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

<b>DPL TRUSTEES MEETING MINUTES</b>	
<b>JULY 24, 2018, ENDICOTT BRANCH, 7:00 PM</b>	
<b>MEETING CALLED BY</b>	Board of Library Trustees, Dedham
<b>TYPE OF MEETING</b>	Monthly Meeting
<b>CHAIRMAN</b>	Margaret Connolly
<b>SECRETARY</b>	Mary Ann Sliwa
<b>ATTENDEES</b>	Margaret Connolly, Tracy Driscoll, Monika Wilkinson, and Mary Ann Sliwa
<b>PUBLIC ATTENDEES</b>	Jeanette Evans

**Call to Order**

The meeting was called to order at 7:10 pm by Chair, Ms. Connolly.

**Public Input**

Ms. Jeanette Evans spoke on behalf of the Friends of the Dedham Public Library. She came to the Board of Library Trustees with proposals for a donor recognition and memorial ceremony for the late Mary (Mimi) Harrington.

A discussion ensued about plaques and other means of donor recognition. The donation is approximately \$45,000 in funds from the Friends of the Dedham Public Library which were used to pay for furniture for the reading room at the Main Library. Various questions were asked of Ms. Evans including the cost of the proposed plaque (in the neighborhood of \$500-600 which the family of Ms. Harrington offered to pay for).

Ms. Connolly spoke of the distinction between a donation that an individual donor makes to the library and the use of funds collected from the public by the Friends of the Dedham Public Library.

Ms. Sliwa talked of the future plans for a donor recognition area based on a work of art; for example, a tree sculpture with inscribed leaves.

Ms. Driscoll noted that this was the first time the Board had been aware of the various requests. Ms.

Connolly confirmed that a vote could not occur this evening, and she will put a vote on Agenda of the next Board meeting.

The trustees confirmed their plan for substantial recognition of the September 12, 2018 event including an article for the newspapers, a certificate of appreciation for the family, and a ribbon cutting in the reading room area of the Main Library.

Ms. Driscoll and Ms. Wilkinson will meet with Ms. Evans this week to confirm details of the ceremony.

Ms. Evans asked what the Board policy would be for Museum Passes going to people outside of the Town of Dedham to maximize the use of the passes. A discussion occurred. The policy will be that all passes that are not reserved will be open to the general public one week prior to their date. As always, the expectation is that all users will return the physical passes as indicated.

Ms. Roalsen noted the movement within library systems to have museum pass usage via patron's library cards.

Ms. Evans requested a sale book cart in the front vestibule of the Main Library. Ms. Roalsen spoke of the principle of equitable access and free resources as visions for the library. A discussion ensued. No proposal to have a sales cart was made.

Ms. Evans brought up the book sale room which is accessible to the general public during hours that the Main Library is open. She mentioned that people take books outside of the time of the designated Book Sales. She also recommended Criminal Offender Record Information (CORI) checks for all Friends of the Dedham Public Library as they are in the public area of the Main Library. The Board approved and encouraged her to move forward with the guidance of Ms. Roalsen.

Ms. Sliwa acknowledged the many contributions of the Friends of the Dedham Public Library, Ms. Evans, and Ms. Harrington.

### **Action Items:**

#### **Discussion and Vote: Minutes of May 2, 2018**

Ms. Sliwa made a motion to accept the minutes with the minor edits; Ms. Wilkinson seconded; all present voted aye. (Ms. Santos was not in attendance).

#### **Discussion and Vote: Minutes of June 22, 2018**

Ms. Sliwa made a motion to accept the minutes. Ms. Driscoll seconded; Ms. Connolly, Ms. Driscoll, and Ms. Sliwa voted aye. (Ms. Wilkinson abstained; Ms. Santos was not in attendance.)

#### **Discussion and Vote: Board Self-Evaluation**

A discussion of the structure of the evaluation occurred. Ms. Sliwa mentioned the utility and common practice by businesses, non-profits, and other town advocacy groups of matching it to the Strategic Plan.

She also presented an extensive checklist with ranking scale which she obtained through a query to the

listserv of the Massachusetts Board of Library Commissioners (MBLC).

Ms. Connolly presented a former one page checklist used by the Board of Library Trustees in Dedham.

Ms. Driscoll opposed the use of the Strategic Plan citing the purpose of the evaluation is to determine how the board is working as individuals and together.

Ms. Wilkinson advocated for the MBLC version as she prefers a ranking system to a yes/no version.

It was recommended by Ms. Driscoll that a separate meeting of two hours be set aside for the Board members to discuss and share their self-evaluations.

No vote or date was proposed.

### **Discussion and Vote: Merit Pay Raise for Director**

A merit pay raise of \$5374.06, already in the budget, was approved for the Director. Ms. Wilkinson made the motion; Ms. Driscoll seconded; all present voted aye. (Ms. Santos was not in attendance.)

Ms. Sliwa commended Ms. Roalsen for her many achievements of the past year including extensive renovation of both libraries and increased and varied programming.

### **Director's Report:**

#### **Continued Improvements to Physical Facilities**

Paving of the parking lot including restriping is to occur soon at Main Library. Handicapped parking will be clearly delineated. A concrete pad will be poured in anticipation of an outdoor book drop.

