



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., February 2, 2023: Endicott Branch

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 Rosemarie Shrewsbury Walter Kieseling Lisa Desmond Edward Dockham Gianna Bird Unknown citizen

Comments or Questions: Amber Moroney, amoroney@dedham-ma.gov, 781-751-9281
 Underlined items are action items

Call to Order

- Chair Shirin Baradaran called the meeting to order at 7:02pm

Public Input (15 min max)

- Walter Kiesling attended to find out more about the draft policy around decorations and displays. He mentioned 3 holidays traditionally celebrated in February: Black History Month, Valentine’s Day, Presidents’ Day and was particularly interested in the library’s celebration of Presidents’ Day.
- Ed Dockham asked for and received draft minutes from the January meeting and the initial draft of the proposed policy regarding library decorations. Based on these materials, he reported that his comments of the previous meeting were not accurate as he had asked for information about all

materials concerning all prior library deliberations about holiday and decoration deliberations. He was not supportive of the draft materials about displays and decorations. He was told how he could access the materials he had requested. He addressed traditional holidays that he hoped would not disappear. He also addressed frustration about the failure of the state legislature to approve the proposed reporting structure of the director to the town manager rather than the board. Tom Turner said that the board was fully involving the town manager as this was both the will of the town meeting and of the trustees while awaiting a more official change. Bryan Keaney said that we could not legally unilaterally make that transition happen without the state's approval.

- **Discussion and Vote: Request of the Library staff to hold a union meeting at the Endicott Branch at 5:15 pm on a Friday.**
 - Lisa Desmond informed the board that she expected 10 to 12 Dedham librarians as well as one union representative. Brian Keaney proposed that we accept the request from the union and Crystal Power seconded the motion which was unanimously approved.

- **Director's Report**
 - Patron visits continue to increase.
 - The library received 2 donations, one for \$500 from resident to be used for books and a second gift which is a contribution of \$1500 from DLIt for programs.
 - The Fire Panel in the Main Library has been replaced as well as some other small repairs have been performed by the facilities department.
 - There is a new draft policy concerning the Library's Social Media presence which will be enhanced by Brittany Tuttle's training, and which is primarily the responsibility of Mary Ellen Stokes. The board will have time to consider the draft and send suggestions to Amber Moroney.
 - Staffing –interviewing for the archivist position has been completed and once the hiring is complete the library will be fully staffed.

- **Discussion and Vote: Update on FY 2024 Budget Proposal**
 - Minor updates have been made to previous materials – changes in reporting and allocation have resulted in the appearance of some salary changes but salaries remain the same as the original proposal.
 - There was discussion about the allocation of money for necessary website updates and whether the library will eventually be under the umbrella of the town's website. The Communication Department is researching the advisability, feasibility and functionality of having the library's online presence be part of the town's website. We will be apprised of their recommendation.
 - The town held a department heads' meeting and announced that Capital Expenditures Committee and Finance and Warrant Committee meetings would be combined and held on February 8.
 - On March 11th there will be an all-day meeting. We don't know yet who is assigned to the library or whether any questions still need to be addressed.

- **Discussion and Vote: Update on Capital Projects and Building Improvements**
- **Discussion and Vote: Update on Implementation of 2023-2026 Strategic Plan**
 - Currently there are two areas where masonry is needed for safety: the front stairs and the back ramp. The Town now has a contract with masonry company, Folan Waterproofing and

Construction Co. The repairs are projected to be funded from \$66,000 from prior capital funds that are available and from \$18,000 of the \$50,000 that was allocated for this year's projects.

- For repurposing the granite steps in the front stairs, repositioning the steps and cleaning up the area and ensuring that there is correct mortar, and providing new handrails, the quote came in at \$42,000 to complete the job in the spring when temperatures would allow for the scope of the work.
- The rear ramp was also looked at which is deteriorating. That quote was also \$42,000 and had the additional input of Building Commissioner Ken Cimeno. The board agrees that this is of utmost importance.
- There was also a quote from an architect/designer for some of the front work that was being considered by the board. The feasibility study came in much higher than expected, between \$200,000 and \$300,000 because of many unknowns including investigating drainage into a drywell of unknown condition and capacity. Water problems are a major concern because, unmitigated, continue to cause serious expensive damage. Any money will need to come from FY '24's budget. There was discussion about the need for a more strategic overview of building expenses in consideration of implications of the strategic plan and the impacts of any work for future projects.
- Next steps: 1) invite a facilities representative to the next meeting, 2) look at the itemized list of work that is being proposed 3) figure out how to factor timing of requesting funds with work that needs to be done 4) consider implications for forming a building committee to be discussed at our next meeting

- **Discussion and Vote: Update on Trustee Training Plan**

- Onboarding documents including a trustee governance packet are receiving needed attention from both Director Amber Moroney and Trustee Tom Turner. There will be two components: 1) Library science information that is needed to make wise decisions about the future of an effective and excellent library (most likely involving the considerable resources of MBLC and ALA) and 2) generic information about how to be a board member- roles and responsibilities, helpful to people becoming trustees (which will include issues such as governance, emotional intelligence, and listening skills)
- The board will again use a framework for self-evaluation and will additionally use the materials that are collected for the onboarding packet to reflect on ways that we can improve, especially in skills that were useful during the recent holiday challenges at the library.

