



Bonnie Roalsen, Director
 Dedham Public Library
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Margaret Connolly, Chair
 Sarah Santos, Vice Chair
 Tracy Driscoll
 Mary Ann Sliwa
 Monika Wilkinson

DPL TRUSTEES MEETING MINUTES	
NOVEMBER 8, 2018, ENDICOTT LIBRARY, 6:00 PM	
MEETING CALLED BY	Board of Library Trustees, Dedham
TYPE OF MEETING	Monthly Meeting
CHAIRMAN	Margaret Connolly
SECRETARY	Mary Ann Sliwa
ATTENDEES	Margaret Connolly, Tracy Driscoll, Sarah Santos, Mary Ann Sliwa, and Monika Wilkinson
PUBLIC ATTENDEES	None

Call to Order:

The meeting was called to order at 6:07 pm by Chair, Ms. Connolly.

Public Input:

None.

Action Items:

Discussion and Vote: Minutes of October 11, 2018.

Ms. Sliwa made a motion to accept the minutes; Ms. Wilkinson seconded; all voted in favor.

Discussion and Vote: Minutes of October 23, 2018.

Ms. Wilkinson made a motion to accept the minutes; Ms. Driscoll seconded; all voted in favor.

Discussion and Vote: Executive Session Minutes of October 23, 2018.

Ms. Sliwa made a motion to accept the minutes; Ms. Santos seconded; all voted in favor.

Discussion and Vote: Financial Report October 2018

Ms. Sliwa made a motion to accept the financial report; Ms. Wilkinson seconded; all voted in favor.

Director's Report:

Ms. Roalsen gave a report on the following:

Collections:

Dedham Library received its first large shipment of shelf ready books and materials. LibGuides have been created for new materials which also are QR coded, extending the resources and recommendations available to all library patrons. The mapping of collections and materials is in process.

Ms. Connolly requested signage to explain and promote this new curation of materials. Ms. Roalsen commended Ms. Amber Moroney for getting the content ready using the LibGuides platform. She commented on the integrated experience this will provide for users.

Ms. Roalsen also noted the jump in circulation of objects because of the visual interface on the web site. Additionally, she spoke of future projects. She pointed out that another benefit will be the library staff will have a more balanced view of the collections.

The Trustees mentioned the idea of a Staff Appreciation event.

Technology:

Ms. Roalsen talked about the status of the Augmented Reality App that will be launched on November 9, 2018. She mentioned possible future applications of this technology.

A YouTube Channel has been launched. If you miss a library program that has been streamed, for example, the talk by the beekeeper, you can catch up in this way.

Facilities:

Dedham Civic Pride removed the large overgrown bushes outside of the Main Library entrance.

Paving of the Main library parking lot will occur in the spring of 2019.

Key swipe systems for both facilities will be implemented in 2019 according to the Town of Dedham Facilities and Maintenance Department rollout timeline for town buildings.

Conferences & Continuing Education:

The Library was represented at Internet Librarian conference and the New England Library Association conference and presented at both. Ms. Connolly requested an article be submitted to the local papers regarding this.

The Do-It-Yourself (DIY) and Entrepreneurship librarian has done professional development related to wood working and to social media.

The Library Director is part of the Dedham team attending the ‘Leadership Matters’ program at the Lincoln Institute of Land Policy.

Programming Highlights:

There have been many programs including a wonderful Halloween party for the community, lovely suffragette program held in conjunction with Dedham Historical Society. Author William Martin spoke about his new book, youth author Josh Funk visited. The B Curious series launched; American Sign Language Storytime is off to a nice start.

There was an acknowledgement of the excellent planning and programming at the library for Dedham Public School release days.

Additional:

Ms. Katherine McFadden will be starting on November 19, 2018 as the Event and Multi-Generational Program Coordinator. The Youth and Teen Librarian position has been posted, and interviews will be scheduled in the coming weeks.

Old/New Business*

None.

The December meeting is planned for Thursday, December 13, 2018 at 6:00 pm at the Endicott Library.

A motion was made by Ms. Connolly and seconded by Ms. Sliwa to go into Executive Session under Section 21 of the Open Meeting Law: Executive Session: Exemption 3 to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares.

and under Section 21 of the Open Meeting Law: Executive Session: Exemption 2 to conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel.

A roll call vote to go into Executive Session at 6:57 pm occurred with the following votes: Ms. Sliwa-aye; Ms. Santos-aye; Ms. Driscoll-aye; Ms. Wilkinson-aye; Ms. Connolly-aye. Ms. Roalsen was invited in.

Action Item	Person	Date Due
Signage for new systems	Ms. Roalsen	November/December 2018

Submission of article regarding library staff presentations	Ms. Roalsen	November/December 2018
Quarterly Professional Development information	Ms. Roalsen	Spring Board Meeting
Policy Working Group: Social Media	Ms. Wilkinson, Ms. Santos, Ms. Roalsen	Fall/Winter 2018
Policy Working Group: library groups	Ms. Connolly, Ms. Sliwa, Ms. Roalsen	Fall/Winter 2018
Donors Working Group	Ms. Wilkinson, Ms. Driscoll, Ms. Roalsen and staff	Spring 2018
Policy Working Group: meeting policy	Ms. Wilkinson, Ms. Connolly, Ms. Roalsen	Spring 2018

Respectfully submitted,

Mary Ann Sliwa