



Bonnie Roalsen, Director
 Dedham Public Library
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 Dedham, MA 02026
 781.751.9281

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

DPL TRUSTEES MEETING MINUTES	
OCTOBER 13, 2016, ENDICOTT LIBRARY, 6:00 PM	
MEETING CALLED BY	Board of Library Trustees, Dedham
TYPE OF MEETING	Discussion Meeting
CHAIRMAN	Monika Wilkinson
SECRETARY	Mary Ann Sliwa
ATTENDEES	Margaret Connolly, Tracy Driscoll, Sarah Santos, Mary Ann Sliwa, Monika Wilkinson, and Bonnie Roalsen
PUBLIC ATTENDEES	Cecilia Butler

The October 13, 2016 meeting of the Dedham Library Board of Trustees was called to order at 6:01 pm by Chair, Ms. Wilkinson.

Public Input:
 None.

Action Items:

Discussion and Vote: Open Meeting Minutes of June 27, 2016 and September 8, 2016; Executive Session Minutes of June 30, 2016 and July 12, 2016:

For the minutes of June 27, 2016, there was no discussion. Ms. Driscoll made a motion to accept; Ms. Santos seconded; all voted in favor.

For the minutes of September 8, 2016, there was no discussion. Ms. Wilkinson made a motion to accept; Ms. Sliwa seconded; all voted in favor.

For the Executive Session minutes of both June 30, 2016 and July 12, 2016, a discussion ensued. Ms. Connolly spoke about the need to include the Open Meeting components. Ms. Wilkinson concurred. Ms. Sliwa reported that she had originally drafted Executive Session minutes in that manner and had been advised by Ms. Miriam Johnson, Director of Human Resources, Town of Dedham and Mr. James Flaherty, Interim Director, Dedham Public Library to change to the format provided. Ms. Driscoll suggested that this could be researched. Ms. Connolly will do so.

A motion was made by Ms. Wilkinson to accept and release the Executive Session minutes of June 30, 2016; Ms. Connolly seconded; all voted in favor.

A motion was made by Ms. Driscoll to accept and release the Executive Session minutes of July 12, 2016; Ms. Wilkinson seconded; all voted in favor.

Ms. Santos suggested that when a Board of Library Trustees member participates remotely that the chart on the front page of the minutes include this in a separate row.

Discussion and Vote: Financial Report *September 2016*:

Ms. Connolly questioned how to compare categories between the old system and Munis. Ms. Driscoll stated the need to understand how the comparison works because we approved the categories and monies of the past budget system. Ms. Santos questioned where the monies for marketing were.

Ms. Roalsen stated that she will map the categories of the old system and their relation to the new categories in Munis. She also will provide a further breakdown of expenditures within the current Munis categories. All agreed upon the importance of understanding the Munis categories for the development of the upcoming budget. Ms. Wilkinson requested a similar breakdown of the category codes to accompany the weekly bills that trustees sign off on.

A motion to accept the financial report of September 2016 was made by Ms. Santos; Ms. Driscoll seconded; all voted in favor.

Discussion of Holiday Hours:

Ms. Roalsen noted that December 25 falls on a Sunday this year. She suggested that there be a closure on Saturday, December 24, 2016 for the holiday. The libraries are already closed on Monday, December 26, 2016 for the holiday. Ms. Roalsen noted there are usually few patron visits on December 24, 2016; most libraries will be closed on this date.

Ms. Wilkinson suggested that the New Year's holiday schedule also be discussed. Similarly, New Year's Day is on a Sunday; a holiday is scheduled already for Monday, January 2, 2017; request is for an additional closure on New Year's Eve-Saturday, December 31, 2016. A discussion ensued. Ms. Sliwa requested that Ms. Roalsen find out what the surrounding towns libraries are planning and report back to the Board of Library Trustees. Ms. Wilkinson clarified that this timeline would be workable with scheduling staff. Ms. Roalsen replied that it would.

Ms. Wilkinson made a motion to close the Dedham Public Library on an additional day-Saturday, December 24, 2016; Ms. Sliwa seconded; all voted in favor.

Director's Report:

Collection Management:

Ms. Roalsen spoke about ongoing projects. She talked about the collection management process, specifically weeding and updating. This process is due to start at the Endicott Library soon.