Painting of the staff office at the Endicott branch and other spaces in the Main Library will be completed.

#### **New Hire, Reading Advocate**

Ms. Julie Harvey has been hired for the Reading Advocate positions. She also has a background working with special populations. She has started an Instagram presence for the library. She will work with Library guides like Pathfinders to compile lists to engage readers in response to their reading preferences. These will continue to increase the interactivity between staff and patrons regarding reading advisory.

#### **Presentations**

Dedham Public Library was asked to speak at NELA (New England Library Association) this Fall on iterative change, innovation, and success.

The Dedham Public Library staff has been asked to speak at Internet Librarian, a conference held every year in October in Monterey, CA. John Walsh, Lisa Statukis, and I will attend. Internet Librarian is the "most comprehensive conference for library and information professionals interested in technology to

discover the insights, strategies and practices"... This years conference focus is on Community Partners: Beyond Outreach.

We will be speaking on the Innovation and Reinvention Track, A302 - Beyond Thunderdome: Robots, Knowledge Creation, & Innovation. "From their internal drone flying obstacle course and their musical stairs to their historical augmented reality overlays and innovative organization of knowledge, and their extreme focus on equitable access, robots, distributed community, and knowledge creation, the Dedham Public Library is a leader in developing best practices with an eye to the 22nd century. Come learn what the library is up to and leave with plenty of ideas to bring back to your community and libraries."

## **Furniture Update**

Functional, lovely computer tables for the Main level of the Main Library have arrived and been put in place this week.

Floor decorations for the smaller seating/study/conversation area at the Main Library on the Main level and for the center curved room with the wingback chairs have arrived and will be placed along with computer tables.

Nice quality stackable chairs which can be stored on an upright rolling cart (easy to store when not in use) have been ordered to support high programming attendance and to further enhance our flexible spaces at both facilities.

Furniture will be selected, and ordered promptly for Endicott for multiple areas. It should arrive in July. Our focus is on accessibility throughout our facilities and we want to be sure everything is well suited.

## **Local History/Fairbanks House/AR/VR**

We have created a nice partnership with the Fairbanks House and are collaborating together to explore and implement new ways to make local history come alive. One of many initial projects will be to create a Google expedition of the Fairbanks House which people locally and around the world can enjoy. It will also be a nice teaching project for those in the community interested in learning how to create expeditions.

We are almost ready to go live with an Augmented Reality (AR) app which will provide AR historic overlays on top of physical locations in Dedham. In July we will be digitizing much of the historic and local history collection housed at the library to make it browsable online, and also to provide rich content for the app and the community to explore. This is just one way we are working on broadening access to content and knowledge.

## Food Service Program

The activities surrounding breakfast and lunch are ‘camp-like’ but not an official camp. We will be having activities and food service every day and will be handing out T-shirt’s for ‘Contentment Crew 2018’ to those who attend. We decided on the name “Contentment” due to the local history.

Ms. Roalsen noted that it has been a busy summer with great events and attendance.

## Old/New Business:

Ms. Connolly questioned the progress of the Strategic Plan. Ms. Roalsen explained that she has divided the five year plan into one year segments and will share the past and future year's plan with the Trustees at the next Board meeting.

Ms. Connolly then asked for a report on the Quarterly Professional Development meeting for the next Board meeting.

Ms. Driscoll will attend the parking meeting regarding the Dedham Square area, chaired by Mr. John Sisson, Director of Economic Development, Town of Dedham, on July 25, 2018 and report back to the Board.

Ms. Roalsen addressed the group regarding Dedham Reads. There may be special celebration in Dedham Square on Halloween tied into the 20<sup>th</sup> anniversary of the Harry Potter books.

Ms. Wilkinson spoke of middle school aged readers and the challenges they present in collecting and presenting books to individual readers.

Ms. Wilkinson addressed the need to review the membership of the working groups. Ms. Sliwa volunteered to help with the Donors Working Group if that was needed.

The next meeting of the Board of Library Trustees will be determined through communication from Ms. Connolly. Proposed dates are August 9 and 30, 2018. **Action Item Table:**

Action Item	Person	Date Due
Vote on Ms. Harrington Recognition Ceremony	Ms. Driscoll, Ms. Wilkinson to meet with Ms. Evans and report to Board	August Board Meeting
Strategic Plan increments FY’18, FY’19	Ms. Roalsen	August Board Meeting
Quarterly Professional Development information	Ms. Roalsen	August Board Meeting
Parking Meeting Report	Ms. Driscoll	Summer/Fall 2018

Action Item Table and assignments reviewed	Trustees	Summer 2018
Trustees Evaluation	Ms. Connolly and Ms. Sliwa	Summer/Fall 2018
Director's Goals Working Group	Ms. Wilkinson, Ms. Santos, Ms. Roalsen	Spring 2018
Donors Working Group	Ms. Wilkinson, Ms. Driscoll, Ms. Roalsen and staff	Spring 2018
Policy Working Group: meeting policy, art policy	Ms. Wilkinson, Ms. Connolly, Ms. Roalsen	Spring 2018

A motion to adjourn was made by Ms. Driscoll at 9:01 pm; Ms. Wilkinson seconded; all present voted aye. (Ms. Santos was not in attendance).