



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 23, 2020, VIRTUAL, 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 VIA PHONE	Margaret Connolly, Sarah Santos, Mary Ann Sliwa, Monika Wilkinson, Tracy Driscoll, and Ryan Brennan
PUBLIC ATTENDEES	None

PLEASE NOTE DUE TO THE COVID19 PANDEMIC THIS MEETING WAS HELD VIRTUALLY TO DISCUSS LIBRARY RESPONSE TO CLOSURE

The meeting of the Dedham Library Board of Trustees was called to order at 9:07am by Co-Chair, Ms. Sliwa.

Public Input:

No public input.

Discussion and Vote: Minutes Wednesday, March 18, 2020

Ms. Driscoll noted one change to the minutes under “Status and Procedures for Closing” in the fourth paragraph, changing the words “in writing” to “an email.”

Ms. Connolly made a motion to accept the minutes from Wednesday, March 18, 2020 with this change. Ms. Wilkinson seconded the motion. A roll call vote was taken to accept the minutes. Ms. Connolly, yes; Ms. Driscoll, yes; Ms. Santos, yes; Ms. Sliwa, yes; Ms. Wilkinson, yes.

Discussion: Summer Lunch Program

Ms. Sliwa asked for an update on what has been discussed about the possible impact of the pandemic on the Summer Lunch Program and ideas for alternative plans. Mr. Brennan stated that Summer Lunch Program has been scheduled to begin on June 25th. Ms. Sliwa asked if he or any member of the staff has made any inquiries yet. Mr. Brennan said that he asked the staff to investigate but has not heard yet.

Discussion and Vote: Pandemic Response

Mr. Brennan stated that staff is working from home and things are going well.

He noted that 3D printers were upstairs in the Main Library after learning about requests from hospitals for 3D printing of PPE. Mr. Brennan said the Library has been in touch with other libraries through a listserv. He said that Massachusetts General Hospital announced it is making decisions and he is waiting to hear what the needs are. Ms. Sliwa stated that Co-Chairs had been waiting for the last several days to know the status of our filament supply and asked for an update. Mr. Brennan stated that we only have two full filament rolls and one partial in the size needed.

Ms. Sliwa asked if we have the capability within the staff to operate the printers. Mr. Brennan said that he was not sure that we did. He noted that Jon Csanady was hoping to take a printer home but was unable due to illness. Ms. Sliwa asked whether we should reach out to Dedham Public Schools Technology Director Don Langenhorst for help with working capacity. Mr. Brennan agreed to contact Mr. Langenhorst. Ms. Driscoll asked if no one can do this printing at the Library or Dedham Public Schools, could we be willing to loan these? Trustees agreed that printers should be lent to others who might have the capability. Ms. Connolly emphasized the timeliness on this and asked for contact to be made today. Ms. Wilkinson asked Mr. Brennan if he needed help making contacts for loaning out the printers, and he replied that he would reach out to other libraries. Trustees asked for an update on this as soon as possible, and Mr. Brennan said it would be later in the day.

Trustees asked to return to Mr. Brennan's statement that staff was working from home and wanted more information. Ms. Santos inquired about the updating of canceled events on Facebook and asked if those could be deleted. She also inquired about the Library's intention to continue the use of Eventbrite.

Ms. Sliwa remarked that when Mr. Brennan was on a brief leave late last month Ms. Moroney and Ms. Weggeman stated that Mr. Brennan had lifted the 49 person limit on events and that he indicated to staff that the Code Red report was complete and occupancy certificates were approved for 100. Ms. Sliwa asked if he had communicated this. He said that he was still working toward the goal of 125 and he had not indicated a change. Ms. Connolly shared that Ms. Moroney and Ms. Weggeman had reported 100 people in attendance for recent story times. Ms. Connolly asked to the best of his knowledge if story times with 100 attendees were happening. Mr. Brennan said he was not and 100 seemed too high for an accurate count.

Trustees returned to the topic of canceled events and asked that Facebook reflect online events that are scheduled. Mr. Brennan agreed this would be addressed.

A discussion ensued regarding part-time staff payment. Ms. Sliwa asked if Mr. Brennan had determined the average hours worked. Ms. Driscoll stated Mr. Brennan had shared the information with her privately. Trustees discussed one employee situation in which average hours exceeded her expected 16. Trustees agreed that they want Mr. Brennan to advocate for payment of the average. They also recommended researching how per diems are paid in the Town in other departments. Mr. Brennan said he had not remembered to ask but will.

Ms. Connolly asked Mr. Brennan if we can operate without the per diems when we return from closure and suggested we do not want to risk positions we need. She suggested that Mr. Brennan send out an inquiry to the Library Director's listserv to hear how other libraries are handling similar situations. Trustees discussed the need to pay those with regular hours.