Ms. Roalsen has been working on updating the loan rules to apply to all materials so that they are all due back in three weeks. Speed read books will be an exception. Ms. Santos suggested that a sign explaining the new loan period be made for the entry doors of the libraries. Ms. Roalsen noted that she has met with the Minuteman

Library Network which has been very supportive in making these adjustments to revitalize the Dedham Public Library.

Grants:

Ms. Roalsen outlined three grants that The Dedham Public Library will be applying for: Customer Experience in the Digital Age, Mind in the Making: Engaging Young Children in Interactive Learning and Doing- both Library Services and Technology Act (LSTA) awards of up to \$10,000 each in FY17 and a Massachusetts Cultural Council grant for large family performances at the Main Library. A discussion of other grant sources ensued. Ms. Roalsen will investigate the Dedham Savings Institution grants.

Ms. Roalsen spoke of the need to build programming. Her goals include significantly increasing the number of attendees at programs.

Technology:

Ms. Roalsen reported that the Town of Dedham is planning on a five year lease for staff computers to begin in fall 2017. She expressed a need to address the technology on the public side, as well as the staff side, of the library. She recommended dedicated guest WiFi, wireless printing; laptops and tablets for the public; taking the old outdated desktops off the current network which is frequently crashing and replacing the desktops and the network; integration of current technologies for public use; creating a technological foundation to support digital literacy, access, flexible meeting spaces, and freedom of inquiry for the community. She has installed six iPads within the Children's Room.

She has had ongoing conversations with Ms. Denise Moroney, Director of Facilities and Maintenance, Town of Dedham. Ms. Moroney has agreed to cover the electrical and data wiring needs related to all the changes in the libraries.

Ms. Roalsen stated that the Dedham Public Library web site needs to be hosted privately. Her goal is an enhanced customer experience.

Ongoing Projects Update:

Ms. Roalsen met with the Dedham Public Schools High School Librarian to discuss cross marketing of programs, collaborations, and live registrations for Dedham Public Library borrower cards. Live registrations will also occur at the elementary schools.

Ms. Roalsen has met with Ms. Joanne Toomey, Executive Director, Dedham Housing Authority, to discuss ways to better serve their residents. Large print books are being distributed to seniors; the old bike rack that is being replaced at the Endicott Library will be donated and used in a Housing Authority development.

Ms. Roalsen has met with Mr. James Kern, Town Manager, Town of Dedham to advocate for the library. Ms. Wilkinson has contacted Mr. James Kern to set up a meeting to discuss the library priorities in the budgeting process.

State Aid Financial Report Status:

Ms. Roalsen completed and submitted the State Aid financial report prior to the deadline.

Survey regarding additional hours:

Ms. Wilkinson, Ms. Roalsen, and Ms. Santos report they are meeting to finalize the questions on the survey to the Dedham community about library hours. Ms. Roalsen is running different scenarios given budget constraints. Ms. Sliwa reported that citizens continue to request opening the Main Library on Sunday. Ms. Roalsen stated the need to differentiate the function of both buildings as a factor in the decision making process. A goal is to have a survey available in early November, including an online format using Survey Monkey. Ms. Wilkinson stressed the need to survey more people than the current library patrons. Ms. Driscoll recommended having tables with trustees to ask people to fill out paper surveys at townwide events including the upcoming Town Meeting on November 14, 2016; she reported that this has been very successful in the past. Ms. Santos suggested the Trunk or Treat event. Ms. Sliwa pointed out the large number of paper surveys collected by the Endicott Library staff in the Livable Dedham survey of residents.

Technology and Digital Offerings at the Main, possible vote for allocation of funds, Furniture/Circulation Area, possible vote for allocation of funds:

Ms. Roalsen spoke of the redesign of the Main Library. She recommended a desk for three staff at the new Adult Circulation Area at a cost of \$20,000 and a desk for two staff in the Children's room at a cost of \$10,000.

Additionally, she requested monies for technology improvements, specifically for public computers, wireless printing, gaming devices, virtual reality equipment, and for digitalization of the historic collection. The total cost would be \$17,000.

A discussion ensued. Other sources of grants were mentioned including possibilities of the Dedham Education Partnership if a compelling tie to the schools can be made, and Dedham Junior Women's Club funding.

The report on Non-Appropriated Funds FY16 was perused. After discussion, Ms. Sliwa made a motion to approve the allocation of State Aid monies from the Non-Appropriated funds for the acquisition of an Adult Circulation desk in the Main Library at the cost of \$20,000, a Children's room desk in the Main Library at a cost of \$10,000, and \$17,000 for technological improvements; Ms. Wilkinson seconded; all voted in favor.

