



Amber Moroney  
 Library Director  
 Dedham Public Library  
 43 Church Street  
 Dedham, MA 02026  
 781-751-9281  
[amoroney@dedham-ma.gov](mailto:amoroney@dedham-ma.gov)

Board of Library Trustees  
 Shirin Baradaran, Chair  
 Tom Turner, Vice Chair  
 Annette Raphael, Secretary  
 Brian Keaney  
 Crystal Power  
[librarytrustees@dedham-ma.gov](mailto:librarytrustees@dedham-ma.gov)

**DEDHAM PUBLIC LIBRARY TRUSTEES MEETING MINUTES**  
**7:00 p.m., October 7, 2021**  
**Meeting at the Main Library**

<b>MEETING CALLED BY</b>	Board of Library Trustees, Dedham
<b>TYPE OF MEETING</b>	Regular monthly meeting
<b>CHAIR</b>	Shirin Baradaran
<b>VICE-CHAIR</b>	Tom Turner
<b>SECRETARY</b>	Annette Raphael
<b>ATTENDEES</b>	Brian Keaney, Crystal Power, Amber Moroney
<b>PUBLIC ATTENDEES</b>	

Note: Underlined items are action items.

***Call to Order:***

Shirin Baradaran called the meeting to order at 7:02 p.m.

***Public Input (5 min max)***

*none*

***Director’s Report:***

- Circulation statistics are provided for both 2019 and 2020 for comparisons. Digital circulation increased last year but print went down, and digital is still increasing, perhaps because of increased technological comfort and expertise
- Dome lights have been replaced and made the library much brighter
- Chimney and flat roof seem to be keeping leaks at bay – continued monitoring is anticipated
- Landscaping will be held off until next year and a trustee should join the decision-making group
- New security system’s flexibility is working effectively and well
- Professional Development – The library has a monthly late Friday opening and the first session, run by Assistant Library Director for Administration, Rosemarie Shrewsbury, was about dealing with patrons in pandemic and other challenging situations. There was good feedback from the staff. The next will be on October 15 from 9:00 – 12:30 and the library is reminded to post changes in the schedule on the calendar and through monthly emails

- Amber Moroney has agreed to creating an organizational chart with staff information for the trustees once hiring is complete
- Newly available headcount of people entering the library by hour and by branch will be very helpful for decision making about strategic optimization of staffing and operational hours

***Discussion: Update on Library Re-Opening***

- Brian Keaney raised a question about continuing tying the mask mandate to town hall. Kylee Sullivan, town health director, responded to Amber Moroney’s inquiry about the current mandate after our last meeting and Director Moroney shared the reasoning
- Amber Moroney is involved with the town-wide Department Heads and will see if there are any changes being contemplated at their next meeting. She can let Town Administrators know that we would appreciate knowing what their standard for re-opening is and when the mandate will be revisited
- Two iPads are back in both buildings in the Children’s rooms. Endicott is bringing back larger toys that can not be ingested. Cleaning toys is a staff responsibility and is not yet able to be a high priority

***Update on Hiring Process and Current Staffing Levels***

- There were about 90 applications for 2 librarian assistants and about 35 applications for the library assistant position for youth department (with some overlap). Amber Moroney and Rosemarie Shrewsbury will conduct preliminary interviews beginning with about 20 people
- The library has offered the Program Specialist position and is hoping for a mid-October start

***Update on Landscaping and Physical Building Improvements***

- The trustees discussed future opportunities for the library
- The trustees will link any decisions to the strategic plan, which is in its beginning stages

***Finance Report, Response to Trustee Questions***

- Most benefits are paid for by the town’s salary budget, but those related to professional development, deferred compensation, and longevity are paid for from the library’s budget
- Any per diem worker comes out of the Sunday budget, although we are not yet open on Sundays
- Dues and memberships seem down, but staff days may use some of this money

***Signing Warrants***

- Bills need to be co-signed by a trustee after they are ready (by 3:00 on Friday) until Tuesday submittal. Amber Moroney will check with Leon Goodwin, Town Manager, and Town Counsel to see if we have to sign given that during Covid we have delegated this to the Director. The trustees want to be informed about expenditures but do not feel a need to approve them, as these are bills that have been judged necessary by library administration. We may have to apply to revise the bylaws if changes have been accepted

***Discussion: Strategic Plan Development:***

What can we learn from Designing Dedham? They have done a good job with outreach and communication. Our goals for this meeting were three-fold:

1. Identify key stakeholders,
  - a. Staff
  - b. Community (12 to 18)- a variety of important constituencies and considerations were discussed

- c. Management
- d. Trustees- Tom Turner and Annette Raphel will work on generating a potential list of community members who might be interested in serving. They will check with Amber Moroney and hope to reach out to people by November
2. Examine roles and responsibilities for the strategic plan
3. Develop a process for moving forward

The general steps that need to be taken are:

1. select community group
2. lead community feedback situations, managing the group we put together as well as the entire Dedham Community both in-person and by survey : Build survey using demographic data and utilizing expertise of those who know how to construct unbiased and effective instruments that invite participation and honest reflection
3. Gather and analyze the data
4. Create a useful, engaging report that will help design action steps to enhance the library

Our report is due October of 2022. The trustees were given information from the American Library Association by Amber Moroney, and will read and digest that information before the next meeting

***Discussion and Vote: Process for Conducting Annual Review of Director***

- Amber Moroney will make the goals for the upcoming year, being strategic about how milestones can be reached and measured. Alignment with strategic plans should be the metric
- The transition team of Annette Raphel and Tom Turner will work with Amber Moroney on articulating goals, as well as an evaluation of her first few months, for the open January Meeting
- The transition team will put together a written review and then everyone can react as part of the January 6th meeting

