



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	
JULY 27, 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 July 27, 2017 meeting of the Dedham Library Board of Trustees was called to order at 6:02 pm by Chair, Ms. Connolly.

Public Input:

There was no public input.

Action Items:

Discussion and Vote: Minutes of June 15, 2017

Regarding the minutes of June 15, 2017, there was no discussion. Ms. Sliwa made a motion to accept; Ms. Santos seconded; all voted in favor of accepting the June 15, 2017 minutes.

Discussion and Vote: Financial Report thru June 30, 2017

A motion to accept the financial report dated June 30, 2017 was made by Ms. Sliwa; Ms. Wilkinson seconded; discussion ensued. Ms. Sliwa commended everyone responsible for the great stewardship of monies over the past year. All agreed with Ms. Sliwa's statement. After comments, all voted in favor of accepting the Financial Report thru June 30, 2017.

Discussion and Vote: Usage of Trust Funds

Ms. Connolly proposed that the Board make a motion to release up to \$60,000.00 from the C.B. Wade Trust to continue renovations at both the libraries. These monies will supplement any renovations not covered through grants, fundraising and/or aid. Ms. Wilkinson pointed out that this was a very small portion of the library's trust fund accounts. Ms. Sliwa made a motion to release up to \$60,000 from the C.B. Wade Trust or any other trust

that the Board deemed appropriate to cover the completion of renovation projects at both libraries. Ms. Wilkinson seconded the motion; all voted in favor.

Discussion and Vote: Opening of the Endicott Branch on Tuesday morning, August 8, 2017

The Teddy Bear Picnic is scheduled for August 8 and in the past it has been held on the grounds of the Endicott Estate. Ms Roalsen would like the event to take place at the Endicott Branch grounds instead, allowing participants to access the library before, during and after the event. The Endicott Branch does not open until 1pm on Tuesdays. Opening the branch at 10am on August 8, will allow the picnic to happen on-site. The branch will have the same closing time of 9pm that day. A motion to open the Endicott Branch at 10am on Tuesday, August 8, 2017 was made by Ms. Sliwa. It was seconded by Ms. Connolly; all voted in favor.

Discussion and Vote: Possible Closing of Endicott Branch for Interior Painting

Ms Roalsen stated that the Endicott Branch is scheduled to be painted in August, although an exact date has not been determined at this time. She wanted to have the flexibility to close the branch in case it was necessary. This will happen only if there is no other option so that the painting can be completed at one time and not over several weeks, which would be more disruptive. Ms. Sliwa made a motion that the Endicott Branch be allowed to close for painting, if necessary. Ms. Connolly seconded; all voted in favor.

Report: Director's Report

Renovations: Ms. Roalsen updated the Board regarding renovations taking place. She stated that the new circulation desk at the Main has been installed and that the computers are up and running. Ms. Wilkinson asked Ms. Roalsen about new, more effective signage for the library. Ms. Roalsen stated that the signage will be the last element of the renovations but she is aware that it needs to be addressed.

Negotiations: The Director has entered into negotiations with the Union regarding library hours.

Report: Strategic Plan Working Group

Ms. Sliwa and Ms. Driscoll serve on this committee with Director Roalsen. Ms. Sliwa gave an update regarding dates (September 11, 18, 25), time (6:30-8:00), and location (Main Library). She described how the Strategic Plan Committee will be tasked with defining a mission and vision statement and creating goals for the next five years. Ms. Sliwa also discussed the composition of the committee and the hope to get a cross section of participants. Participants will be given some homework prior to the first and second meeting to expedite the process. Ms. Connolly mentioned that because of the time and length of the September meetings, the group might want to provide a light dinner for participants. Mr. Pierce suggested that the group reach out to the Friends for funds to cover this expense. The working group will meet again on Friday, August 18.

Report from Donor Working Group

The Donor Working Committee consists of Ms. Wilkinson, Ms. Driscoll and Director Roalsen. The group hoped to have a town wide letter go out by October. There will also be donor and volunteer appreciation events staggered throughout the year. This is an evolving discussion, encompassing possible recognition areas within the library and the status of money collection.

Old/New Business:

Ms. Santos asked about the status of the publicity photo taken by the Dedham Savings Bank on the previous Friday. The Library received a grant for \$10,000.00 from the bank. No information was available.

Ms. Santos updated the Board regarding the Senior Center meeting she attended. She stated that there will be many programming, collaboration opportunities between the library and the Council on Aging. Specific details not available at this time.

Ms. Santos suggested and volunteered to make an Event Page on Facebook for the upcoming “Bookit” road race.

Ms. Santos stated that the Parks and Recreation Committee had formed a subcommittee to discuss guidelines for “Arts in the Park”. She thought the Board might want to have representation on this committee. Ms. Connolly will contact Commissioner Jim Maher to see if this is necessary. She will also make sure he is aware that the Trustees’ have care and custody of the library grounds. This might help alleviate any misunderstanding in the future.

Lastly, Ms. Santos attended the first Dedham Square Steering Committee meeting. This committee was looking at repurposing possibilities for the current Dedham Police Station building once the new safety building is renovated. Because of the building’s proximity to the library, she felt that representation at those meetings might be useful.

Future Board meetings were scheduled for Thursday, August 17, 2017 at 6pm at the Endicott Branch and Thursday, September 14, 2017 with the time and place to be determined.

A motion to adjourn the meeting was made a 6:55 pm by Ms. Connolly; Ms. Sliwa seconded; all 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