She outlined her vision for creating flexible community spaces on the main floor of the Main library.

Old/New Business:

Trust Fund Update:

Ms. Roalsen provided a printed report of the Library Trust Funds for the period of 9/1/2016 to 9/30/2016.

Ms. Connolly reported on her conversation with the Executor of Ms. Lucille Fairfield's trust fund. He stated there were "no conditions" on her trust fund and an additional sum of approximately \$300 will be bestowed on the library. Ms. Sliwa asked for written confirmation of this statement.

Ms. Wilkinson spoke of the offer of Rockland Trust to present their management of the funds to the trustees on a date in November. Ms. Connolly outlined the need to have expertise in trust management. Ms. Roalsen will communicate with colleagues to find recommendations on how to proceed.

Ms. Sliwa requested Livable Dedham and the collaboration with the library be an agenda item at the next meeting. She reported that Ms. Roalsen and Ms. Sliwa will be attending the Fall forum on November 2, 2016. Ms. Roalsen clarified that she will be representing the library at the request of the Town Manager, Mr. James Kern.

The next meeting for the Board of Library Trustees was set for November 3, 2016 at 6:00 pm at the Endicott Library.

Ms. Sliwa made a motion to adjourn at 7:49 pm; Ms. Driscoll seconded; all voted in favor.

Action Item Table:

Action Item	Person	Date Due
Clarification of Munis Financial Report of August 2016; vote on Financial Report of August 2016; better understanding of new expenditure categories in Munis	Ms. Roalsen will break down categories, map relation of Munis to categories approved in current budget; Library Trustees to discuss at next meeting	November 2016
Report on surrounding towns' libraries holiday schedule	Ms. Roalsen	November 2016
Obtain written confirmation of no conditions in the Lucille Fairfield Trust Fund	Ms. Connolly, Ms. Roalsen	November-December 2016
Vote on Minutes of October 13, 2016	Trustees	November 2016
Confirm table for surveys at Town Meeting on November 14, 2016	Ms. Wilkinson	Prior to November 14, 2016
Research how Executive Session minutes should begin and end when there is also an Open Meeting.	Ms. Connolly	Fall 2016
Sign for doors of libraries explaining new loan period	Ms. Roalsen, staff	October 2016
Research how trust funds are managed and role of trustees in this.	Trustees	Fall-Winter 2016
Research other libraries use of financial experts to oversee trust funds	Ms. Roalsen	November-December 2016
Establish policy for retention of close circuit camera tapes	Ms. Roalsen, Trustees	To be determined 2016
Intrusion alarm system first caller	Ms. Roalsen	To be determined 2016
Negotiation with Unions regarding expanded hours for State Aid Compliance	Ms. Roalsen	Fall 2016, plan in place by January 2017
Survey town residents regarding library hours	Ms. Roalsen, Trustees	Prior to union negotiation above
Develop survey for above	Ms. Roalsen, Ms. Wilkinson, Ms. Santos	October-November 2016
Collection Management changes	Ms. Roalsen	Ongoing, report in monthly meetings of 2016
Presentation to Town of Dedham Finance and Warrant Committee regarding budget changes to meet	Ms. Roalsen and Trustees	Fall 2016/Winter 2017

State Aid Compliance		
Technology monies	Ms. Roalsen, Mr. Kern	Budget development cycle, Fall 2016/Winter 2017
Parking Study meetings	Ms. Driscoll and Ms. Santos	As scheduled in Fall 2016
Consultant Study on Building Plan	Ms. Roalsen	Fall 2016
Report on work with Livable Dedham	Ms. Roalsen	November-December 2016

Respectfully submitted,

Mary Ann Sliwa

Attachments:

Agenda

MA Libraries BLC Mind in the Making Fact Sheet

MA Libraries BLC Customer Experience in the Digital Age

Rockland Trust 9/1/16 to 9/30/16 report

Non-Appropriated Funds FY16

9.16 Budget Report

TOWN OF DEDHAM
LIBRARY TRUST FUNDS
FOR PERIOD OF 09/01/2016 TO 09/30/2016

Non-Expendable Principal	Name	Expendable		Non-Expendable		Expendable		Interest Market Value		Expendable		Total		Interest Earned	
		Beg Balance 8/31/16	8/31/16	Additions	Non-Expendable Additions	Expendable Additions	Withdrawals	Fees	Received	Change	Balance 9/30/16	Balance 9/30/16	9/30/16	Balance 9/30/16	Fiscal YTD
<i>Library Trust Funds</i>															
2,000.00	Mary Denny Williston - Library	13,677.12				-4.70	22.32	-21.25	13,673.49			15,673.49	81.27		
3,000.00	Charles Bullard - Library	20,967.91				-7.19	34.13	-32.49	20,962.36			23,962.36	124.26		
1,000.00	James Foord - Library	3,342.53				-1.30	6.18	-5.89	3,341.52			4,341.52	22.51		
1,000.00	George Hatton - Library	3,235.87				-1.27	6.03	-5.74	3,234.89			4,234.89	21.96		
3,000.00	Katherine M. Lamson - Library	6,144.42				-2.74	13.02	-12.40	6,142.30			9,142.30	47.41		
5,000.00	Edward Peneman - Library	18,536.88				-7.06	33.52	-31.90	18,531.44			23,531.44	122.04		
155,734.00	Caroline B. Wade - Library	399,611.04				-166.60	790.81	-752.77	399,482.48			555,216.48	2,879.20		
31,510.02	Danforth P. Wight - Library	32,184.91				-19.11	90.70	-86.34	32,170.16			63,680.18	330.22		
0.00	Sophia Wight - Library	2,225.51				-0.67	3.17	-3.02	2,224.99			2,224.99	11.54		
0.00	Lucille Fairfield - Library	198,551.76				-59.57	282.74	-269.14	198,505.79			198,505.79	1,029.39		
202,244.02	Total - Library Trust Funds	698,477.95	0.00	0.00	0.00	-270.21	1,282.62	-1,220.94	698,269.42	0.00	0.00	900,513.44	4,669.80		

Non-Appropriated Funds FY16

254-610-610-5790-799* State Aid	Balance	2-610-5302-286* Articles Long-Range Plan	Balance	407-1050-999	Balance	467-610-610-4830* Contributions and Donations	Balance	Balance in Funds
	\$62,102.21	Mitigation	\$18,700.00	407-610-610-5791-611* Dedham Institute for Savings Grant	\$7,569.68		\$1,455.69	
10/5/15 Inception Technologies -ST View Scanner	\$8,565.00	11/5/15 Consulting Fee for Aaron Cohen	\$1,792.00	9/14/15 Paint Children's Room/Varnish Wood	\$7,050.00			
10/19/15 Paranormal Program - S.P.I.R.I.T.S of New England (Jack Kenna)	\$200.00			10/15/15 Children's Room Lettering	\$214.97			
10/19/15 Inception Technologies - Computer, hard drive, mouse for use with VT Scanner	\$418.05							
11/2/15 License for VT Scanner	\$1,295.00							
11/17/15 State Aid Rec'd	\$13,633.52							
2/2/16 3 Chairs for Endicott	(\$1,703.86)							
2/19/16 2 Chairs for Endicott	(\$1,382.34)							
2/25/16 Lounge Chairs for Endicott	(\$2,164.50)							
3/2/16 - 5 Computer Chairs - Main	(\$1,360.74)							
3/21/16 State Aid Rec'd	\$14,252.41							
8/5/16 Paid FY16 (2 bills)	\$381.76							
CURRENT BALANCE	\$72,516.89		\$16,908.00		\$304.71		\$1,455.69	\$91,185.29



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Town of Dedham |LIVE|
YEAR-TO-DATE BUDGET REPORT

