



Amber Moroney, Interim 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	
MAY 27, 2020, VIRTUAL, 4:00	
MEETING CALLED BY	Board of Library Trustees, Dedham
TYPE OF MEETING	Board Meeting
CO-CHAIRMAN	Margaret Connolly and Mary Ann Sliwa
SECRETARY	Monika Wilkinson
ATTENDEES VIA PHONE	Margaret Connolly, Sarah Santos, Mary Ann Sliwa, Monika Wilkinson, Tracy Driscoll, and Amber Moroney
PUBLIC ATTENDEES	Not listed

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 4:05pm by Co-Chair, Ms. Sliwa.

Public Input:

Lisa Desmond shared that she had previously expressed this sentiment to Ms. Driscoll and mentioned at the staff meeting but wanted to publicly thank Ms. Moroney for keeping the staff up to date so well.

Discussion and Vote: Minutes Wednesday, April 29, 2020

Discussed were two minor changes. Ms. Driscoll shared that the letterhead needed revision and there was a slight addition to state that BlueJeans did not include a feature to identify questions as Zoom does.

Ms. Driscoll made a motion to accept the minutes from Wednesday, April 29, 2020 with this change. Ms. Connolly 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: Hardware/Software Upgrade to Patron Computers

Ms. Santos asked to postpone the discussion due to not having time to review materials that Trustees received the previous night that presented an option for an upgrade to computers. Ms. Sliwa suggesting starting the discussion to allow Trustees to begin thinking of the plan presented. Trustees agreed to begin an initial discussion, agreeing that more consideration would be needed at a later time.

Ms. Driscoll stated that she was not sure what the objective of the upgrade was, asking if Ms. Moroney could lay out the problems and how the technology addresses those problems. She pointed back to the initial concern of Trustees, which was reducing large printing and copying jobs from patrons. She asked for more information

about how this plan aligns with our strategic plan and mission and asked for a variety of options to consider rather than one proposal.

Ms. Moroney stated that staff had started looking at issues in the Library and determined the need for a server and explained the three capabilities that staff believed was needed: computer management, print management, and time management.

Discussion ensued as Trustees asked a variety of questions including where the proposed service is currently in use, whether the project would be considered a capital project or part of the budget, whether the proposal would address copying concerns, whether more furniture would be needed, and whether this project met priorities set previously. Ms. Moroney explained that there is money in the materials budget for the project. Trustees agreed that more information was needed in writing and requested a variety of options to consider before a future vote. They also wanted to consider the financial implications of the project since a project of this scale was not budgeted and would impact the materials purchases. Trustees agreed to send Ms. Moroney questions in writing through the co-chairs.

Discussion and Vote: Strategic Planning for Pandemic Response

Ms. Moroney shared that the Town is still planning on a June 1 return to buildings for managers and June 15 start for staff rotations. She stated that the Library is planning to begin curbside service on June 15.

Ms. Sliwa stated the importance of consulting with a lawyer to ensure we are proceeding properly.

Ms. Moroney stated that the Town is working on a Return to Work Protocol document and this will be reviewed by the union. Ms. Connolly said she would like the Trustees to reach out to the Town about legal implications. Ms. Maroney said she was willing to reach out.

Ms. Sliwa questioned whether we need to update any policies. Ms. Connolly said she was willing to work on this. Ms. Driscoll said she would like Trustees to focus policy work on the Pandemic Patron Policy.

Discussion and Vote: Children's Room Furniture

Ms. Sliwa explained that previously there were discussions with former director Ryan Brennan about a circulation desk in the Children's Room. She pointed out a gap between expectations that came from those conversations and the current proposal for furniture from the Friends of the Library, noting that there was not a match.

Ms. Sliwa asked to consider what philosophy is for the space, wondering whether the goal is to have two staff members working at a shared desk or a mobile desk that gives flexibility for the space.

Ms. Moroney stated that each staff member needs his or her own workspace, and the proposed desk with a place for two would allow for increased staff space.

Ms. Connolly reminded Ms. Moroney that she had asked for paper on the ground to visualize the impact on the space. She stated that she has great concerns regarding our Code Red status and does not want the addition of furniture to impact that pending determination.

Ms. Moroney stated that she has reached out to Building Inspector Ken Cimeno to ask if the desk would impact occupancy. Mr. Cimeno said he would look into it but had not yet done so.

Trustees questioned the chairs and desks and the space that would be taken by these as well as the flexibility to move them. All agreed that smaller chairs have been a long-time need of the Library. Ms. Moroney stated that the Friends approved \$9000 and that Mr. Brennan had not included the circulation desk in the plan he approved, but the Friends were willing to purchase this.

Discussion of occupancy impact continued. Ms. Connolly pointed out that it was never discussed to have a desk to seat two staff members.

Ms. Wilkinson reiterated the need for properly sized chairs, but she expressed concerns about purchasing furniture in the midst of a pandemic when recommendations were changing about usage of space. She noted that new materials are being developed to combat spread of infection on surfaces and asked if it might be advisable to wait to see what libraries embrace in the months ahead.

Ms. Driscoll stated that a circulation desk for the Children's Room was not included in the Friends' proposal and stated that instead it was budgeted for when Trustees voted on the new main circulation desk. She and Ms. Santos agreed that the working group had discussed matching the two desks (the circulation desk at the front entrance to the circulation desk in the Children's Room).

Abby Bragg, member of the Friends of Dedham Library, stated that the group gave a past director \$50,000 for furniture, and she spent \$45,000 and asked that \$5,000 be used for Endicott. That was never used. Ms. Bragg stated that if the Trustees do not want to accept their current donation for furniture, the Friends cannot keep the money in an account.

Trustees expressed appreciation for the generosity of the Friends. They agreed that more consideration was needed before a vote.

Director's Report

Ms. Moroney stated that she had met with Dedham Public School's Lunch Director Jeanne Johnson and the Dedham Country Day camp coordinator regarding summer food service. She stated that the DPS will be taking over the summer lunch program and she has offered help from the Library.

Old/New Business

Ms. Sliwa noted that book groups were hoping to meet outside of the library building on library grounds and expressed concerns that in doing so this would be considered programming. She questioned whether this would be in violation of state guidelines. Ms. Moroney said that she had not heard of these plans and would reach out to Dianne Bauer. She agreed that this should not happen on library grounds.

Ms. Sliwa confirmed that Ms. Moroney would reach out to Mr. Cimeno regarding the Code Red occupancy and asked her to communicate in writing, including Ms. Connolly in the correspondence. She noted that Ms. Connolly has followed this process closely from the beginning and is knowledgeable.

Ms. Sliwa stated that birds are flying into the windows at Endicott and will close blinds to prevent this.

Ms. Moroney stated that the Town has withdrawn \$80,000 from payroll for existing costs.

Discussion ensued about the budget process. Ms. Moroney stated that Leon Goodwin has not shared plans for a cut in the budget. She is still trying to figure out when the budget meetings will be.

Ms. Santos expressed enthusiasm for Beanstack after having had some experience with it this spring.

The next meeting was set for June 3 at 4:30pm.

A motion to adjourn the meeting was made by Ms. Connolly at 5:33pm 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,

Monika Wilkinson