



Amber Moroney
 Library Director
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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
7:00 p.m., December 2, 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
SECRETARY	Annette Raphel
ATTENDEES	Brian Keaney, Amber Moroney
PUBLIC ATTENDEES	Jeanette Evans, Cecilia Emery Butler

Trustee Crystal Power was absent
 Note: Underlined items are action items.

Call to Order:

Shirin Baradaran called the meeting to order at 7:09 p.m.

Public Input (5 min max)

none

Director's Report

- The first Sunday Endicott opening saw 33 people with nearly 200 items circulated. Check to make sure that all hours are correct on Instagram, on signage, and on the website.
- There was a discussion about the possible reasons for the differences in attendance numbers at the children's programs in the main library and Endicott branch.
- Budget updates were shared.

- State aid is coming to our account, roughly \$20,000 twice a year. This money is in addition to the budget and rolls over if not spent. There are few restrictions, and is generally regularly gifted if the library remains certified. There is a yearly question about how it is spent on forms that have to be filled out.
- Trust funds should be a future agenda item.
- Friends of the Library will donate \$6,000 to finish furnishing downstairs.
- New adult chairs have been purchased for Endicott, and the display at Endicott came from a bequest. Publicizing this bequest will both honor the donor and invite people to consider gifts.
- Toys are being ordered for children's rooms in both buildings.
- Rosemary Shrewsbury is in charge during Amber Moroney's vacations.

Discussion and Vote: Library COVID-19 Updates

- There are currently no changes to the mask policy in the building.
- Brian Keaney raised the issue that there is no mask requirement in many other places. He made a motion to follow the CDC guidelines on masks rather than Town Hall guidance, which differ. The motion was not seconded. There was appreciation that there are masks available for patrons who need them.

Discussion and Vote: Update on Hiring Process and Current Staffing Levels

- The new Library Assistants and per-diem employees have started. Two additional per-diem employees will be hired. The position for the Program and Outreach Manager has been posted and the pool of applicants has been small. Amber Moroney was asked to provide a 'scorecard' with the number of staffing positions open and filled and to share additional staffing information including the year the staff member began and a little about their background. We are solving the under-staffing problems that have been identified. Endicott coverage merits continued oversight.

Discussion and Vote: Open Late on December 17, 2021 for Staff Meeting

- A discussion about further extending the opening time on December 17th from 10:15 until 11:15, after having it changed at the prior meeting, was not supported due to the number of recent time changes.

Discussion and Vote: FY 2023 Budget

- Amber Moroney has worked on a draft of the next budget. Materials Budget must be roughly \$200,000 to meet our certification requirements. The new budget takes into account union-negotiated pay raises, no summer Sunday hours and the two union-negotiated Sunday closures over long holiday weekends.
- There were discussions around optimum funding for the strategic plan, programming, implementing recommendations to improve storage of archival material, investigating viability of a Bookmobile, a review of the imbalance of books requested and lent, book ordering protocols, and optimal staffing.
- Shirin Baradaran made a motion to have Tom Turner continue to support Amber Moroney with the budget construction and negotiation as a liaison. The motion was seconded by Brian Keaney and was unanimously affirmed by trustees in attendance.

Discussion and Vote: Strategic Plan Development

- Joining the strategic planning committee

- representing the schools will be librarian Alice Johnson
- representing the Select Board will be Dennis Teehan
- representing the Planning Board is not yet confirmed
- representing the library staff will be decided after the December 10th application deadline
- representing community members will be decided after the December 15th application deadline
- The board brainstormed ways to generate more interest in the opportunity to join the planning committee. Ideas included contacting the Senior center, putting book marks in book-holds, sending a note to the public schools, churches, and housing office.

Updates on progress, including identified stakeholders, potential consultant assistance, and next steps in planning process

- Tom Turner will follow up on consultant recommendations being mindful that any expenditure over \$10,000 will need competitive bids from a minimum of 3 applicants.
- Amber Moroney will find out about status of the money that was allocated in a prior strategic plan.
- Amber Moroney will write a welcome letter for the committee.
- The board will finalize its decision about utilizing a consultant.
- The board will identify the strategic planning group and ratify it, setting the first meeting date.
- A draft of the plan is to be submitted in June or July to MBLC.
- The board will ask to use a staff meeting in February to solicit ideas.
- If we need a special meeting to engage or work with a consultant, we should make the time as this is a priority.

Discussion and Vote: Preview Director's Review Criteria

- Tom Turner, Annette Raphael and Amber Moroney met to set criteria for the first director's evaluation in three broad categories: Team Building, Patron/Community Utilization and Administrative Effectiveness. Board members are asked to write a narrative reflection for each of the three areas and send it to the Chair of the trustees by December 30th.
- The feedback will be anonymously compiled and circulated prior to the January meeting, at which time there will be a discussion.

Discussion and Vote: Building Repairs / Improvement Projects

- Facilities Director, Denise Moroney, met with Amber Moroney on November 12th- She is recommending \$50,000 in Facilities' capital budget for repairs to library, windows and front of the library. This is currently slated to be added annually for five years to make needed adjustments.
- The Strategic Plan will inform capital expenditures in the future and identify whether our current buildings are meeting the needs of the community.

Discussion and Vote: Sale of Property Near Main Library

- We are in the process of gathering information should the strategic plan identify the need for any new building.

Discussion and Vote: Update on Town Meeting

- Brian Keaney reported that Town Meeting voted to recommend the proposed changes in reporting structure -amending the charter to move supervision of the Library Director to Town Manager Leon Goodwin if the proposal is approved by Massachusetts' attorney general and by Dedham voters in April.

Discussion and Vote: Signing Warrants

- We will not be using docu-sign to sign off on library expenditures, which currently do not require trustee sign off because of pandemic modifications.
- Chapter 61 by-laws, sections 2, 3, and 7 may merit some amendments-The trustees will consider sponsoring recommendations for changes at the spring town meeting. Brian Keaney will take the leadership on bringing possible changes to the trustees for discussion.
- Amber Moroney will send out warrants to the trustees.

Discussion and Vote: Approval of Minutes from November 4, 2021

- Tom Turner made a motion to approve the November 4th minutes which was seconded by Brian Keaney. There was unanimous support by the trustees who were present.

Old/New Business*

- Tom Turner acknowledged librarian Isabella Suci's impressive leadership of and preparation for a classical book group. Her next book group will be on December 13th discussing A Christmas Carol.
- The trustees are considering requesting time at the February staff meeting to talk about the strategic plan and the hours of operation that have been implemented. Any changes in hours that the library is open will probably be made at a natural time; generally summer, September or January.
- Trustees will continue with our plan to share weekly appreciation of the staff between Thanksgiving and Christmas.

Schedule Next Meeting: (7:00 p.m.)

- Jan 6
- Feb 3
- March 3

Adjournment

- Brian Keaney made a motion to adjourn at 8:46, which was seconded by Tom Turner and unanimously approved by trustees who were present.