Housing Authority, and other citizens to ascertain if it is viable to house this program in a space in Dedham. The next meeting is May 3, 2019 at 10:00 am at the Early Childhood Education Center.

Director's Report:

Collections:

Access and use of digital collections and content continues to grow steadily.

We are growing our collections of audio recordings through the RBDigital platform, recently adding wonderful selections for family listening. Additionally, we have increased the content limits of hoopla due to consistent increases in demand.

Materials continue to get quickly onto the shelves and out into circulation thanks to the shift to ‘shelf ready’ delivery and effective collection management.

Facilities:

Working with DPW and Facilities to preparing for paving of Main Library parking lot in the Spring.

Ms. Connolly, Ms. Driscoll, Mr. Jason Mammone, Director, Engineering Department, Town of Dedham, and Ms. Denise Moroney, Director, Facilities and Maintenance Department, Town of Dedham, and Ms. Roalsen did a walk through of the Main Library parking lot. A discussion of the location of an outside book drop to coincide with the paving project happened on that date and continued in this meeting.

Sprinkler System Design monies have been approved by the finance and warrant committee for the Main Library. Design should be completed by April 26, 2019. The Finance and Warrant Committee, as well as the Building Inspector, have been incredibly supportive of continuing library’s role as a highly utilized community center offering collections, spaces, support, and services to all residents.

Ms. Driscoll clarified that the Sprinkler Design of April 26 is the first of two studies. Ms. Connolly spoke of her outreach to Liebstudios who had done an Occupancy Review study of the Main Library in 2012. Ms. Driscoll clarified that this would be the second of the two design studies. It would determine that there were no other design problems with the building codes and would answer any needs identified by the Building Inspector. The ballpark estimate for a similar study is \$3800. Ms. Connolly has an estimate that she will share at a later meeting.

Ms. Driscoll further explained that at the Finance and Warrant Committee meeting of April 4, 2019, Ms. Denise Moroney explained that the Endicott Branch Library has so many egresses that it can hold 299 people without a sprinkler system. Ms. Sliwa questioned whether the Endicott Branch Library will continue to use Eventbrite and limit programming sign up in light of this new information.

Ms. Driscoll noted that we are awaiting the return from vacation of the Building Inspector to confirm this information. She further outlined the possibility of going to the Finance and Warrant Committee if this conversation results in changes to the above information. Also pending is the estimated \$150,000 that would need to be approved by a reconvened Capital Expenditures Committee for the installation of a sprinkler system in the Main Library.

Programming:

Programming highlights include the 2nd annual Smack Dab in the Middle Author Event recently hosted at the Main Library. Fifteen authors of Middle School fiction from the New England region came to share their craft and passion for literature and writing, drawing a good crowd.

Ms. Connolly spoke of the success of the Linda Mullaly Hunt event.

Art in Bloom is currently on display at the Main Library.

The #trashtalk exhibition continues through June 2019, with another evening event planned for April 26, 2019.

Technology:

Enhanced self-checkout has been a wonderful success. In the first month of installation, the Library has seen almost 40% of physical checkouts being done on the new self-checkout machines. This continues to grow, and we anticipate it reaching network standards of about 70%-80% of total checkouts over the coming months.

Public response has been phenomenal. We plan to have the Endicott's enhanced self-checkout machine installed the week after vacation week.

New iPads were installed at both library facilities

Mr. Jonah Smiley has joined the staff as Youth and Teen Librarian and is a wonderful addition.

Additional:

Today, April 11, 2019, Ms. Roalsen was interviewed by WBUR about the Dedham Library, its incredible focus on equitable access, the importance of the library as a community center, and the no fines policy. Ms. Driscoll commented on the library being recognized as a leader in the New England region and nationally.

Old/New Business:

See Liebstudios paragraph under Director's Report, Facilities.

Update on the Library Foundation by Ms. Driscoll included a brief review of the agreement between the Trustees and the Foundation. A template has been presented. Ms. Wilkinson shared concerns about the inclusion of all trustees. Ms. Driscoll stated the name has been determined to be "The Foundation for the Dedham Public Libraries." Ms. Wilkinson and Ms. Sliwa shared some concerns about this name, but it was decided to proceed forward; at a later date there could be a dba. Ms. Sliwa will edit and send to Ms. Wilkinson who will further revise and distribute individually to all trustees.

Ms. Connolly noted the Dedham Library and Innovation Team (DLIT) has a fundraiser on April 12, 2019. She and Ms. Driscoll distributed flyers today to the neighbors to inform them of this event occurring at the Endicott Branch Library. Ms. Driscoll confirmed that DLIT understands that there will be no early closing of the Endicott Branch Library next year and will schedule the fundraiser accordingly.

