



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	
JUNE 15, 2017, ENDICOTT LIBRARY, 6:00 PM	
MEETING CALLED BY	Board of Library Trustees, Dedham
TYPE OF MEETING	Monthly Meeting
CHAIRMAN	Margaret Connolly
SECRETARY	Tracy Driscoll
ATTENDEES	Margaret Connolly, Tracy Driscoll, Sarah Santos, Mary Ann Sliwa, Monika Wilkinson, and Bonnie Roalsen
PUBLIC ATTENDEES	Richard Pierce

The June 15, 2017 meeting of the Dedham Library Board of Trustees was called to order at 6:03 pm by Chair, Ms. Connolly.

Public Input:

Mr. Pierce gave an update regarding the Friends of the Dedham Public Library book sale, which took place on Saturday, June 10 and Monday, June 12. The book sale was a success bringing in \$1,015.00.

Action Items:

Discussion and Vote: Minutes of May 11, 2017

Regarding the minutes of May 11, 2017, there was no discussion. Ms. Wilkinson made a motion to accept; Ms. Santos seconded; Ms. Connolly, Ms. Santos, Ms. Sliwa and Ms. Wilkinson, voted in favor; Ms. Driscoll abstained.

Discussion and Vote: Financial Report Year-to-End May 31, 2017

A motion to accept the financial report dated May 31, 2017 was made by Ms. Sliwa; Ms. Driscoll seconded; discussion ensued. Ms. Wilkinson asked for clarification regarding the supplies and materials category which was currently at 99%. She wondered if the account needed to be adjusted to better reflect where monies were actually being spent. Ms. Roalsen stated that she plans to give the town input regarding how the new system could better reflect categories regarding the library. After discussion, all voted in favor of accepting the Year-to-End May 31, 2017 Financial Report.

Report: Director Six Month Evaluation

Ms. Connolly presented the results from the Board's six month evaluation of Ms. Roalsen. Ms. Roalsen received 5s (the highest mark available) in each category. The Board praised Ms. Roalsen for her hard work and the many accomplishments she has made in such a short time. (See attached evaluation.)

In summary, Ms. Connolly stated the following: "Ms. Roalsen's high level of knowledge and expertise in her field as well as her incredible depth of knowledge in technology has allowed her to create, design and execute a plan for our library that has forever changed how we view all libraries. We used to talk about the "Library of the Future" dreaming of what our library might look like in years to come. How would it be used? Looking back on this last year who could have ever believed the Library of the Future could be so close? Who would believe that we (I use that term loosely) would have, could have already accomplished so much in such a short period of time. I can credit us with hiring this incredibly smart, talented woman, but the rest was all her."

Report: Director's Report

Renovations: Ms. Roalsen updated the Board regarding renovations taking place. She stated that a portion of the hardwood flooring in the Main had been finished. This area is where the new circulation desk will be placed. She also stated that the art hanging system had been installed. Ms. Roalsen had found a system in the UK, which matched the historic period of the Main Library. However, it was detained in Customs and arrived just prior to the first scheduled art show. A quick installation took place, enabling the art exhibit reception to proceed on schedule. The reception was a great success. About 50 people attended, including Ms. Sliwa, who was impressed with the number of first-time library visitors. She felt it was a great opportunity to showcase all the improvements that have taken place. Ms. Wilkinson wondered how the event was marketed to the public. Ms. Roalsen stated that both the library and the artists promoted the event. New art exhibits will take place periodically throughout the year, as well as, the library's own collection rotating within the buildings each month.

Programming: Ms. Roalsen stated that programming had increased across the board with 2,600 people attending programs last month. Ms. Wilkinson asked if the library was tracking how people were being attracted to events. Ms. Roalsen said that the staff was trying to assess which marketing vehicles were working best and that this will be an ongoing task.

New lawn signs, as well as, lanyards arrived for the promotion of the summer reading program. Librarians also went to every elementary school to promote the summer reading/programs. They talked about 101 things you can do at the library, creating an interactive discussion.

Report: Director's Goals Working Group

Ms. Wilkinson and Ms. Santos are working on future goals with the Director. Ms. Wilkinson stated that there will be three goal areas that will be evaluated. These goals could be expanded upon every year to integrate new aspects as things change. (For example technology changes quickly and needs to be continually evaluated. As facility projects are completed, new ones emerge, etc.) The working group also determined that the evaluation will be held in March of each year to coincide with the Town election cycle. They also said they will reevaluate the goals in February, prior to the formal evaluation, to see if three goals are too many.

Old/New Business:

Ms. Sliwa brought up a concern regarding the Flag Day Parade and staff parking at the Endicott that afternoon. It was determined that the staff felt comfortable that this would not be a problem.

Ms. Sliwa stated that she attended the Manor Neighborhood Association’s “New Residents Welcome Wagon” meeting and distributed library packets to the new neighbors.

Ms. Wilkinson left the meeting to attend the Selectmen’s meeting at 6:50pm.

The Dedham Savings Bank requested a photo opportunity for Monday, June 19 at 9:30am.

Ms. Sliwa asked that the Strategic Planning Working Group think about planning their next meeting soon. She also thought that a donor event in the Fall would be a good idea.

There was some discussion regarding the need for a summer meeting. Ms. Sliwa felt it was important to have meetings in the summer because of the accelerated schedule of library renovations and programming. Everyone agreed.

Future Board meetings were scheduled for Thursday, July 27, 2017 at 6pm and Thursday, August 17, 2017 at 6pm. Both will be held at the Endicott Branch.

A motion to adjourn the meeting was made a 7:10 pm by Ms. Connolly; Ms. Sliwa seconded; all present voted in favor.

Action Item Table:

Action Item	Person	Date Due
Director's Goals Working Group	Ms. Willkinson, Ms. Santos, Ms. Roalsen	September 2017
Strategic Planning Working Group	Ms. Driscoll, Ms. Sliwa, Ms. Roalsen	September 2017
Hours of Operation Working Group	Ms. Santos, Ms. Driscoll, Ms. Roalsen	Spring/Summer 2017 Anticipated end date September 2017
Donors Working Group	Ms. Wilkinson, Ms. Driscoll, Ms. Roalsen and staff	Fall 2017
Policy Subcommittee: room reservations, art policy	Ms. Wilkinson, Ms. Connolly, Ms. Roalsen	On-going
Negotiation with Union	Ms. Roalsen	2017

Respectfully submitted,

Tracy Driscoll

Attachments:

Financial Report
Proposed Hours