



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

JUNE 24, 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 4:03 pm by Co-Chair, Ms. Sliwa.

Public Input:

Dianne Bauer asked about the plans for Minuteman Network to start interlibrary delivery. Ms. Moroney said that this should be restarting slowly, likely in the early part of July. She noted that Minuteman has requested that libraries not fulfill outside holds yet as they move bins that were frozen for delivery in March.

Discussion and Vote: Minutes for Charter Review Meetings, November 19, 2019; November 26, 2019; December 10, 2019; and January 8, 2020

These were presented as a group, and it was noted that there was no deliberation for any of the posted meetings that some Trustees attended.

Ms. Connolly made a motion to accept the minutes as a group. Ms. Driscoll 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 and Vote: Minutes for Director Open House, January 7, 2020

It was again noted that there was no deliberation during this reception event.

Ms. Driscoll made a motion to accept the minutes. Ms. Santos 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 and Vote: Minutes for May 13, 2020

There was no discussion for these minutes.

Ms. Wilkinson made a motion to accept the minutes. Ms. Driscoll 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 and Vote: Minutes for May 29, 2020

There was no discussion for these minutes.

Ms. Driscoll made a motion to accept the minutes. Ms. Santos 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: Strategic Planning for Pandemic Response

Ms. Driscoll provided an update that she and Ms. Wilkinson met with Town Manager Leon Goodwin to discuss a different issue and he assured them that the Library would not face staff cuts. He explained that there will be cuts to Town departments, but they will have minimal impact on the Library.

Ms. Driscoll shared the plan for the Library to enter the next phase of reopening on July 6. After this date the hope is that patrons would be allowed to make appointments for services at the Library.

Ms. Moroney stated that things are going relatively smoothly with no issues. She said that July 6 is likely a good time to begin appointments, but she wanted to look at numbers of requests and time needed.

Ms. Santos asked about staffing levels during curbside pickup. Ms. Moroney said that future levels will be determined by what we decide on for services.

Ms. Santos raised the issue of patrons needing a place to work. She also asked if text messaging could be an option for communication with pick up. Ms. Moroney said that she would investigate whether a phone could be dedicated for this option. She said that Minuteman has an app that allows patrons to schedule pickups, but libraries using it do not have the ability of staff to schedule appointments.

Ms. Connolly asked about the number of pickups that are happening. Ms. Moroney stated there were about 130.

Director's Report

Ms. Moroney stated that she had been taking part in ARIS Training today. The form opens on July 1, and it is similar to previous years except for some Covid-related changes.

She said that it was communicated that the Dedham Library did not need a waiver for materials. She was not sure about hours waivers. She noted that curbside service does not count as open hours.

She updated Trustees that hotspots have been purchased.

Ms. Moroney also said that two databases are being set up: Help Now and Job Now. The first offers tutoring for children through adults. The second offers career resources. Ms. Driscoll asked how these would be marketed. Ms. Moroney said that there would be marketing through the schools. Job Now could be included in the career lib guide and information shared through the Food Pantry. She noted that these are for Dedham residents only. Some discussion ensued about other distribution ideas.

Ms. Moroney announced that the chairs for the Children's Room would arrive in July.

Ms. Moroney stated that she would work on getting all minutes that have been approved onto the website. She would start on this on Monday. She stated that she will be working from home two days a week.

Ms. Sliwa asked about the spend down. Ms. Moroney explained that there were some outstanding purchases but said that the materials budget would be spent. The programming budget would be as well. Trustees thanked her and Ms. Shrewsbury for their efforts in meeting this requirement.

Ms. Driscoll returned to the purchase of hotspots and asked how they would be marketed. Ms. Moroney said that she reached out the schools. She said the Dedham Education Partnership has worked with families and could be a resource. She said the Library would promote to non-school families. Ms. Santos suggested that the Library get a listing on the Dedham Covid-19 resources.

Ms. Connolly asked how the wi-fi connection is at Endicott, as Trustees had previously asked for it to be boosted for patrons to use from the parking lot. Ms. Moroney said that Cory Courtney was working on it on Monday and she was not sure how it was going. She noted that the Main wi-fi was boosted.

Ms. Moroney stated that she applied with the Historical Commission for the addition of a book drop.

Ms. Santos asked about the status of using a Town van for deliveries. Ms. Moroney said that the School Department is hesitant about wear and tear on the vans. She also noted that insurance was a concern for staff liability. Ms. Connolly asked what other towns are doing for book deliveries. Ms. Sliwa asked if anyone has worked with the Council on Aging on van use. Ms. Moroney said she would look into it.

Old and New Business

Ms. Santos asked about the status of book sales. The Pandemic Response group would discuss this at the next meeting.

Ms. Santos asked if July 3 and July 4 closing announcements have been made. Ms. Moroney said they would be.

Ms. Santos asked about the status of summer reading. Ms. Moroney said that things are going well. She stated that adult reading registration is going strong.

Ms. Sliwa noted that the Boston Globe is still being delivered to the Endicott. Ms. Moroney said she sent an email to EBSCO and has not heard back. Ms. Sliwa asked if there were other ways to spend subscription money such as a digital subscription rather than papers that no one could use. Ms. Moroney stated the papers are paid for and we do have digital linked to databases.

Some discussion ensued about museum passes. Ms. Moroney noted that passes are not usable for those that are open because of new admission policies.

The next meeting was scheduled for Wednesday, July 15 at 4:00 pm.

A motion to adjourn was made by Ms. Connolly at 4:58 and Ms. Driscoll seconded. 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