Ms. Connolly reported that she has been in touch with Ms. Margaret Adams from the Dedham Human Rights Commission. Ms. Adams would like to plan a town read together event for winter 2020. Ms. Adams was unable to attend the board meeting tonight. Ms. Connolly will reach out to her again. Ms. Driscoll stated that this could be a collaboration with DLIT.

Ms. Connolly reported that there was a late opening of the Main Library on March 30, 2019.

Mr. Pierce left at 7:12 pm.

Ms. Driscoll spoke of a meeting with herself, Ms. Connolly, Mr. Michael Butler, Selectman, and Mr. James McDonald, Chair, Board of Selectman on April 4, 2019 to move forward the Trustees request for our own labor lawyer. The selectmen assured them that the trustees could easily get their own labor lawyer. Ms. Driscoll noted the current Town of Dedham Labor lawyer has five instances of non-response to library requests; has given misleading and incorrect information to questions; has been dismissive of the Director; and has sent a harassing and insulting letter to the Director.

Ms. Connolly noted that having a new labor lawyer to respond to union complaints is vital and put forward that having a second new labor lawyer, separate from the town, reporting to the trustees for non-union complaints was also discussed. She reports the selectmen were receptive to this plan.

Ms. Connolly reported that today the newly hired Director of Human Resources, Town of Dedham, called her to set up a meeting with the Town’s Labor Lawyer. Since Ms. Connolly and Ms. Driscoll had had a second meeting with Selectman Michael Butler on April 10, 2019 to confirm the plan of April 4, 2019, Ms. Connolly did not make a date for this meeting.

Ms. Santos proposed having a Post Office Box for the Library trustees as a good way to get communications and bills in a timely manner.

Ms. Sliwa spoke of her efforts to publicize library programs and services. Ms. Santos proposed more of this information be shared by the library Facebook account. Various strategies for getting information to the public were discussed. Ms Connolly will talk with Ms. Roalsen about some of these ideas.

Ms. Driscoll noted that the Endicott Branch Library will not have Sunday hours on April 14 and April 21, 2019 due to holidays.

Ms. Connolly spoke of purchasing “OPEN” flags for the Endicott Branch Library to announce the Sunday openings. This was debated.

Ms. Driscoll requested that the individual trustees’ emails be added to the library website to allow for more timely communications as the emails to the link often go to trustees’ spam boxes. She then reviewed that the Town of Dedham has not purchased enough licenses to give the town employees their own email addresses.

Next meetings were scheduled for :

Tuesday, April 23, 2019 at 6:30 pm at the Endicott to review: Liebstudios estimate; Post Office box; reorganization of the Board of Library Trustees, and the Agreement between the Trustee and the Foundation.

Thursday, May 2, 2019 at 6:30 pm at Endicott – regular monthly meeting

Monday, May 13, 2019 at 6:00 pm at the Dedham Middle School to prepare for potential questions at Mini-Town Meeting and Town Meeting.

A motion to adjourn was made by Ms. Connolly at 7:50 pm and seconded by Ms. Wilkinson. All voted in favor.

Action Item Table:

Action Item	Person	Date Due
Book a room at the Middle School for May 13, 2019 meeting	Ms. Connolly	April 2019
Share information about resources through Facebook	Ms. Roalsen to assign	Spring 2019
Review use of Eventbrite at Endicott Branch	Ms. Connolly and Ms. Roalsen communicate with Building Inspector to confirm Endicott Library capacity of 299 and report to Trustees	May 2, 2019

Estimate from Liebstudios	Ms. Connolly	May 2, 2019
Explanation of Financial Report in Detail	Ms. Rosemarie Shrewsbury	May 2, 2109
Overtime Expenditures Detailed	Ms. Connolly will determine.	Prior to May 13, 2019
Budget	Ms. Connolly, Ms. Driscoll, Ms. Roalsen	Spring 2019
Quarterly Professional Development information	Ms. Roalsen	Spring/Summer 2019
Policy Working Group: Social Media	Ms. Sliwa, Ms. Santos, Ms. Roalsen	Spring 2019
Policy Working Group: library groups	Ms. Wilkinson, Ms. Connolly, Ms. Roalsen	Spring 2019
Director's Goals	Ms. Sliwa, Ms. Santos, Ms. Roalsen	Present Director's evaluation at April 2019 meeting
Donors Working Group	Ms. Wilkinson, Ms. Driscoll, Ms. Roalsen and staff	On going

Respectfully submitted,

Mary Ann Sliwa