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Margaret Connolly, Chair
 Sarah Santos, Vice Chair
 Tracy Driscoll
 Mary Ann Sliwa
 Monika Wilkinson

DPL TRUSTEES MEETING MINUTES	
MARCH 7, 2019, 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	Dianne Bauer

The meeting of the Dedham Library Board of Trustees was called to order at 6:04 pm by Chair, Ms. Connolly.

Public Input:

Ms. Bauer came to thank the Trustees and to also express thanks to Ms. Roalsen. She explained that out of about 60 people who participate in the library book clubs, she rarely hears complaints. She commended the Trustees and Director for good work moving the library ahead. She next suggested that since DLIT and the Friends have same the goal of supporting the library, the groups should get together for a casual gathering to build stronger connections. She suggested that more could get done if people worked to bridge some gaps. Ms. Bauer reached out to a couple of members of the Friends to ask them to attend Dedham Reads talk. The Board thanked her for all of the work she does to build a stronger library community. Trustees asked her to thank those who attended last month’s meeting, as their voices are important and input was valuable. In closing Ms. Bauer expressed excitement about bee programming.

Action Items:

Discussion and Vote: Minutes of February 7, 2019

A motion to accept the minutes of February 7, 2019 was made by Ms. Wilkinson; Ms. Sliwa seconded; all voted in favor.

Discussion and Vote: Financial Report January and February 2019

A motion to accept the financial report dated January 2019 was made by Ms. Sliwa; Ms. Santos seconded; all voted in favor. A motion to accept the financial report dated February 2019 was made by Ms. Sliwa; Ms. Driscoll seconded; all voted in favor.

Discussion and Vote: Social Media Policy

Ms. Connolly explained that online engagement through social media has increased tremendously. Joining libraries across the country and in response to this growth, guidelines are needed for how the Library interacts with the public online. She reminded us that the Trustees discussed the adoption of a policy months before as other policies were revised or developed and explained that there are potential issues that could come up. Feedback has been largely positive, but we would like to be sure we don't appear slanted or biased. The policy put forth would ensure that there is a link between social media and events, collections, and services of the Library to make the Library's work more accessible. A policy would help to protect staff and the public.

Ms. Wilkinson talked about the role of playfulness in social media. Discussion followed of what can be offensive to some and not others. She expressed hope that the policy would allow posts to still be playful but focused on the work of the library.

Ms. Santos expressed concerns of staff commenting as individuals. She also asked if anyone is monitoring the comments made by public in non-library hours.

Ms. Sliwa commented that the policy connects to marketing and branding. She said that it helps to make sure the Library social media presence is unified.

Ms. Connolly suggested we may want to wait to vote on a policy to firm up some details. Ms. Sliwa expressed concerns about continuing without a policy.

Ms. Roalsen expressed hope to maintain humor but a connection back to our mission. She explained that humor is okay, but posts need to close the circle to relate back to our collection, programming, or services.

Ms. Santos suggested more sharing of Friends and DLIT posts and repeating previously shared information as well as promotion of museums and other resources. She expressed concern about sharing photos of children and asked if a signed media release is ever requested. This might be an area of revision to the policy in the future.

Some discussion followed about the nature of comments. Also discussed were the timing of posts and whether they should be timed.

A motion to accept the social media policy as presented tonight with revisions in near future was made by Ms. Sliwa; Ms. Driscoll seconded; all voted in favor.

Director's Report

Facilities:

Ms. Roalsen shared the floor plan of the Main Library. Ms. Connolly asked about progress on maps. Ms. Roalsen discussed some challenges in fitting text on one page. Ms. Santos suggested social media being used to help patrons know of changes.

Next Ms. Roalsen shared that she is working with DPW and Facilities to prepare for paving of Main Library parking lot in the spring.

Collections:

Temporary paper signage has been placed on shelving in the Main Library to aid with navigation and visual user guides are being created.

A new publicity program called “High Five on the Fives” featuring great reads from our collections on the 5th, 15th, and 25 of each month is being well received and attracting more views.

Conferences & Continuing Education:

MBLC has just released a new Citizen Science Guide for Librarians, designed for libraries to promote and encourage greater civic involvement in science. It will be distributed to staff.

Programming Highlights:

A Teen Art Gallery Space has been created. Ms. Santos suggested sharing the art on social media.

VR programming – “Visit into the Life of the Honey Bee” was very well attended. Gianna will be offering additional programming related to the bees in the coming months.

Technology:

Enhanced self-checkout will be added to Endicott branch soon.

New iPads were installed at both library facilities.

Additional:

We are in the process of hiring a Youth and Teen Librarian position. We hope to have the new employee onboard soon.

Old/New Business:

Ms. Driscoll updated all on the budget hearing. She and Ms. Connolly met with Ms. Cecilia Butler, who is the liaison to the Library. The Library presentation is scheduled for 1:15pm on Saturday, March 9, 2019. Everything now in the budget is maintained.

Ms. Connolly shared that the building assessment done in 2012 was found. Ms. Connolly is meeting with Ken Cimino to review it. The report is specific about what was considered in the calculations.

Ms. Roalsen received an application from Amazon about public sector ordering. They are based in MA. Ms. Connolly will reach out by phone to investigate options for ordering through Amazon and will share the results at a later date.

The director evaluation was discussed. Ms. Connolly asked Ms. Sliwa to send out evaluation forms to the Board. We need to have report at next meeting on April 11, 2019. Evaluations should be completed by March 21, 2019 and given to Ms. Connolly.

Trustees reviewed a request by two staff members to attend a conference in New York City. Money in the budget was discussed, and it was determined that total requested (estimated \$1800) is not in the budget. Trustees determined that it may be something to add it to next year's budget. All discussed considering output from professional development and ways to extend these opportunities to staff.

Ms. Driscoll shared that professional development was offered in the fall for staff. An additional session was planned but canceled because of illness of presenter from Darien, CT. Discussion was held of plan to focus on customer service.

April is Love your Library month. The Trustees agreed that it would be a good way to begin the month with bagels or other items for staff.

Ms. Connolly announced that the Trustees wish to discuss the renewal of the director's contract. She explained that at this time the Board does not have a formal contract to share but would like to invite the director to join us in executive session to discuss details in anticipation of a contract renewal.

Ms. Connolly made a motion to adjourn the meeting at 7:46 pm; Ms. Wilkinson seconded; all voted in favor. Ms. Connolly made a motion to go into Executive Session

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 occurred with the following votes: Ms. Driscoll-aye; Ms. Connolly-aye; Ms. Santos-aye; Ms. Wilkinson-aye; Ms. Sliwa-aye.

Action Item Table:

Action Item	Person	Date Due
Budget	Ms. Connolly, Ms. Driscoll, Ms. Roalsen	Spring 2019
Quarterly Professional Development information	Ms. Roalsen	Spring/Summer 2019
Policy Working Group: Social Media	Ms. Sliwa, Ms. Santos, Ms. Roalsen	Spring 2019
Policy Working Group: library groups	Ms. Wilkinson, Ms. Connolly, Ms. Roalsen	Spring 2019
Director's Goals	Ms. Sliwa, Ms. Santos, Ms. Roalsen	Present Director's evaluation at April 2019 meeting
Donors Working Group	Ms. Wilkinson, Ms. Driscoll, Ms. Roalsen and staff	On going

Respectfully submitted,

Monika Wilkinson