



Ryan Brennan Director
 Dedham Public Library
 43 Church Street
 Dedham, MA 02026
 781.751.9281

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

**DPL TRUSTEES MEETING MINUTES
 APRIL 15, 2020, VIRTUAL, 4:00PM**

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	Gianna Bird, Laura Bowler, Abby Bragg, Cecilia Emery Butler, Marissa Campanella, Cory Courtney, Lisa Desmond, Ellen Dockham, Jeanette Evans, Julie Harvey, Amber Moroney, Rose Murphy, Mary Ellen Stokes, Stephanie Weggemen, Deidre Zaferacopoulos

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

Zoom Meeting ID: 814 763 876; Password: 096135

The meeting of the Dedham Library Board of Trustees was called to order at 4:04pm by Co-Chair, Ms. Sliwa.

Public Input:

No public input.

Discussion and Vote Minutes of April 8, 2020

Discussion was opened. Ms. Shrewsbury had two changes to the minutes. It was scribed that “Ms. Shrewsbury confirmed that furniture was not ordered and would investigate how to proceed.” Ms. Shrewsbury stated she did not say she would investigate how to proceed and asked that the sentence be removed. In addition, under update to Code Red it stated Ms. Shrewsbury had not been in touch with Mr. Cimino yet. Ms. Shrewsbury corrected that she had reached out through email but had not heard back yet. A motion to accept the minutes of April 8, 2020 with the aforementioned changes was made by Ms. Santos and seconded by Ms. Driscoll. A roll call vote was taken. Ms. Connolly, abstain; Ms. Driscoll, yes; Ms. Santos, yes; Ms. Sliwa, yes; Ms. Wilkinson, yes.

Discussion and Vote Financial Reports January, February, March 2020

Discussion took place regarding the absence of the non-appropriated funds and trust fund accounts in a format discussed with Mr. Brennan. This format update had not been conveyed to Ms. Shrewsbury. Ms. Sliwa requested board members send any questions they had about non-appropriated funds and trust fund accounts to her prior to the next regular Trustees' meeting. The Chairs agreed to work with Ms. Shrewsbury regarding the format discussed with Mr. Brennan. It was agreed that the monthly financial reports would be voted without non-appropriated funds. A motion was made by Ms. Wilkinson to accept the Financial Report of January, 2020 without Non-Appropriated Funds and seconded by Ms. Connolly. A roll call vote was taken. Ms. Connolly, yes; Ms. Driscoll, yes; Ms. Santos, yes; Ms. Sliwa, yes; Ms. Wilkinson, yes. A motion was made by Ms. Driscoll to accept the Financial Report of February, 2020 without Non-Appropriated Funds and seconded by Ms. Santos. A roll call vote was taken. Ms. Connolly, yes; Ms. Driscoll, yes; Ms. Santos, yes; Ms. Sliwa, yes; Ms. Wilkinson, yes. A motion was made by Ms. Driscoll to accept the Financial Report of March, 2020 without Non-Appropriated Funds and seconded by Ms. Connolly. A roll call vote was taken. Ms. Connolly, yes; Ms. Driscoll, yes; Ms. Santos, yes; Ms. Sliwa, yes; Ms. Wilkinson, yes.

Director's Report

Ms. Shrewsbury presented a report to the Trustees including steps that will be taken for opening the library under various scenarios. Ms. Shrewsbury had stated that all staff would wear masks and gloves and hand sanitizer would be provided. Ms. Santos asked if the library had enough of those items. Ms. Shrewsbury stated that she had ordered them through W.B. Mason to ensure they would arrive prior to opening. Ms. Santos asked if Ms. Shrewsbury had discussed getting these supplies through the Town. The Trustees agreed that this should be a next step. Ms. Shrewsbury will check with Denise Moroney, Facilities Director. Ms. Wilkinson added that State guidelines could change requiring adjustments to opening. She hoped that over time a more clear and coordinated roll out for reopening will be available to Towns.

Ms. Connolly asked if the paper delivery had been able to be paused. Ms. Shrewsbury stated that as of today they have been stopped through May 5, 2020.

