



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

DPL TRUSTEES MEETING MINUTES	
MARCH 26, 2020, VIRTUAL, 10:00AM	

MEETING CALLED BY	Board of Library Trustees, Dedham
TYPE OF MEETING	Virtual Board Meeting
CO-CHAIRMAN	Margaret Connolly and Mary Ann Sliwa
SECRETARY	Tracy Driscoll
ATTENDEES VIA PHONE	Margaret Connolly, Sarah Santos, Mary Ann Sliwa, Monika Wilkinson, Tracy Driscoll, and Rosemarie Shrewsbury
PUBLIC ATTENDEES	None

**PLEASE NOTE DUE TO THE COVID19 PANDEMIC THIS MEETING WAS HELD
VIRTUALLY VIA ZOOM**

Zoom Meeting ID: 446-854-408; Password: 051587

The meeting of the Dedham Library Board of Trustees was called to order at 10:05am by Co-Chair, Ms. Sliwa.

Public Input:

No public input.

Discussion: Pandemic Response

A discussion took place regarding the importance of documenting hours worked by the staff going forward. The schedule developed by the director is great but does not take into account preparation time, professional development classes and other time staff has spent working remotely. If the Federal government requests documentation be submitted by state and local governments to get additional funds, the library could benefit from tracking our time. It would also be beneficial to present to the Finance and Warrant Committee. The amount of visits and views the library has received for programs and services has been phenomenal and staff deserve credit for their efforts during this very difficult time. Ms. Shrewsbury, who is currently Acting Director while Mr. Brennan is out, stated she felt uncomfortable asking the staff to track their time. Ms. Sliwa and Ms. Connolly pointed out that a directive had been issued March 18, 2020 by Town Manager Leon Goodwin “that all town employees eligible for WFH (Work From Home) are expected to be in continuous communication with their supervisors regarding assigned workflow and to be on-call during all regular work hours (M-F 8:30am-4:30pm) should the need arise for their services at municipal facilities. Employees who are unavailable to be on-call, report to work or work remotely due to travel or vacation will be required to use vacation or personal time.”

Ms. Shrewsbury then asked for an update regarding 3D printers. Ms. Sliwa stated that the library has nine 3D printers. Eight are at the Main with four working and four not working. One is working at the Endicott Branch. All four working printers at the Main have been placed together upstairs in the office for easy distribution if needed. This was in response to people looking for printers to make face masks, shields and other critical protective gear during the pandemic. Ms. Sliwa will reach out to Mr. Don Langenhorst, Director of Technology for the Dedham Public Schools to see if he is working on any projects for masks or shields and might need 3D printers. Ms. Sliwa was also going to reach out to Canton Public Schools and the Canton Library because it appeared they were working on masks and/or other protective gear and might be able to use our 3D printers.

Ms. Santos requested an update regarding the Summer Lunch Program. She had previously asked for this update but it was not due until April 1, 2020. She wanted to make sure that Ms. Shrewsbury followed up now that Mr. Brennan was out. Ms. Santos wanted to make sure the staff was working to coordinate the lunch program with the schools, in case the schools continue the lunch program they are currently running. She also wanted to make sure the lunch program was on track to go ahead using two scenarios of either business as usual or the need to become a grab and go program. In addition, she wanted to know if there was any thought about adding maker space projects to take home with a lunch if the program is grab and go. Update will be expected April 1, 2020.

She also requested a status report regarding summer programming for both scenarios; in-person or virtual. Ms. Shrewsbury will provide an update on April 1, 2020.

Ms. Santos wanted to express her gratitude to the staff. She had requested that FaceBook program cancelations be taken down and that current on-line programs be moved up for viewers would see those first. She felt that it was a lot of work to accomplish this, it was done immediately and she was very thankful. In addition, she wanted to highlight some of the exceptional programming that has been going on by Jonah, Laura C., Lisa, Tobi, Amber, and Gianna.

Ms. Sliwa asked Ms. Shrewsbury if anyone on the staff might be interested in running a virtual book group through Zoom. Ms. Shrewsbury will ask staff.

