



Amber Moroney
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Board of Library Trustees
 Shirin Baradaran, Chair
 Tom Turner, Vice Chair
 Annette Raphel, Secretary
 Brian Keaney
 Crystal Power
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DEDHAM PUBLIC LIBRARY TRUSTEES MEETING MINUTES
6:00 p.m., September 14, 2021
Meeting at the Main Library

MEETING CALLED BY	Board of Library Trustees, Dedham
TYPE OF MEETING	Regular monthly meeting
CHAIR	Shirin Baradaran
VICE-CHAIR	Tom Turner, absent
SECRETARY	Annette Raphel
ATTENDEES	Brian Keaney, Crystal Power
PUBLIC ATTENDEES	

Note: Underlined items are action items.

Call to Order:

Shirin Baradaran called the meeting to order at 6:08

Welcome Open House:

The public was invited to celebrate the reopening of the library. The trustees also celebrated the appointment of Amber Moroney as permanent Director of the Library. The trustees' meeting began after the Open House, which ended at 7:00. A second Open House will be held at the Endicott branch September 15th at 10:00 a.m.

Public Input:

None

Director's Report:

- heartening circulation numbers. A request was made to continue including the 2019 statistics as a point of comparison as they are a more accurate measure of changes in patron activity.
- budget updates- ARIS report is available and the financial report due October 1st. It will need to be signed by the chair and town manager.
- Outreach is always an important topic and Amber Moroney will attend and a virtual conference and share ideas with the staff.

Update on Library Re-opening and Communication Regarding New Hours:

There was a discussion about the mechanism for deciding when to implement or end the mask mandate. Annette Raphel made a motion to comply with guidelines implemented by town hall, and to require board conversation if there is a desire to deviate from that standard, with the exception that masks will be required in the children's room until there are vaccines for children 3 years and older. Brian Keaney seconded. The affirming vote was unanimous. Amber Moroney will inform the town manager of our vote and ask about the metrics driving the decision for town hall so that we can assess compatibility with our own situation. Staff members may always use masks, regardless of requirements for patrons.

A screenshot was shared of the data now available to the library indicating the numbers of visits to the library utilizing the new door-counters. This information will be helpful optimizing hours that the branches are open to meet patrons' needs. The data confirms that programs are the most popular times for in-person usage. The board will look at patron usage again in January.

Toys, and electronic equipment in the children's room can be reintroduced. The new technology person is ensuring that equipment is ready to be reused. The reintroduction of iPads will begin with two at each site and toys will be curated and rotated so that they can be sufficiently cleaned.

Update on Hiring Process and Current Staffing Levels:

Currently the union requirement for internal postings of openings has been met. The interviewing of applicants for 2 library assistants will begin soon. An internal candidate was chosen for the position of Youth Services Librarian. A management position, currently titled as User Experience and Access Manager, is newly open and will likely be reconfigured to better meet needs, and advertised with help from HR. These new openings will affect people who will consider applying for per diem positions, so at this time we do not have non-union staffing capabilities to be able to open on Sundays.

Update on Building Security and Maintenance:

After a few instances where settings for electronic door openings and closings did not match library hours, and the building was not open to the public but the doors were not properly secured, the situation has been rectified. Amber Moroney now has training and access to electronic system. The electronic system can be activated remotely. Internal and external cameras accessible only to the police department, as well as in-person police presence, confirmed that there was no damage nor theft as a result of the temporary lack of security.

Chimney and flat roofing sealing is set to happen September 15, 2021, weather permitting. The trustees would appreciate a better understanding of the opportunities and challenges in the building and Amber Moroney has agreed to set up a comprehensive tour of the main library.

Update on Landscaping:

The library needs the front stairs to be re-pitched to prevent water draining towards the building. The front of the library lacks landscaping. Concrete walkways need repair. A preliminary proposal from the Department of Public Works could make use of proximate concrete work to add an additional walkway up the front but there was conversation about whether this was the most attractive option. Brian Keaney made a motion to repair the stairs and repair the current layout of walkways without any additional concrete. Crystal Power seconded and there was unanimous agreement. We agreed that we would address the landscaping at a later date and that Amber Moroney would let the DPW know of our decision.

ARIS Report:

No questions

Update from the Transition Team:

On our agenda for next month will be the evaluation of the Director of the Library, based on her goals. The transition team is available to the Director but will only meet if she initiates a request.

Update on Strategic Plan Development:

Amber Moroney provided the trustees examples of strategic plans from other sites and timeline suggestions for a target date of July 2022. She met with Michelle Eberle from MBLC and accessed much of their helpful information. She also compiled any reports about the library that will be useful. We discussed the following:

- We will not hire a consultant, but reserve the right to change our mind
- We will make good use of materials already available to us such as the 2012 comprehensive building analysis
- We are committed to robust efforts to fully engage the community to gain reliable and useful data; as such, we will examine novel ways to reach citizens
- We will avail ourselves of MBLC services
- At our next meeting we will address how, as a board, we want to manage the process and operate as a group
- We will look at some publicly available strategic plans to help inform us of effective approaches and communication
- We will carefully consider committee membership, as well as talents and representation that would enrich subcommittees to make sure that we are sensitive, inclusive and accurate.

Archive Recommendations Report:

The Preservation Assessment recommendations will be part of the upcoming strategic plan.

Building Expansion Possibilities:

Amber Moroney and Annette Raphael met with Jeremy Rosenberger, town planner, (July 12) and MBLC staff members Andrea Bunker and Lauren Stara, Library Building Specialists (August 3). The greatest takeaways were:

- In the rare cases where contiguous land becomes available, opportunities should be vigorously investigated and there are some interesting ways to acquire it
- If more than \$750,000 worth of work is done on a building (including any additions), then all the public spaces in the building must be accessible
- It is essential to find out what the community wants from the library system to help guide considerations of new-builds and renovations and it is advantageous to learn to think beyond the immediately obvious about a master plan
- Statewide grants consider both building needs and demographic economic needs, and are currently backlogged

Details of Current Union Contract:

Since this was informational in nature and not at all time-bound, the discussion is tabled for a later date

Approval of Minutes from July 8, 2021 meeting:

Brian Keaney moved to accept the minutes with one correction, and the motion was seconded by Crystal Power. The motion was approved unanimously.

Town's Charter Review Committee Recommendations:

At the last Select Board meeting, members voted to accept the town manager's recommendations about changes for the library, specifically the change that the Director will report to the Town Manager rather than the Board. They seemed to take exception to the recommendation to delete "The board of library trustees shall have general charge of the care and management of town libraries and of all property of the town related thereto."

Old/New Business:

The Holiday vacation schedule in December will be discussed at the next meeting since both Christmas Day and New Year's Day fall on a Saturday. The holidays will be widely observed on Fridays and this would mean that the library would be closed both Friday and Saturday.

Since the Director of the Library has a signed contract, Brian Keaney made a motion to release the minutes of the executive sessions regarding negotiations. Crystal Power seconded and a roll call vote affirming was unanimous.

Brian Keaney asked about promotional lawn signs for library supporters or those who successfully completed summer reading challenges. In Westwood, signs are paid for by Friends of the Library. This idea will be under consideration for the future.

Schedule Next Meetings:

October 7th, 7:00 p.m. at the library

November 4th

December 2nd

Motion to Adjourn:

At 9:06 p.m. Annette Raphael made a motion to adjourn, seconded by Crystal Power. The vote was unanimously in favor.