



Ryan Brennan, Director
 Dedham Public Library
 43 Church Street
 Dedham, MA 02026
 781.751.9281

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

**DPL TRUSTEES MEETING MINUTES
 DECEMBER 16, 2019, 6:30PM**

MEETING CALLED BY	Board of Library Trustees, Dedham
TYPE OF MEETING	Monthly
CO-CHAIRMAN	Margaret Connolly and Mary Ann Sliwa
SECRETARY	Monika Wilkinson
ATTENDEES	Margaret Connolly, Tracy Driscoll, Mary Ann Sliwa, Monika Wilkinson, and Ryan Brennan
PUBLIC ATTENDEES	Richard Pierce

The meeting of the Dedham Library Board of Trustees was called to order at 6:31pm by Co-Chair, Ms. Sliwa.

Public Input:

Mr. Pierce reported steady sales at Saturday’s Friends book sale, totaling \$788. He stated that the group is looking forward to the January sale. The Friends received a letter thanking them for their support of the Library and complimenting staff on their hard efforts. It was received with a donation for the fund drive. Discussion followed about sharing this letter with staff. Mr. Brennan said that he shares notes with HR if staff are mentioned.

Discussion and Vote: Minutes

Discussion was held related to the handling of Charter Review meeting minutes. Ms. Driscoll offered the suggestion to add a clause in the minutes to indicate that we are posting an agenda and recording minutes on the advice of the Board of Selectmen’s counsel. Mr. Brennan suggested seeking advice from Town Clerk for meetings with just one individual present.

Discussion and vote of November 18, 2019 minutes. No discussion followed. Ms. Connolly made a motion to accept the minutes. Ms. Driscoll seconded the motion. Ms. Wilkinson was not present at this meeting and abstained. Ms. Driscoll, Ms. Connolly, and Ms. Sliwa voted in favor.

Discussion and vote of November 25, 2019 Town Meeting minutes. One minor change was noted to include the word “that” to add clarity. Ms. Wilkinson made a motion to accept the minutes. Ms. Driscoll seconded. All voted in favor.

Discussion and Vote: Financial Report

Financial Report: Mr. Brennan noted that the report from November 30 that Trustees received does not reflect the transfer of \$11,000 from Director Salary line to Overtime. Ms. Connolly suggested speaking with Mr. Goodwin on Friday about the incorrect transfer of money out of Catherine B. Wade funds and State Aid. Trustees expressed a desire to have State Aid reflected on our monthly report. All supported the idea that expenditures and income for non-appropriated funds should be shared on a monthly basis. Trustees are going to hold off on vote until more clarity is given.

Discussion and Vote: Code of Conduct Regarding Solicitation

Mr. Brennan requested that the Board vote to include language that states that solicitation of library users or library staff of any kind be prohibited. He explained that he was suggesting this addition after the previous weekend in which patrons were asked to sign papers to include a ballot question in the Town Spring election. He noted that Town policy prevents the collection of signatures on town property and wished to give discretion to library staff regarding interpretation of the no solicitation rule. Some discussion ensued. Ms. Wilkinson expressed discomfort in limiting signature collection and other activities interpreted as solicitation that could be beneficial to the community. She noted the existence of policies in other libraries that distinguish between solicitation and canvassing as well as active and passive solicitation. She suggested getting clarity needed from Town Clerk Paul Munchbach regarding signatures. Ms. Sliwa noted that participation in Town surveys is encouraged at the Library. Mr. Brennan noted that best practice is have a policy and give staff discretion. He also stated that a policy should not be a reaction to a single event. Ms. Driscoll raised concern that it could be interpreted as a reaction to a single event.

Ms. Wilkinson, Ms. Driscoll, and Mr. Brennan decided to meet to discuss the issue.

Discussion

Discussion of existing 3D Policy was opened. Mr. Brennan stated that the Library needs to start charging for 3D printing services. He noted that in the existing policy language is included that reserves the right to charge. He stated that 3D printing is an expensive technology. Ms. Driscoll asked for specifics on usage. Ms. Connolly asked if repeat patrons who print are taking a large portion of resources. Trustees agreed that data about the usage would be helpful. Discussion followed that focused on limits to usage for printing and methods for collection of money. Trustees will consider the issue for possible vote for a future agenda.

Capital request priorities was the next topic of discussion. Mr. Brennan asked Trustees what their priorities are. Trustees listed gutters and downspouts. Trustees asked if roof was in good shape and suggested asking Mike McGahan. They also discussed HVAC systems, the ceiling at Endicott, fire suppression, the back door of Main, the back door handle of Endicott, RFID gates, book drops, and handicapped accessibility. Lower level concerns noted are the Children's Room carpet, shades for Main Library, and the ceiling at the Main. Ms. Driscoll suggested discussing and identifying with Facilities the short range plans and longer range plans.

The Open House was discussed next. Trustees agreed on the need to put an announcement in the paper with a goal to submit this week and again after January 1. Trustees also discussed sending an announcement to Patch. Ms. Sliwa is willing to draft this and ask for feedback.

Closing for 12/24 was confirmed for 1:00 pm, as stated in the contract. Closing for 12/31 was confirmed for 4:30pm, as stated in the contract.

Director's Report

Ms. Wilkinson asked about signage for the library to assist patrons. Mr. Brennan explained that he wants new signage that has a uniform graphic design and this will be a priority once new staff is in place. Trustees agreed that they want a map of the collection.

Discussion of circulation ensued.

Old and New Business

Ms. Wilkinson asked Mr. Brennan to discuss with Mr. Goodwin issues with Library meetings not being included on Town calendar.

A motion to adjourn the meeting was made by Ms. Driscoll at 9:05pm and seconded by Ms. Connolly. All voted in favor.

Respectfully submitted,

Monika Wilkinson