Ms. Shrewsbury stated she did not have access to the library's Zoom account. Ms. Sliwa will help Ms. Shrewsbury with this later in the afternoon.

Ms. Sliwa asked for an update regarding newspapers being put on hold for time being. Ms. Shrewsbury stated Mr. Brennan relayed this has been done. Ms. Sliwa also asked Ms. Shrewsbury about spending down materials budget while putting physical materials on hold. Ms. Shrewsbury stated this was being done. She also stated \$5,000.00 worth of eBooks were ordered. Ms. Sliwa then asked if the Town had created a protocol for bills being signed. Ms. Shrewsbury said they didn't need to be signed until things normalized. Ms. Wilkinson interjected that the Town had multiple suggestions regarding signing or viewing bills remotely including scanning, which can easily be done with phone app. Ms. Shrewsbury will look into the technique the Town is using. She also stated that the current Finance Director, Andrea Terkelson's last day will be March 31, 2020.

Ms. Connolly asked Ms. Shrewsbury if she had the minutes to submit for CB Wade so payment could be made to Siemen Eckert.

Ms. Sliwa stated she would forward email from Mr. Brennan regarding update for the Building Commissioner regarding the Main library's occupancy numbers.

Ms. Shrewsbury relayed that staff would be interested in putting articles together for the local newspapers to update people regarding on-line programming and services. Ms. Shrewsbury stated Mr. Brennan told staff he had written the first week's article as an example. It was corrected that Ms. Sliwa actually wrote the first week's article. Ms. Shrewsbury stated she thought staff would take turns submitting updates to the press. She would like them sent to her first for editing.

Ms. Wilkinson was pleased with the customer service professional development that took place last week. She also lauded Ms. Connell for setting up Slack so that staff could discuss the training together. She wanted to see if Ms. Shrewsbury could delegate a staff member to map out a few weeks of additional professional development. This could take place over the next month while staff is still working remotely. She suggested looking at the American Library Association site for more topics and information an example being public safety.

Ms. Sliwa asked if it was confirmed that the Wi-Fi worked in the libraries' parking lots. She wanted to be able to offer that information to patrons. She will go to parking lots to check. She also asked Ms. Shrewsbury if it would be okay if Ms. Sliwa reached out to the ESOL staff coordinator to talk about what Ms. Sliwa is doing on-line regarding teaching. She wanted to see if this is something that can be offered through the library too. Ms. Shrewsbury agreed Ms. Sliwa should reach out.

Ms. Connolly expressed frustration and disappointment that the Town had added hours to the library payroll three days after all employees were told to work from home indefinitely. She felt this was a fiscally irresponsible decision to make during a pandemic.

Ms. Sliwa wanted it conveyed to staff that it has been our priority to make sure that they are paid during this time and that all jobs come back when things normalize. Also, that the Trustees have been happy with everything that the staff has done since moving to remote work.

Ms. Sliwa then stated that Mr. Brennan had submitted his resignation for personal reasons. His last day will be April 13, 2020. She also stated that Mr. Brennan had been in contact with the Town Manager and Town Human Resource Director and had notified the staff.

Ms. Connolly asked if the date of resignation was good with the Board. No vote was taken but all expressed that if April 13, 2020 was the best date for Mr. Brennan it was good with the Board. Ms. Willkinson wanted to reassure the staff during this time. It is a difficult enough time and another transition can feel overwhelming. Together we will work to make this a seamless as possible.

Ms. Driscoll stated that a working group should get started to look at next steps regarding a new Director. Ms. Sliwa offered to work on this with Ms. Driscoll.

A motion to adjourn the meeting was made by Ms. Wilkinson at 11:13am and seconded by Ms. Driscoll and a roll call vote was taken. Ms. Connolly, yes; Ms Driscoll, yes; Ms. Santos, yes; Ms. Sliwa, yes; Ms. Wilkinson, yes.

Respectfully submitted,

Tracy Driscoll