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FOR 2017 03

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/> 1000 General Fund <hr/>							
19 Fines & Forfeits <hr/>							
16104770 477030 Lost Book Fines	0	0	0	-1,944.09	.00	1,944.09	100.0%
TOTAL Fines & Forfeits	0	0	0	-1,944.09	.00	1,944.09	100.0%
<hr/> 51 Personal Services <hr/>							
16105100 510193 Custodial	100,361	0	100,361	24,982.65	.00	75,378.35	24.9%
16105100 510610 Library Director	90,259	0	90,259	19,275.00	.00	70,984.00	21.4%
16105100 510613 Professional Libra	258,095	0	258,095	64,741.05	.00	193,353.95	25.1%
16105100 510614 Circulation Superv	63,012	0	63,012	15,934.05	.00	47,077.95	25.3%
16105100 510615 Library Assistant	294,915	0	294,915	74,395.20	.00	220,519.80	25.2%
16105100 510618 Library Page	31,320	0	31,320	5,495.00	.00	25,825.00	17.5%
16105100 510619 Assist Library Dir	55,808	0	55,808	14,112.45	.00	41,695.55	25.3%
16105100 514030 Longevity Differen	3,015	0	3,015	1,005.00	.00	2,010.00	33.3%
16105100 519100 Car Allowance	4,500	0	4,500	1,125.00	.00	3,375.00	25.0%
16105100 519180 Uniform/Protective	1,000	0	1,000	.00	.00	1,000.00	.0%
TOTAL Personal Services	902,285	0	902,285	221,065.40	.00	681,219.60	24.5%
<hr/> 52 Overtime <hr/>							
16105100 513000 Overtime Other	11,000	0	11,000	2,018.95	.00	8,981.05	18.4%
TOTAL Overtime	11,000	0	11,000	2,018.95	.00	8,981.05	18.4%
<hr/> 53 Purchased Services <hr/>							
16105700 527045 Equipment	12,307	0	12,307	1,122.06	474.24	10,710.70	13.0%
16105700 530100 Technologies Suppo	7,000	0	7,000	35.97	.00	6,964.03	.5%
16105700 530110 Library Operations	42,072	0	42,072	42,071.71	.00	.29	100.0%
16105700 530250 Technical Services	6,287	0	6,287	.00	.00	6,287.00	.0%



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Town of Dedham |LIVE|
YEAR-TO-DATE BUDGET REPORT

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FOR 2017 03

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL Purchased Services	67,666	0	67,666	43,229.74	474.24	23,962.02	64.6%
<u>54 Supplies</u>							
16105700 542000 Office Supplies	6,250	0	6,250	559.10	.00	5,690.90	8.9%
16105700 543000 Facilities/Maint S	915	0	915	1,306.11	.00	-391.11	142.7%*
16105700 551020 Educational Suppli	3,400	0	3,400	431.47	76.09	2,892.44	14.9%
16105700 558040 Library Materials	149,981	0	149,981	35,985.71	58,616.53	55,378.76	63.1%
16105700 558060 Other Supplies	5,300	0	5,300	592.81	89.28	4,617.91	12.9%
TOTAL Supplies	165,846	0	165,846	38,875.20	58,781.90	68,188.90	58.9%
<u>57 Other (non-specific)</u>							
16105700 571000 Travel	700	0	700	.00	.00	700.00	.0%
16105700 573000 Dues/Memberships/C	6,200	0	6,200	.00	.00	6,200.00	.0%
TOTAL Other (non-specific)	6,900	0	6,900	.00	.00	6,900.00	.0%
TOTAL General Fund	1,153,697	0	1,153,697	303,245.20	59,256.14	791,195.66	31.4%
TOTAL REVENUES	0	0	0	-1,944.09	.00	1,944.09	
TOTAL EXPENSES	1,153,697	0	1,153,697	305,189.29	59,256.14	789,251.57	
GRAND TOTAL	1,153,697	0	1,153,697	303,245.20	59,256.14	791,195.66	31.4%

** END OF REPORT - Generated by Rosemarie Shrewsbury **



REPORT OPTIONS

Sequence	Field #	Total	Page Break
Sequence 1	1	Y	N
Sequence 2	10	Y	N
Sequence 3	0	N	N
Sequence 4	0	N	N

Report title:
YEAR-TO-DATE BUDGET REPORT

Includes accounts exceeding 0% of budget.

Print totals only: N

Print Full or Short description: F

Print full GL account: N

Format type: 1

Double space: N

Suppress zero bal accts: Y

Include requisition amount: N

Print Revenues-Version headings: N

Print revenue as credit: Y

Print revenue budgets as zero: N

Include Fund Balance: N

Print journal detail: N

From Yr/Per: 2017/ 1

To Yr/Per: 2017/ 1

Include budget entries: Y

Incl encumb/liq entries: Y

Sort by JE # or PO #: J

Detail format option: 1

Include additional JE comments: N

Multiyear view: D

Amounts/totals exceed 999 million dollars: N

Year/Period: 2017/ 3

Print MTD Version: N

Roll projects to object: N

Carry forward code: 2

Find Criteria

Field Name	Field Value
Fund	1000
Function	
Department	610
Location	
Program	
DESE FUNC	
DESE EXP	
Sched A	
Character Code	
Org	
Object	
Project	
Account type	



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|YEAR-TO-DATE BUDGET REPORT

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REPORT OPTIONS

Account status
Rollup Code