



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



# DRAFT

<b>DPL TRUSTEES MEETING MINUTES</b>	
<b>JULY 15, 2020, VIRTUAL, 4:00PM</b>	
<b>MEETING CALLED BY</b>	Board of Library Trustees, Dedham
<b>TYPE OF MEETING</b>	Virtual Board Meeting
<b>CO-CHAIRMAN</b>	Margaret Connolly and Mary Ann Sliwa
<b>SECRETARY</b>	Tracy Driscoll
<b>VIRTUAL ATTENDEES</b>	Margaret Connolly, Mary Ann Sliwa, Monika Wilkinson, Tracy Driscoll, and Amber Moroney

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

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

**Reorganization of Board – postponed**

**Discussion and Vote: Minutes of June 3, 2020**

No discussion. A motion to accept the minutes of June 3, 2020 was made by Ms. Connolly and seconded by Ms. Wilkinson. A roll call vote was taken. Ms. Connolly, yes; Ms Driscoll, yes; Ms. Sliwa, yes; Ms. Wilkinson, yes.

**Discussion and Vote of Financial Report**

Ms. Connolly requested that the Financial Report be deferred until the next meeting.

**Discussion Strategic Planning Working Group – Pandemic Response**

**Back to Building Schedule**

Ms. Moroney recommended that the current schedule continue but evening hours (one night a week) be added. Most likely Wednesday evening. Ms. Moroney also felt it might be necessary to have one or two people added to schedule once or twice a week. This would be outside the current four person per day rotation to help get materials unpacked and ready for patron use. Ms. Moroney further stated that she had been in contact with Ms. Lauren Bailey, Human Resource Director, to negotiate the additional people and evening hours. Ms. Connolly interjected that she did not believe these hours needed to be negotiated. Ms. Moroney insisted that they did. Ms. Wilkinson stated that she and Mrs. Driscoll had spoken with the Town Manager, Leon Goodwin, and he assured them that hours to return to work did not need to be negotiated. Ms. Driscoll further stated that Mr. Goodwin was emphatic negotiation for return to work was not necessary and that he had just meet with Mr. Bill Chaisson, AFSCME representative and he agreed no need to negotiate. Later in the discussion it was discovered that Ms. Moroney had already started having extra people in the building. Trustees were confused as to why she stated this needed to be negotiated and requested evening hours begin as soon as possible.

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An update regarding adding patron printing services was also discussed. Cory and John were creating a process for this. Once it is finalized it would be publicized. Ms. Wilkinson suggested that a scanning app be added to the library website.

## Friends

The friends, one (the recommended amount), two at the most, would be allowed back in the building two days a week. Two to three days would be needed in between each visit. This would be to ready their books for an outdoor bagged book sale.

## Addressing Patron Needs

The need for circulating laptops and/or Chrome books was discussed. Ms. Moroney hadn't received requests for laptops or Chrome Books or hotspots. However, there have been some inquiries made to Trustees. Ms. Wilkinson added that she had actually received quite a few requests. Ms. Moroney wanted a policy regarding circulating technology.

Ms. Wilkinson wanted to think outside the box and find ways to continue to provide services to patrons. She suggested we look into providing some type of outdoor work space. Ms. Driscoll stated that the Town was in the process of applying for the Massachusetts Department of Transportation's Shared Streets and Spaces grant. This would be a perfect item for the grant.

## **Director's Report**

As submitted by Ms. Moroney: "Flooding - basement is clear/dry, wiring in the floor (electrical and data) were replaced. The baseboards in the gaming area have been removed, the company will be back to replace them. I've been in contact with Denise about determining where the water came from (over the top of the roof vs from a dry well) and will address the issue based on what we find. I've reached out to Denise about having the room tested for mold, or getting a statement from the company that there wasn't any down there. They did do moisture and mold testing but I do not have a statement from them regarding the results, I was told that it was all clear.

We received the chairs for the children's room, they look great.

As you know, Stephanie is working on developing a new website. Our current website is difficult to manage and maintain since many of the plugins are outdated and either can't be updated or we are not updating them for fear that they will break. Right now, any updates to our homepage has the potential to completely crash our site. The friend's purchased a theme (think template) for us.

I have received approval from the Historical Commission to install a stand alone book drop. Their one request is that it be black so it matches the hand rails along the ramp. I have reached out to demco for a quote.

<https://www.demco.com/kingsley-reg-4ever-trade-series-book-return-systems>

The idea of circulating chrome books has been mentioned. Stephanie and I have reached out to libraries, both in MLN and beyond, about how they circulate their laptops and what policies/procedures they have in place. Many libraries that we heard from only do in house lending. The DPL has had issues in the past with high priced items either not being returned or being damaged. (Please note: Ms. Moroney supplied no data to support this claim.) We are in agreement that a laptop lending policy should be developed before we move forward with purchasing any chrome books/laptops.

ARIS report - I will begin working on the ARIS report this week. The form is very similar to years past so I shouldn't have any problem getting it completed/submitted.

FinCom Meeting - Proposed budget is ~1.5M (the original budget pre-covid)."

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## Chair Statement

Ms. Sliwa stated that in 2019, in response to allegations raised at the Dedham Public Library, an independent investigation was conducted at the direction of and by the Town of Dedham. All matters raised in that process have been fully addressed and resolved. The identities of all parties involved in this investigation are subject to complete confidentiality, as is the entirety of the investigation itself, including witnesses interviewed and any information gathered which assisted investigators in reaching an ultimate determination. Any questions concerning the handling of that matter must be directed to the Town Manager's Office or the Select Board. The leaking of any such confidential information undermines the entirety of the investigation process, and will only serve to dissuade individuals from coming forward in the future with concerns for fear of their involvement being wrongfully exposed. Should anyone have any questions concerning this investigation, those questions should be directed to the appropriate authority at the Town of Dedham.

## Public Input

Ms. Sliwa noted that there are many people joining our meeting and thanked them for their interest in the current business of the Dedham Public Library. She stated that this meeting is not the forum for personnel issues with a current or former employee of the Town of Dedham. She asked that all comments be limited to several minutes and be about current Dedham Public Library business.

Mary Ellen Stokes, Town of Dedham Library employee stated that she understands that the investigation is closed but found out on social media. She needs support from Trustees, after all, Dedham elected the Trustees for them [sic].

Gianna Bird, Town of Dedham Library employee feels Trustees need to build relationship with the employees. She felt that the Trustees liked the previous director (who hired Ms. Bird).

## Trustees Comment

Ms. Sliwa reiterated that in 2019, in response to allegations raised at the Dedham Public Library, an independent investigation was conducted at the direction of and by the Town of Dedham. We are confident that all matters raised in that process have been fully addressed and resolved. If you have further questions, they should be directed to the appropriate authority at the Town of Dedham: the Town Manager's Office and the Board of Selectmen.

## Old/New Business

It was determined that the next meeting would be decided through a doodle poll.

A motion to adjourn was made by Ms. Connolly at 4:31pm and seconded by Ms. Wilkinson. A roll call vote was taken. Ms. Connolly, yes; Ms Driscoll, yes; Ms. Sliwa, yes; Ms. Wilkinson, yes.

Respectfully submitted,

Tracy Driscoll