



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

JANUARY 9, 2020, 6:30PM

MEETING CALLED BY	Board of Library Trustees, Dedham
TYPE OF MEETING	Monthly
CO-CHAIRMAN	Margaret Connolly and Mary Ann Sliwa
SECRETARY	Mary Ann Sliwa
ATTENDEES	Margaret Connolly, Tracy Driscoll, Mary Ann Sliwa, Monika Wilkinson, Ryan Brennan, Stephanie Weggeman
PUBLIC ATTENDEES	Richard Pierce

The meeting of the Dedham Library Board of Trustees was called to order at 6:32pm by Co-Chair, Ms. Sliwa.

Public Input:

Mr. Pierce said that the Friends of the Library are preparing for Saturday’s Friends book sale, with books priced at \$5 a bag. Donations have been swift. Friends are returning to the color-coding system used previously. At the most recent meeting, they re-elected officers and gained a new member. They are currently reviewing museum pass information to make decisions for the future expenditures. Ms. Sliwa thanked the Friends for support and noted the attendance of members at the Meet and Greet event earlier this month. Mr. Pierce said that there will be an addition of a budget line item for refreshments, noting an upcoming author book talk that will be large as an example of a time when it could be helpful.

Discussion and Vote: Financial Report

Trustees discussed the format of information regarding non-appropriated funds that was provided by Rosemarie Shrewsbury. All agreed they wanted to better understand what was paid for and which funds were used. Mr. Brennan noted a request for funds out of CB Wade, but those funds have not been disbursed yet. All trustees noted the indication of expenses as “Warrant.” Ms. Driscoll noted that knowledge is needed for budgeting and explained the need to see actual expenses to be able to anticipate and meet needs. Trustees discussed the review and signing of bills and difficulty not knowing which expenses come out of which funds. Ms. Wilkinson noted confusion over the reporting of donations, which are indicated in separate columns but on the same line as other items from a different year. Trustees requested a new system that makes clearer the expenses and revenue chronologically, with notations for expenditures.

Mr. Brennan noted that discussion and voting on the Annual Budget was not until February last year. The budget is due next Friday to the Town Manager.

The November 19 pdf Financial Report was reviewed without the non-appropriated funds. Ms. Driscoll made a motion to accept without the non-appropriated funds. Ms. Connolly seconded. All voted in favor.

The December 19 pdf Financial Report was reviewed without the non-appropriated funds. Ms. Wilkinson made a motion to accept without the non-appropriated funds. Ms. Connolly seconded. All voted in favor.

Discussion and Vote: Minutes

Discussion of December 16 minutes ensued. One small addition of the words “participation in” was added. Ms. Driscoll made a motion to accept the minutes. Ms. Wilkinson seconded. All voted in favor.

Code of Conduct Solicitation

Ms. Driscoll and Ms. Wilkinson reported that they met with Mr. Brennan to discuss the policy. Following last month’s meeting, Ms. Wilkinson received confirmation of the right of citizens to solicit signatures in a public space as shared by Town Clerk Paul Munchbach. Staff has been informed of this. Ms. Driscoll shared that the Bulletin Board and Display policy was written but never approved in 2015 as a revision of an earlier policy. Language should be added to include “no solicitation of commercial goods and services.”

Discussion

Capital Priorities were discussed. Mr. Brennan stated that he and Mike McGahan and Andrea Terkelson discussed the process for requests. Anything needed should be presented to the Facilities Department. They will receive capital requests. Mr. McGahan identified roof work as a priority. The back door will be funded out of the operating budget. Gutters and downspouts have been submitted, with some uncertainty about whether it had been submitted as a capital request or an expense out of the operating budget. Fire suppression will need an evaluation for historical needs. Ms. Connolly suggested continuing with Code Red, who already started the study. Life Safety will be paid \$4500 for drawings that can be submitted for the occupancy change. Priorities for future years will include the masonry work on the ramp. Ms. Connolly suggested adding a request for an elevator as well as HVAC. Ms. Wilkinson noted efficient air conditioning as a necessity if the library is to be a designated cooling center for the community and noted recent Municipal Vulnerability Preparedness certification for Dedham with the Commonwealth. Ms. Sliwa mentioned that a civil engineer evaluated the building regarding drainage. We have not heard his report. Ms. Connolly added to the list the work needed for the front walkway. Discussion ensued of timing related to fire suppression and civil engineering work as well as landscaping needs that will need to be addressed in the spring.

Director’s Report

Trustees thanked Mr. Brennan for the level of detail in his report. Ms. Sliwa asked about circulation and comparison over past years. Mr. Brennan clarified how these are represented.

Ms. Wilkinson asked about the programming process. Mr. Brennan explained that Ms. Maroney holds programming meetings. Sometimes staff approaches with ideas, particularly if applying for a grant. Programs for the quarter are laid out.

Ms. Connolly asked what the circulation manual is. Mr. Brennan explained it is a guide both in a binder and online, which is housed on the staff website. Others are working on a Children's manual.

Old/New Business

Mr. Brennan expressed his desire to have managers in attendance. He proposed Ms. Weggerman take minutes at future meetings to allow Trustees to fully participate in the discussion. Trustees expressed great appreciation for this.

Ms. Sliwa announced the author event with Dedham resident Liz O'Donnell at Endicott Estate on January 28th.

Ms. Sliwa made a motion to go into Executive Session at 7:41 and announced that the meeting will adjourn in open public meeting.

Executive Session – Under Section 21 of the Open Meeting Law: Exemption 3: To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares.

Vote to go into executive session: Ms. Connolly, yes, Ms. Driscoll, yes. Ms. Wilkinson, yes. Ms. Sliwa, yes.

Upon returning to open session at 9:05pm, a motion to adjourn the meeting was made by Ms. Driscoll at 9:05pm and seconded by Ms. Connolly. All voted in favor.

Respectfully submitted,

Monika Wilkinson