



Co-Chair
 Dedham Public Library
 43 Church Street
 Dedham, MA 02026
 781.751.9281

Rosemarie Shrewsbury, Acting Director

Margaret Connolly,

Mary Ann Sliwa, Co-Chair
 Tracy Driscoll
 Sarah Santos
 Monika Wilkinson

DPL TRUSTEES MEETING MINUTES	
JULY 1, 2019, MAIN LIBRARY, 6:00 PM	
MEETING CALLED BY	Board of Library Trustees, Dedham
TYPE OF MEETING	Monthly Meeting
CO-CHAIRMAN	Margaret Connolly and Mary Ann Sliwa
SECRETARY	Sarah Santos
ATTENDEES	Margaret Connolly, Tracy Driscoll, Sarah Santos, Mary Ann Sliwa, Monika Wilkinson and Rosemarie Shrewsbury
PUBLIC ATTENDEES	Richard Pierce, Ellen Dockham, Pamela Fadden, Susan Smith, Marisa Campanella, Lisa Desmond, Abby Bragg, Jeanette Evans, Cecilia Emery Butler, Carol ElKurdi

The meeting of the Dedham Library Board of Trustees was called to order at 6:03pm by Co-Chair, Ms. Sliwa. Ms. Driscoll announced the meeting is being recorded. Ms. Connolly reminded attendees public input is not for dialogue, wait to be recognized by chair and the Trustees will try to address any questions at later meeting.

Public Input:

None

Action Items:

Discussion Circulation Desk:

Ms. Driscoll stated the working group made up of Ms. Santos, Ms. Dockham, Ms. Campanella and her have met twice. The working group discussed mobile and stationary options and agreed putting a two person circulation desk in the front room and moving the piano. The working group also discussed desks that plenty of drawers, are aesthetically pleasing, and having hidden shelving behind the desk for expensive items.

Ms. Connolly prefers to hear about more mobile options.

Ms. Santos stated they discussed multiple location options and the front room was agreed as best option. She noted they are still brainstorming the location and type of the children's room desk. The main goal is to move the main room workstation, book cart and book tubs.

Ms. Sliwa commented that libraries have continuous changes and the new director's vision might be different.

Ms. Driscoll noted this issue should not be put on hold for a new director and the working group will continue to meet and discuss and present different options.

Discussion Hydroponic or Aeroponic Growth Program:

Ms. Carol ElKurdi is a current part-time employee with Dedham Public Library. She is proposing to start and educational Hydroponic or Aeroponic Growth Program at the library. This agricultural program will teach patrons about the system, how and why it yields more crops and at a faster pace than soil.

The 6-8 week elementary and adult program will be held twice a week. Ms. ElKurdi is requesting the purchase of two devices, soil and seeds for the program to begin in September.

Ms. Connolly finds this program fascinating and requested follow up with Ms. Shrewsbury with more information.

Ms. Wilkinson requested more discussion with staff programming about the physical impact on the building and location of the devices.

Ms. Santos asked the maximum of participants for the program and what will the library do with the produce.

Discussion and Vote: Minutes May 2, 2019

A motion was made by Ms. Driscoll to accept the May 2 minutes. Ms. Wilkinson seconded. All voted in favor.

Discussion and Vote: Minutes May 13, 2019

A motion was made by Ms. Connolly to accept the May 13 minutes. Ms. Driscoll seconded. All voted in favor.

Discussion and Vote: Minutes May 14, 2019

A motion was made by Ms. Connolly to accept the May 14 minutes. Ms. Driscoll seconded. Ms. Connolly, Ms. Sliwa, Ms. Driscoll, and Ms. Santos in favor. Ms. Wilkinson abstained.

Discussion and Vote: Minutes May 20, 2019

A motion was made by Ms. Driscoll to accept the May 20 minutes. Ms. Wilkinson seconded. Ms. Connolly, Ms. Sliwa, Ms. Wilkinson, and Ms. Driscoll in favor. Ms. Santos abstained.

Discussion and Vote: Minutes May 22, 2019

A motion was made by Ms. Wilkinson to accept the May 22 minutes. Ms. Driscoll seconded. All voted in favor.

Discussion Spend Down FY19:

Ms. Sliwa is happy to report the materials expenditure has been met. Items have to be received and invoices dated by 6/30/19 per Liz Babbitt, State Aid Specialist, and her boss, Mary Rose Quinn, Head of State Programs, MBLC. Also, any money spent for library materials counts, for example, state aid, non-appropriated trust funds and Friends museum passes.

Discussion Printer:

Ms. Shrewsbury stated the IT people have researched printer options with more printing speed and more memory. They advise on an HP option for the main library and an email was sent with the breakdown to the Trustees.

Ms. Connolly requested more information to better understand the email. The email did not contain a price for the printer or a price for toner. She also asked if the library can still use the leftover toner purchased by the town.

Ms. Wilkinson asked how many printers are currently broken. She noted after reading current online reviews, has concerns with the recommended HP printer.

Ms. Shrewsbury added staff would prefer two printers of the same type with the same toner.

Ms. Santos asked for more information on cost and options of warranties.

Ms. Sliwa noted the broken printers are an important issue and the purchase should not be delayed any further.

Ms. Connolly made a motion to purchase two printers based on Ms. Shrewsbury's recommendations, warranty and contingent on the Trustees approval and confirmation. Ms. Wilkinson seconded. All voted in favor.

Discussion Pier Diem Positions:

Ms. Sliwa stated four applications have been submitted for the pier diem job and the posting closes July 2, 2019. The job is for 6-19 hours a week to help cover lunch and Sunday hours. Ms. Sliwa encourages all experienced applicants to apply. The interviews will be held on July 5, 2019.

Discussion Director Search:

Ms. Driscoll stated the screening committee had orientation and everyone received the resumes. The committee had great comments and input about the important skills and qualities sought in the new director. Interviews will start next week.

Director's Report:

The U.S. Census Bureau will attend the August 6, 2019 library trustee meeting.

Ms. Shrewsbury continues to contact Bradbury Fencing Company with no response.

Old/New Business:

Ms. Connolly discussed the patio furniture recommendations for Endicott Library from Thomas Steele Company in Wisconsin. The lead time is 6-8 weeks. Ms. Connolly asked the company for design options of a table with three chairs. Most options are over \$2000 each with a 20 year warranty on are parts, 5 year warranty on paint and does not include delivery or installation. She continued installation would need to be done by the town.

Ms. Santos expressed her opinion that purchasing and completing the issue about the circulation desk should be the priority over purchasing patio furniture.

Ms. Sliwa thanked Dedham Civic Pride for transforming the front area outside the Main Library with mulch and potted plant design. Ms. Sliwa noted copies of the town sewer surveys are still available at both libraries and was extended 4 more weeks.

Next Meetings:

Wednesday, July 24 at 6:00pm

Thursday, July 25 at 6:00pm

Tuesday, August 6 at 6:00pm

Tuesday, August 27 at 6:00pm

Thursday, September 5 at 6:00pm

A motion to adjourn was made by Ms. Driscoll at 7:45pm and seconded by Ms. Wilkinson. All voted in favor

Respectfully submitted,

Sarah Santos