- **Discussion and Vote: Creating a Building Committee**

- Andrea Buckner from the Massachusetts Board of Library Commissioners spoke with Amber Moroney. She recommended that we gather information about requesting state funding, although we are not compelled to do so. Board members will each attend one of the sessions under the Massachusetts Public Library Construction Program (MPLCP). This involves information for any community who may be interested in planning, design, and general construction grants for the renovation, expansion, and new construction of public library. Sessions are available: Tuesday, February 7 at 10:00 am; Thursday, February 9 at 2:00 pm; and Wednesday, February 15 at 10:00 am. Trustees will come ready to discuss what they learned at the next meeting. A letter of intent would be due at the end of April. Town Meeting would have to allocate a planning and design fund if we wanted to be eligible for state money.

- At our next meeting we will use information gained from the capital projects itemized list and board participation in MPLCP training to inform decisions about a building committee.
- **Discussion and Vote: Website Updates to Clarify Roles and Responsibilities of Director, Town Manager, the Board, and Others**
 - A clear summary of the roles and responsibilities of the director, town manager and board is ready for posting on the town's website and on the library's website.
- **Discussion only: Review Draft Policy for Library Decorations and Displays**
 - Amber Moroney and Shirin Baradaran worked on a draft using documents from other communities, which has been vetted by town counsel and which was today circulated to the board for feedback.
 - Next steps: 1) share with the staff for feedback at the next meeting later this month; 2)create a glossary to explain any legal terms; 3)ask Brian Keaney to create a quick summary; 4)ask board members to forward suggestions to Amber Moroney; 5)circulate to the general public.
- **Discussion and Vote: Planning for Board-Self Evaluation**
 - This will be a topic at our April meeting
 - Once again, we will use the structure sent to us by Shirin Baradaran on 1/6/22 to guide topics discussed.
- **Discussion and Vote: Planning for Director Review and Contract Renewal**
 - The board read over state guidance on evaluating employees under open meeting rules and decided to send reflections about the Director's performance to the town manager for his compilation before the April meeting when both the town manager and the board would have an open discussion, subject to his availability.
 - We will ask the town manager and the HR director for materials which they are using for evaluating other department heads in advance of the March meeting.
 - We will check on the progress by the town for directors' evaluations of their staff.
 - Contract renewal would be in June 2023
- **Discussion and Vote: Approval of Minutes from January 5, 2023**
 - Ed Dockham, during the open discussion portion of the meeting, expressed dissatisfaction about the draft minutes from the prior meeting and asked for the minutes not to be accepted since he did not feel his January request for all documentation about the library's deliberations about displays and decorations was adequately addressed.
 - Brian Keaney made a motion to accept the minutes of January 5, Crystal Power seconded the motion and the vote to accept was unanimous. The board knew that Mr. Dockham's objections would be part of the minutes of this meeting, and so be on record.
- **Old/New Business***
 - Brian Keaney alerted the board that there may be some new guidance on whether all meetings had to be hybrid in the future.
 - Brian Keaney hopes that the apparent schisms in the community can be addressed through some policies or events where community members can be encouraged to discuss their differences in ways that encouraged empathetic and active listening and civil discourse. The board was appreciative of his bringing this topic up and shared his desire for informal

get together that would encourage more understanding of viewpoints and hopes to revisit this topic while acknowledging that this is not limited to a local challenge.

- **Schedule Next Meetings**

- March 2nd Main
- April 6th Endicott
- May 4th Main

- **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 made a motion at 8:49 to enter into executive session and not to return to an open meeting. A roll call vote was taken and the following trustees voted in the affirmative: Annette Raphael, Shirin Baradaran, Brian Keaney, Tom Turner and Crystal Power.

- **Motion to adjourn**

- At 8:53 Brian Keaney made a motion to adjourn. Crystal Power seconded. A roll call vote was taken and the following trustees voted in the affirmative. Annette Raphael, Shirin Baradaran, Brian Keaney, Tom Turner, and Crystal Power.