Ms. Shrewsbury wanted to recognize the staff for coming up with procedures for reopening.

Ms. Sliwa asked if Ms. Shrewsbury had provided the staff with the new information regarding resources available for staff on the Town website and that Lauren Bailey, Human Resource Director is available to individuals that may need additional help. Ms. Shrewsbury stated she had forwarded this information onto staff.

Discussion Recommendation for Appointment of Interim Director

Ms. Sliwa wanted to first thank Ms. Shrewsbury for her work and guidance during the absence of the Director. She then recognized Ms. Driscoll. Ms. Driscoll had been assigned the task of looking into procedures and suggestions for appointing an Interim Director.

Ms. Driscoll stated the following. On March 26, 2020 I was tasked with working on next steps regarding the replacement of Mr. Brennan. The possibility of appointing an interim director for this period of time was briefly discussed. It was determined on April 1, 2020 that I would reach out to the Town Manager and or the Human Resource Director for process information. As stated last week, I have spoken with the Town Manager regarding the possibility of the Board hiring an interim director and was told that the Board can do so without posting or creating a screening process. Ms. Wilkinson has separately been working on this issue too. We briefly connected last week to compare notes.

I served as Chairman of the Director Search last June. We had an extremely impressive field of candidates. All of the candidates went through a rigorous screening process and a small group were given in person interviews with the screening committee. Amber Moroney, our current Circulation and Collections Manager was one of these candidates. The screening committee was quite impressed with her but at that time they wanted candidates that were currently directors or in Mr. Brennan's case the manager of the largest and busiest branch in the state.

Knowing that Ms. Moroney has the qualifications to lead a library, has expressed interest in doing so and has been vetted through a rigorous screening process already, I would strongly recommend that the Board appoint her as interim director at this time. I believe her knowledge of our library and staff make her an excellent interim director during these unprecedented times.

Ms. Sliwa supported the recommendation. Again she stressed how thankful she was that Ms. Shrewsbury has been there to step in to guide the library when directors have been out.

Ms. Wilkinson credited Ms. Shrewsbury with doing an incredible job of stepping in on multiple occasions. She also stated that during this time with our building closed and staff working remotely, it would be very difficult to move forward with and outside person. She supported the recommendation but wanted to take a few days to think. She believed Ms. Moroney would make an excellent interim based on her history with the library, her ability to provide continuity and the fact that she has gone through a rigorous screening process already.

Ms. Santos reiterated what Ms. Wilkinson had said. Ms. Santos asked who would take Ms. Moroney's job responsibilities if she were appointed interim. Ms. Driscoll suggested the Trustees compile a list of questions and prior to the next meeting.

Ms. Connolly agreed that this recommendation made sense. She stated that during these unprecedented times it would be imperative that the library move forward with an interim that had a library science background. Changes to the way libraries do business for the next several months, if not longer, are likely. It is important that we continue to adopt these changes, while providing free and equitable access. How that looks will be the challenge.

The Trustees agreed to post a meeting on Tuesday, April 21, 2020 at 5:00pm via Zoom conference to further discuss and then vote on the recommendation. Meeting number and password will be available on Agenda posting

Old/New Business

Ms. Sliwa stated that she had reached out to Town Manager, Leon Goodwin regarding all Boards and Committees using one platform to host their meetings. Ms. Goodwin stated the Town had only purchased three licenses for BlueJeans the platform that the Select Board is using. He stated that the Trustees could use it but if another Board has access they may get bumped. Ms. Wilkinson stated that it made sense for everyone to be using one format. That way you are asking people to adjust to just one new method. Currently, people have to navigate each platform depending on which meeting they want to virtually attend. Ms. Santos stated that we should continue to use Zoom for staff meetings and book clubs.

It was determined that for Tuesday's meeting the Trustees would continue to use Zoom. The Trustees would investigate BlueJeans for future meetings.

Ms. Sliwa stated the Trustees were grateful that concerned citizens and staff continued to participate in the Trustees' virtual meetings.

A motion to adjourn was made by Ms. Connolly at 4:54pm and seconded by Ms. Wilkinson. 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