Trustees asked for details on programming. Ms. Driscoll asked if everyone had clear expectations for working at home. Mr. Brennan noted that he had sent Trustees the schedule and confirmed that all are working. Trustees asked that as people settle into working at home, knowing this is a challenging time and all are working to redefine roles, that the schedule reflect more detail about different roles.

Mr. Brennan shared that this week all staff was working on customer service training. Laura Connell had the idea to expand this training and use Slack to enable staff discussions around this training. The Trustees agreed this was a creative contribution and applauded Ms. Connell for the idea.

Trustees asked what the status of ordering was. Mr. Brennan said that accounts were on hold for shipping of items but staff was still making purchases. Some discussion ensued about how other libraries were handling this and the comfort level of having vendors hold onto materials. Mr. Brennan said that he trusted Ingram to hold the materials. Trustees questioned whether there would be an extension for spending down the materials budget. Ms. Driscoll asked for the Board to re-evaluate this at a later time and encouraged long-term thinking.

Ms. Connolly noted some creative programming from staff. She asked if there were new ideas emerging. Mr. Brennan said that there were and pointed to the Resource lists on the website. He said that all work was falling into the categories outlined by Ms. Wilkinson at the previous meeting.

Ms. Sliwa noted that communication with the public needs to be a priority. She stated that she has started two articles for the papers and could continue to do this. Some discussion ensued regarding communication and publicity as a possible responsibility of staff. Mr. Brennan said that no one had been identified to be responsible for this. Ms. Sliwa requested the sharing of some Boston Library and Minuteman resources and asked that it be included on the website. Mr. Brennan agreed to put it on the website and Facebook. Trustees agreed this should be a priority. Ms. Wilkinson thanked Ms. Sliwa for writing the articles and asked if staff could please be identified to take on this communication work, noting that Trustees were also juggling redefined jobs and home lives during this difficult time. Trustees agreed that Ms. Sliwa's articles could be used as a template for staff to work off of.

Some discussion followed concerning a recent Dedham Times article about the cleaning of our library buildings. Trustees agreed that they were surprised by this article and requested that all future press go through the Director. They asked Mr. Brennan to let staff know explicitly that the Director is the spokesperson for the Library and that we want communication to be strategic. Mr. Brennan agreed to communicate this.

Ms. Santos asked again if Eventbrite events could be removed. Mr. Brennan said it was a tedious task but could be done within the day. He noted that Eventbrite use could be put on hold until Code Red certification is sorted out. He said that he had asked for an update before March 21 but had not heard back. Ms. Sliwa requested that Mr. Brennan follow up on previous communications concerning the certification. Trustees agreed to keep this an active action item.

Ms. Santos also asked if all staff were administrators on Facebook. Mr. Brennan said only he was. Ms. Santos requested that reminders be put on Facebook for events to generate interest in things that are happening virtually and noted growing interest as time passes.

Some discussion of newspaper subscriptions followed. Mr. Brennan agreed to suspend these during the closure.

Mr. Brennan reviewed his to-do list that included: emailing Mr. Langenhorst, connecting with other libraries about printers, deleting canceled Facebook events and replacing with new ones, advocating for average pay for part-time staff, researching per diem pay via Directors' listserv and School Department, holding shipments of materials, promoting online card access, identifying staff to write a weekly article, reaching out to Code Red regarding occupancy certificate, suspending newspapers through EBSCO, and updating Trustees on School Lunch Program.

Ms. Sliwa noted that workplaces under virtual conditions seem to be finding ways that promote record-keeping. She asked Mr. Brennan if Library staff could document work and suggested a Google Docs or Sheets. She offered the example of time-stamped photos that are used in her position.

Trustees commended staff for the expansion of virtual programming and expressed the desire to see more.

Some discussion followed about Governor Baker's order to keep non-essential employees home. Trustees agreed that clarification from the Town may be needed about the distinction between essential and non-essential staff. Ms. Driscoll noted communication in the weekly staff meetings will be needed around continued closure.

Ms. Wilkinson asked Mr. Brennan for an update on the scheduling of the Budget Hearing. Mr. Brennan stated that he did not know of any decisions. Ms. Sliwa noted that she had asked Assistant Town Manager Nancy Baker for confirmation, but she did not receive a response. Mr. Brennan agreed to add this to his list of action items. To date the hearing is scheduled for April 2 at 7 pm.

Trustees discussed posting a meeting for Wednesday, April 1 at 4 pm.

A motion to adjourn the meeting was made by Ms. Driscoll at 10:23 am and seconded by Ms. Wilkinson and a roll call vote was taken. Ms. Connolly, yes; Ms. Driscoll, yes; Ms. Santos, yes; Ms. Sliwa, yes; Ms. Wilkinson, yes.

Respectfully submitted,

Monika Wilkinson