



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	
APRIL 18, 2019, ENDICOTT ESTATE, 5:00 PM	
MEETING CALLED BY	Board of Library Trustees, Dedham
TYPE OF MEETING	Discussion Meeting
CHAIRMAN	Margaret Connolly
SECRETARY	Mary Ann Sliwa
ATTENDEES	Margaret Connolly, Tracy Driscoll, Sarah Santos, Mary Ann Sliwa, and Monika Wilkinson by phone
PUBLIC ATTENDEES	Richard Pierce

The meeting of the Dedham Library Board of Trustees was called to order at 6:04 pm by Chair, Ms. Connolly. Board Members Ms. Connolly, Ms. Driscoll, Ms. Santos, and Ms. Sliwa were present.

Public Input:

Mr. Pierce reported that as President of the Friends of the Dedham Public Library, he was there to offer the Board the support of the Friends. It was noted that Jeanette Evans extended the same support in an email to the Board. He further noted that the Friends will be sending an email of thanks and appreciation to Ms. Roalsen.

Action Items:

Discussion and Vote: Liebstudios Contract

Ms. Connolly reported that there will be no vote tonight as she had sent the contract to the Board’s attorney for review. Today she received some recommended changes which she will convey to Liebstudios soon.

Old/New Business:

Ms. Connolly reminded the Board that Ms. Roalsen’s yearly evaluation will still be completed and forwarded to her. Ms. Connolly also relayed that Ms. Roalsen would like a letter of recommendation for her files. Ms. Sliwa has drafted one that all have received. Ms. Sliwa proposed that the final draft be sent to Ms. Roalsen to see if there were any accomplishments that were not mentioned. Ms. Santos requested last year’s evaluation for the review of those accomplishments.

Ms. Connolly called the Board 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 role call vote was taken: Ms. Sliwa- yes; Ms. Santos-yes; Ms. Driscoll-yes; Ms. Connolly- yes. The Committee entered Executive Session at 5:20 pm. Ms. Connolly noted the Committee would reconvene in Open Session at the end of the meeting.

Ms. Wilkinson joined the Board at 5:31 pm by phone. Ms. Driscoll left the meeting at 6:00 pm.

At 6:15 pm the Board returned to public session with Ms. Connolly, Ms. Santos, and Ms. Sliwa present and Ms. Wilkinson on the phone.

The opening of the Endicott Branch Library on the Sunday of the James Joyce Ramble was discussed. Ms. Amber Moroney mentioned that it would be difficult for staff and patrons to park. Ms. Connolly will request Ms. Moroney contact the Department of Public Works instructing them to cordon off the one section of the parking lot closest to the building with the handicapped space for the patrons and staff of the library on that date.

Ms. Sliwa brought up the materials expenditure percentage as of the last monthly budget report was at 74%. Ms. Connolly will convey to Ms. Amber Moroney the necessity of spending down this budget item and request it be done by May 3, 2019 with May 10, 2019 as the latest possible date.

A motion to adjourn was made by Ms. Wilkinson at 6:15 pm and seconded by Ms. Connolly. All present voted in favor; Ms. Driscoll left the meeting at 6:00 pm.

Action Item Table:

Action Item	Person	Date Due
Reserving parking spaces, James Joyce Ramble	Ms. Connolly to Ms. Amber Moroney	ASAP
Materials expenditure	Ms. Connolly to Ms Amber Moroney	ASAP
Book a room at the Middle School for May 13, 2019 meeting	Ms. Connolly	April 2019
Share information about resources through Facebook	Ms. Roalsen to assign	Spring 2019
Review use of Eventbrite at Endicott Branch	Ms. Connolly and Ms. Roalsen communicate with Building Inspector to confirm Endicott Library capacity of 299 and report to Trustees	May 2, 2019
Estimate from Liebstudios	Ms. Connolly	May 2, 2019
Explanation of Financial Report in Detail	Ms. Rosemarie Shrewsbury	May 2, 2109

Overtime Expenditures Detailed	Ms. Connolly will determine.	Prior to May 13, 2019
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,

Mary Ann Sliwa