***Process for Conducting Board Self-Evaluation***

- The ALA has put together a useful checklist Crystal Power will make a Google Form and send to Shirin Baradaran, who will collect and collate trustee answers to the questions
- Amber Moroney will not fill out the evaluation, as this is a board self-evaluation, but will be part of the discussion
- We hope to address the board’s functioning and effectiveness in February, before elections, so that the next board will have a list of strengths and opportunities

***Discussion and Vote: Upcoming Special Library Closings (December 24, 2021 and December 31, 2022)***

- Since Christmas and New Year’s fall on a Saturday this year (and Christmas Eve and New Year’s Eve fall on a Friday Federal holiday, there was discussion about closing the library for Friday, Saturday and Sunday (assuming the library is sufficiently staffed to be in operation on Sundays by that point)
- Annette Raphel made a motion to close three days for each of those holidays and Crystal Power seconded the motion
- Additional time is not union mandated and it is hoped that the staff appreciates both the trustees’ active support and the early timing of this decision so that they can make plans and fully enjoy the holidays

***Discussion: Details of Current Union Contract***

- The next contract will be re-negotiated in 2024
- The only floating (non-Monday) holidays that may incur discussions about impact of library closures are July 4, Veterans' Day, Christmas, New Year's Day and Juneteenth
- Memorial Day and Labor Day are the only negotiated times when the library is closed both the Saturday and Monday of the long weekend, though all staff works five days
- Evaluation of staff and Director, though in the contract, have not yet been undertaken
- There are minimum staffing requirements, which we recently became aware of, and the tricky part is accommodating lunch and breaks if there are only the minimum number of people
- The complexity of agreeing to vacation time that meets staff desires and ensures that the library is fully staffed will have to be resolved at the union level, and appears to affect other departments in the town
- There are 12 paid holidays, up to 5 weeks of vacation, longevity appreciation time of up to 5 days, sick time and personal days as benefits

***Discussion: Town's Charter Review Committee Recommendations***

- Warrant Committee: The Select Board voted not to recommend cutting the sentence about roles and responsibilities of the trustees but did recommend the rest of the suggestions from the Bylaw Review Committee
- The Select Board met with the Finance Committee - Shirin Baradaran noted both the pros and cons of having the Director report to the Town Manager, rather than the Trustees, and raised the issue of the band-width of the Town Manager to increase the number of direct reports and to conduct even more annual reviews
- There was ongoing conversation about details of the Director's review if and when changes are made in the reporting structure

***Discussion: Public Notice Regarding Upcoming Meetings***

- Trustee meetings should be on the library calendar of events
- There was a suggestion to post library trustee meetings at the front desk in addition to electronically on the calendar, and to make sure that patrons knew they were open

***Discussion and Vote: Approval of Minutes from September 9, 2021, September 14, 2021, and September 15, 2021***

- Motion to approve was made by Tom Turner, seconded Crystal Power

***Old/New Business\****

- Tom Turner requested that a member of the Friends of the Library come to a trustees' meeting to talk about their organization and to thank them for their advocacy
- Brian Keaney asked how the library came to be co-sponsoring the movie *Dawnland* with the Dedham Historical Society and Museum and Cultural Survival? What does sponsoring an event involve? Amber Moroney answered that it depends on the program. Gianna Bird is program specialist and was instrumental in this connection. There is currently a draft policy about sponsorship that will need to be edited or vetted

- Shirin Baradaran volunteered to be on the policy subcommittee with Annette Raphael and Amber Moroney and suggested regular thoughtful review of policies at upcoming meetings. (The Circulation Policy has been the only policy under this board that has completed the review process)
- Brian Keaney reminded us that we have to appoint a representative for Town Meeting in November.
- There has been a report from a staff member at Endicott that they are not yet receiving a sufficient number of books and Amber Moroney will investigate but also discussed the challenges of space and systematic weeding of books
- There was also a report by a patron at the Endicott Library about an incident involving the use of the Handicap door opening buttons. Amber Moroney will investigate
- Annette Raphael wondered why weeded books don't come to the Friends for their book sales before sending them to More Than Words, which, while being a non-profit, does not give back to Dedham in the same way that the Friends do. Amber Moroney was unsure about the genesis of this policy. Weeded books going to the Friends for their book-sales will become a policy area to be investigated, first by the policy committee, and then brought to the board
- Annette Raphael wondered, now that Amber Moroney's previous job as Circulation Manager has been reconfigured to better meet the current needs of the library, how well the new book ordering process was going. Amber Moroney answered that she was satisfied and that ordering is happening by 2.5 people for adults, 1.5 people for young adults, and 2.5 people for the youngest patrons. Annette Raphael talked about not seeing Dedham's ordering on the Minuteman System and Amber Moroney said that Dedham orders differently, and although the books were being ordered, they do not show up on that system
- Brian Keaney noticed that the Website needs some updating. Amber Moroney mentioned that she has limited ability to make changes, but that she is in charge until they hire a person to replace the User Experience and Access Manager, who recently left. The library is looking for someone with HTML experience

### ***Schedule Next Meetings***

- We will meet at 7:00 p.m. in person at the Main Library unless otherwise noted. We hope to meet at the Endicott Branch as soon as staffing is more complete.
  - November 4<sup>th</sup>
  - December 2nd
  - January 6th

### ***Motion to Adjourn:***

At 9:23 p.m. Annette Raphael made a motion to adjourn, seconded by Crystal Power.