



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

<b>DPL TRUSTEES MEETING MINUTES</b>	
<b>APRIL 1, 2020, VIRTUAL, 4:00PM</b>	

<b>MEETING CALLED BY</b>	Board of Library Trustees, Dedham
<b>TYPE OF MEETING</b>	Virtual Board Meeting
<b>CO-CHAIRMAN</b>	Margaret Connolly and Mary Ann Sliwa
<b>SECRETARY</b>	Tracy Driscoll
<b>ATTENDEES VIA PHONE</b>	Margaret Connolly, Sarah Santos, Mary Ann Sliwa, Monika Wilkinson, Tracy Driscoll, and Rosemarie Shrewsbury
<b>PUBLIC ATTENDEES</b>	Gianna Bird, Laura Bowler, Abby Bragg, Cecilia Butler, Marissa Campanella, Lisa Desmond, Ellen Dockham, Amber Moroney, Mary Ellen Stokes

**PLEASE NOTE DUE TO THE COVID19 PANDEMIC THIS MEETING WAS HELD  
VIRTUALLY VIA ZOOM**

Zoom Meeting ID: 187 116 833; Password: 914038

The meeting of the Dedham Library Board of Trustees was called to order at 4:04pm by Co-Chair, Ms. Sliwa.

**Public Input:**

No public input.

**Discussion and Vote Minutes of March 23 and March 26, 2020**

A motion to accept the minutes of March 23, 2020 was made by Ms. Wilkinson and seconded by Ms. Driscoll. Seeing no discussion a roll call vote was taken. Ms. Connolly, yes; Ms. Driscoll, yes; Ms. Santos, yes; Ms. Sliwa, yes; Ms. Wilkinson, yes.

A motion to accept the minutes of March 26, 2020 was made by Ms. Santos and seconded by Ms. Connolly. Ms. Driscoll stated there were minor grammatical corrections made to the minutes being voted. These were accepted and a roll call vote was taken. Ms. Connolly, yes; Ms. Driscoll, yes; Ms. Santos, yes; Ms. Sliwa, yes; Ms. Wilkinson, yes.

**Updates for Procedures during Closure**

1. Signing Bills and Payroll

Ms. Shrewsbury is bringing over bills and payroll on Wednesday every week. She will take a picture of each and forward to Trustees for their review prior to bringing to Town Hall.

2. Vendor responses

Ms. Shrewsbury will follow-up with Ingram about holding materials until reopening. This was started by Mr. Brennan but status is unknown.

3. Spenddown guidelines

Ms. Moroney continues to order materials and receives lists of needs/wants from other staff members.

4. Professional development

Ms. Shrewsbury stated that staff are taking classes of their choice on-line and then discussing what they had done at their staff meeting. Trustees stated that the intent of providing professional development was to have uniform, substantive on-line training. There had been prior discussion of programs for public safety, customer service, dealing with difficult patrons or any other pertinent program. Trustees requested that Ms. Shrewsbury assign or ask for a volunteer staff member to research possible programs to complete. There are many currently being offered on the American Library Association site. Ms. Shrewsbury said she had made a quarantine calendar.

5. Summer lunch

Ms. Moroney stated that the State has not opened the summer lunch program yet. This usually takes place later in the spring. Ms. Moroney anticipated that the program will continue at the library whether or not the school continues their program. Plans will be made for distribution based on whether or not the library is open to the public. A grab and go program will be developed if closed. Modified programming to take with a lunch will be considered. S&S Worldwide provides packaged kits that could be distributed with the lunches.

6. Summer programming with and without reopening

Ms. Shrewsbury stated that Ms. Connell, Youth Librarian, had requested the purchase of Beanstack. This is a program that tracks summer reading and is used by many libraries. The cost is \$1,495 annually with a \$295 start-up fee. Ms. Shrewsbury will forward more information to Trustees and a decision will be made at the next meeting.

In addition, staff has ordered programming materials for the summer. The theme for summer reading is "Imagine your Story." Since materials have already been ordered, it was suggested that staff consult with the MBLC or other libraries regarding recommendations for distributing materials if library is closed.

7. Acknowledgement of staff accomplishments

Trustees commended the staff members that continue to be the public face of the library during these trying times. Their livestream story times and other programming have reached over 79,000 people to date. This represents a tremendous amount of work from preparation to actual production. It was noted how much the community relies on these type of programming to remain connected during this time of isolation. The programming staff has done an outstanding job.

Virtual book groups were also discussed. Ms. Moroney has reached out to our book group coordinator, Dianne Bauer and they are working on options. It was noted that digital copies are much more expensive than hardcover books and this might pose an obstacle.

Creative Bug has launched. Ms. Moroney stated it was a very fun and addictive app. It has projects and instructions on food, art, sewing and more.

Ms. Moroney also stated that she has a list of all our databases on Facebook and that Ancestry.com is free for the month.

Ms. Shrewsbury stated that staff members are willing to submit weekly press release with updates to programming and resources to the local papers.

8. Research on limits to printers and copy machines

Ms. Shrewsbury was unaware that this was an item to work on during closure. She will have appropriate staff research.

9. Research on per diem staff and part-time employee average hours

Ms. Shrewsbury will look into other Dedham departments and other libraries in area to see how they are handling per diem staff.

10. Update Code Red report

Ms. Shrewsbury will follow-up with Ken Cimeno regarding email Mr. Brennan had sent and Mr. Cimeno's response. She will check to see if he has any other questions that need to be answered to expedite the process.

### **Old/New Business**

Trustees stressed the importance that Ms. Shrewsbury keep a record regarding staff members' work during this time. It is important that all staff have directives albeit modified during this time.

Ms. Sliwa will follow-up with Canton and Don Langenhorst regarding using our 3D printers to make personal protective equipment.

Ms. Sliwa also stated that you cannot access the WiFi from the Endicott Library parking lot but you can in the Main Library parking lot.

Ms. Shrewsbury was asked if the newspaper subscriptions were on hold. It was noted that they were still being delivered even though a stop was supposedly placed on them prior. She will follow-up.

Ms. Santos asked that we be included in any multi-board meeting that takes place going forward.

Ms. Driscoll stated she and Ms. Wilkinson were working separately gathering information regarding appointing an interim to replace Mr. Brennan. Ms. Driscoll said she would be reaching out to the town manager and/or the human resource director for guidance.

Ms. Connolly left the meeting at 5:20pm.

Ms. Sliwa asked for dates for next meeting. It was determined the next meeting will be held on April 8, 2020 at 4pm via Zoom conference. Meeting number and password will be available on Agenda posting.

A motion to adjourn was made by Ms. Wilkinson at 5:35pm and seconded by Ms. Santos. A roll call vote was taken. Ms Driscoll, yes; Ms. Santos, yes; Ms. Sliwa, yes; Ms. Wilkinson, yes.

Respectfully submitted,

Tracy Driscoll