



Amber Moroney
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Board of Library Trustees
 Shirin Baradaran, Chair
 Tom Turner, Vice Chair
 Annette Raphel, Clerk
 Brian Keaney
 Crystal Power
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DEDHAM PUBLIC LIBRARY TRUSTEES MEETING MINUTES
7:00 p.m., November 3, 2022: Main Library

MEETING CALLED BY	Board of Library Trustees, Dedham
TYPE OF MEETING	Regular monthly meeting
CHAIR	Shirin Baradaran
VICE-CHAIR	Tom Turner
CLERK	Annette Raphel
ATTENDEES	Brian Keaney (Trustee) Crystal Power (Trustee)
PUBLIC ATTENDEES	Amber Moroney, Director

Comments or Questions: Amber Moroney, amoroney@dedham-ma.gov, 781-493-4299
 Underlined items are action items

Call to Order: The meeting was called to order by Chair Shirin Baradaran at 7:00 pm

Public Input: none

Discussion: Meeting with Jason Caravaggio (Interim Town Treasurer/Collector)

A major topic of discussion were library trusts and Mr. Caravaggio explained his job, provided the library with an updated lists of our trusts and the expendable revenue, as well as information about the investment allocations.

Discussion included mechanisms to access the money, how the money might be most impactfully used, comments about other trustees' oversights of their trust funds, oversight for compliance with the donors wishes, the role of the Commissioners of Trust Funds, the strengths and challenges of moving to our own managed accounts, the town's use of financial advisors, responsibilities for monitoring and allocating trust funds, and timing of any considered changes.

- The Trustees will put this on a later agenda to revisit, as we think that the timing right now is not favorable to make any changes and will reconnect with Rockland Trust.

- The Trustees are committed to ensuring that we have necessary information about the intentions of the trusts, procuring any necessary documentation, and a method of recording purposes for future withdrawals.

Director's Report

The Library continues to be encouraged by increased circulation and visits but has ambitious plans to increase services and outreach.

The strategic plan has been approved by MBLC (Massachusetts Board of Library Commissioners) and a press release, followed by Dedham Patch and Facebook postings, will appear in this week's *Dedham Times*. The document is available on the library's website (<https://dedhamlibrary.com/strategic-plan/>)

A new town-wide procurement director, Rana Mana-Doerfer, will approve any expense over \$1,000 to ensure that the \$10,000 and \$50,000 threshold triggers to any one vendor are not unintentionally breached and the town manager is now signing all contracts approving quotes (renewal of databases for example)

The town's contract for tree trimming will include the library

Amber Moroney provided an updated staff list and will ensure that board meetings are on the library's calendar

The trustees have appreciated staff contributions to the director's report, especially the recent update provided by Brittany Tuttle, Program and Outreach Manager

There was a lengthy discussion about staff inquiries about closing the library on December 24th in addition to the 25th and 26th (currently we are scheduled to be open for a half-day on Saturday, December 24). We appreciated the sentiments of the staff on behalf of the four people scheduled to work but decided that this should be a negotiated issue, and may not convey our sense of service to the whole community, especially the welcome diversity of families who may not celebrate the holiday or who may be hoping to access the library.

Other discussions included information about popular programming for young children at both branches.

Discussion and Vote: Update on Capital Projects

The trustees were presented with 4 suggested versions of improvements to the front of the main library to address water damage to basement windows, challenges with the conditions of the front stairs, better placement of the bike rack, and aesthetic improvements, since landscaping was changed but not yet improved. The general agreement was that the stairs and water mitigation were priorities, but we chose one of the designs as the most likely to address multiple issues. Annette Raphel and Amber Moroney will continue to gather information and communicate with the board.

Discussion and Vote: 2023-2026 Strategic Plan

Crystal Power and Amber Moroney did a thorough walk through of both branches and created a spreadsheet of details that need attention and are relatively modest in scope, most likely to be able to be accomplished within the current budget.

Amber Moroney's timeline of strategic initiatives needs updating, but it is clear that exciting things are beginning to happen, as is evidenced by the culling and reorganization of the main room in the main library.

A marketing and communication plan is just beginning to be considered including components that currently exist; the new staff style guide, and using the current logo to create more of a brand.

Tom Turner suggested 3 pillars – communications, outreach, brand

Discussion and Vote: Discuss Possible Library / Community Partnerships

A lengthy list of potential library partnership opportunities was generated which will be fleshed out with contact people and ideas for targeted programming that will be meaningful. Trustees and staff will generate suggestions for partnership activities and events.

Discussion and Vote: Update on Trustee Training Opportunities

This is a work in progress. One of the challenges right now, during implementation of the strategic plan, should be the differences between policy (board directed) and implementation (administration and staff directed)

Discussion and Vote: Town Meeting Representative

The Library is invited to have a representative at the upcoming town meeting, November 14 and 15, to answer any questions that may arise about the library. Brian Keaney volunteered and was nominated by Shirin Baradaran with the nomination being seconded by Crystal Power. The vote in favor was unanimous.

Discussion and Vote: Approval of Minutes from October 6, 2022

Tom Crystal moved to approve the October 6 minutes, and the motion was seconded by Crystal Power. Annette Raphel and Tom Turner voted in the affirmative and Brian Keaney abstained because of his absence.

Old/New Business*

The desk at the Endicott branch will be repaired and enhanced, with costs being assumed by the Facilities Department. Amber Moroney is working on scheduling.

The Trustees will continue the tradition of sharing our gratitude to the staff during the holiday season with each week being covered by a trustee: Nov. 21, Bryan Keaney, Nov. 28, Shirin Baradaran, Dec. 5, Annette Raphel, Dec. 12, Tom Turner, and Dec. 19, Crystal Power

Schedule Next Meetings

Dec 8 Endicott

Jan 5 Main

Feb 2 Endicott

Executive Session: To consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body.

Shirin Baradaran, at 8:43 p.m., moved to enter executive session to consider the purchase, exchange, lease or value of real property as she had determined that an open meeting may have a detrimental effect on the negotiating position of this Board, which was seconded by Crystal Power and through a roll call was

affirmed by Tom Turner, Annette Raphel, Brian Keaney, Shirin Baradaran and Crystal Power. Shirin Baradaran noted that the after the executive session, the Board would adjourn and not reconvene in an open session.

Adjournment

After concluding the executive session, Tom Turner motioned for adjournment at 9:12 pm, seconded by Crystal Power and affirmed by Shirin Baradaran, Annette Raphel, Tom Turner, Crystal Power and Brian Keaney.