



Ryan Brennan Director
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Margaret Connolly, Co-Chair
 Mary Ann Sliwa, Co-Chair
 Tracy Driscoll
 Sarah Santos
 Monika Wilkinson

DPL TRUSTEES MEETING MINUTES	
MARCH 16, 2020, MAIN LIBRARY, 9:00AM	
MEETING CALLED BY	Board of Library Trustees, Dedham
TYPE OF MEETING	Board Meeting
CO-CHAIRMAN	Margaret Connolly and Mary Ann Sliwa
SECRETARY	Tracy Driscoll
ATTENDEES	Margaret Connolly, Sarah Santos, Mary Ann Sliwa, Monika Wilkinson (by phone), Tracy Driscoll, and Ryan Brennan
PUBLIC ATTENDEES	Amber Moroney, Stephanie Weggeman

The meeting of the Dedham Library Board of Trustees was called to order at 9:10am by Co-Chair, Ms. Sliwa.

Public Input:

No public input.

Discussion and Vote: Pandemic and Health Emergency Policy

Ms. Sliwa opened up discussion regarding the Pandemic and Health Emergency Policy which was expedited in response to the current COVID19 virus. After much discussion four changes were made to the presented policy. Number 5 was reworked to place “the promotion of social distancing” before “the suspension of Library programs to discourage public gatherings.” “In the event of a pandemic or health emergency we acknowledge the ability of the director to work with the trustees to perform duties different from standard operating procedure,” was added and numbered 7 and all subsequent numbers changed to accommodate this addition. Number 10 changed “Responsibility for Library Operations Policy” to “Library Organizational Chart.”

Ms. Wilkinson made a motion to accept the Pandemic and Health Emergency Policy with the agreed upon changes set out above. Ms. Connolly seconded. All voted in favor.

Discussion: Procedures for Closing

Mr. Brennan stated that Optima, the MLS delivery contractor, is stopping delivery starting Tuesday, March 17 through at least the end of the week. Mr. Brennan suggested that we stop delivery for now to align with the Dedham Public Library’s current status of being closed to the public until further notice.

Ms. Santos asked about making it more clear to the public what digital offerings are available and how to access them. She also stated she did not think it was a good idea for staff to distribute books to patrons.

Ms. Wilkinson stated she has received multiple inquiries from patrons asking whether or not they would be able to pick up books from the staff. She also stated that this would not be her preference.

Mr. Brennan stated that we will extend holds and reserves. Ms. Moroney said she could change the Dedham Library to not be a pick-up place within the Minuteman system so patrons would not mistakenly think they could pick-up their books. Ms. Sliwa would like all **return dates to be extended until May 1, 2020**. This date will be changed if needed to accommodate any increased closure time.

Mr. Brennan also suggested that we increase our digital checkout capability of Hoopla and Kanopy. Currently, every library card holder is entitled to 10 items each month on each platform. The library is charged for each item checked out. However, Ms. Moroney relayed Kanopy Kids is currently making their offerings free. Mr. Brennan recommended that we increase Kanopy to 15 and Hoopla to 12 for now. We will reassess depending on need. Mr. Brennan also stated that he has proposed to the Directors in the Minuteman Network that Overdrive also be increased.

Ms. Connolly discussed staffing going forward. She stated on Friday, March 13, 2020 it was determined that the library should be closed to patrons. In addition, the library would be closed on both Saturday and Sunday, March 14 and 15, 2020 for deep cleaning. She stated the Trustees will work to make sure the employees who were scheduled for those days are paid. On Monday, March 16, 2020 staff would report to work but the library would remain closed to the public. She stressed that the Trustees goal was to close Endicott and continue with a skeletal staff. Town Hall has not made a determination regarding whether or not staff would be paid if this action was taken. Therefore, for the time being the staff should report to work. She stressed that any vulnerable staff should stay home.

Ms. Wilkinson wanted to make sure the message conveyed to staff was that the Trustees were actively working towards a skeletal staff with the option of no staff a distinct possibility. Ms. Wilkinson attended the Town Manager's informational COVID19 meeting on Friday. She asked for clarification regarding employees' pay. Human Resources was concerned about contractual issues and looking into it. No further response has been received at this time.

Ms. Driscoll suggested that Mr. Brennan begin to create a skeletal staff schedule to expedite the process when confirmation regarding employee pay is received.

Ms. Weggeman asked for clarification regarding who would be paid if the library went to a skeletal staff. Ms. Driscoll stated she felt all would be paid but the Town has not given confirmation.

Ms. Wilkinson outlined the three scenarios discussed by the Town Manager regarding response levels for staffing. 1. Continue on while outside world shuts down. 2. Continue basic operations while protecting ourselves from the public and the public from us. 3. Shut down completely. Moving to remote work. Would require that each department have two staff members with VPN access so payroll can be done. Mr. Brennan stated that he and Ms. Shrewsbury had VPN access.

Ms. Moroney suggested that Mr. Brennan relay again to staff anyone in a designated vulnerable group, lives with someone in a vulnerable population or thinks they are at higher risk for any reason should contact him.

Ms. Connolly spoke about part-time employees and whether or not they had been consistently working additional hours for the past fiscal year. If so, their pay may need to be adjusted to reflect same if all operations are shut-down. Mr. Brennan and Ms. Moroney did not feel anyone fell into this category.

Ms. Sliwa asked about existing technology available and whether or not we could circulate it to families that might be in need. Comcast was offering free internet but some families may not have laptops. She stated that Ms. Connolly had been in contact with Don Langenhorst, Dedham Public Schools Technology Director, and that many first and second grade students do not have Chromebooks and other grades may not have been able to take them home. Therefore, these families may be without technology.

Ms. Weggeman stated they would be able to lend this technology out but the logistics of getting it to the families needed to be determined since the staff is not going to be in contact with the public. Ms. Moroney stated that she and Ms. Weggeman would create a libguide that would contain details about accessing digital resources. She would also create links to resources for patrons. Ms. Weggeman would create a banner on the library website to link to this page. A separate banner will advise on the status of the library and COVID19 with a link for additional information.

Ms. Sliwa stated that a decision regarding the signing of bills and payroll needed to be discussed. Ms. Wilkinson said that at the Town Manager's meeting on Friday, March 13, 2020 it was decided that for the duration of this pandemic one signature would suffice. In addition, the use of electronic signatures was being investigated. Ms. Sliwa proposed that the Trustees take turns signing in alphabetical order.

Ms. Wilkinson left the meeting at 10:55am.

Old/New Business:

Ms. Sliwa asked for dates for next meetings. It was determined that at this time the Trustees would post meetings for Wednesday March 18, Thursday March 19, and Friday March 20, 2020 at 9:00am. These meetings are being posted as a precaution to address any time sensitive matters which may arise pertaining to the current pandemic.

A motion to adjourn the meeting was made by Ms. Sliwa at 11:01am and seconded by Ms. Connolly. All voted in favor.

Respectfully submitted,

Tracy Driscoll