



Amber Moroney
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Board of Library Trustees
 Shirin Baradaran, Chair
 Tom Turner, Vice Chair
 Annette Raphael, Secretary
 Brian Keaney
 Crystal Power

DEDHAM PUBLIC LIBRARY TRUSTEES MEETING MINUTES
7:00 p.m. December 8, 2020 Remote Meeting

MEETING CALLED BY	Board of Library Trustees, Dedham
TYPE OF MEETING	Monthly Meeting
CHAIRMAN	Shirin Baradaran
SECRETARY	Annette Raphael
OTHER BOARD MEMBERS	Tom Turner, Brian Keaney, Crystal Power
PUBLIC ATTENDEES	Amber Moroney, Interim Library Director; Mary Ellen Stokes, DIY and Entrepreneurship Librarian; Marisa Campanella, Library Assistant; Clemencia Aramburo, Family Literacy and ESOL Coordinator; Gianna Bird, Community Engagement and Dialog Catalyst; Ellen Dockham, Library Assistant; Rosemarie Shrewsbury, Assistant Library Director for Administration, Lauren Goldberg, Dedham Town Counsel, Jennifer Putnam, Program Director Dedham Community Preschool

Call to Order

Time: 7:00 p.m. by Chair Shirin Baradaran

Public Input

Introduction of Library employees to the new board: ‘May’ Stokes, Marisa Campanella, Clemencia Aramburo, Gianna Bird, Ellen Dockham and Rosemarie Shrewsbury. The board is very much looking forward to getting to know all of the employees and appreciated the warmth, expertise, and service of the six who were able to attend this meeting.

Action Items

- 1) Review and Vote to Resolve: November 29, 2020 Open Meeting Law Complaints from Brian Keaney re: alleged violation of Open Meeting Law by Prior Board of Library Trustees.***

Brian Keaney talked about official complaints about not following the open meeting law by previous board members. Town Counsel Lauren Goldberg advised that since there was no legal way to determine the violation, the events could serve the current board well by reminding us of the importance of transparency and has certainly heightened our awareness of laws surrounding open meetings.

•Brian Keaney ascertained from Town Counsel, that he was able to participate in the discussion although he was the generator of the complaints. At the conclusion of an excellent discussion, Brian

Keaney made a motion to authorize Lauren Goldberg to prepare a response to the citizen who requested missing meeting minutes of May 30th, and to address his complaints, sending a copy to the Attorney General's office. Crystal Power seconded.

Brian Keaney – yes; Shirin Baradaran – yes; Annette Raphael - yes; Crystal Power - yes; Tom Turner – yes. Shirin Baradaran will review.

- Lauren Goldberg suggested that any minutes be prepared immediately after meetings, and be posted on the town server to ensure compliance with the law.
- Tom Turner appreciated Brian Keaney's diligence, especially with regards to time constraints.
- Crystal Power shared that this conversation would help rebuild trust by so quickly publicly committing ourselves to meeting the parameters of the Open Meeting Law.

2) *Education Session: Role and Responsibilities of BLT Trustees*

Amber Moroney reviewed her very helpful document, synthesizing the roles and responsibilities of the trustees, that was approved by town counsel and sent in advance to the trustees.

- Hires and evaluates the director- in the past there was an 8 member committee to hire the past couple of Directors which included, probably, a member of HR, library staff, 2 board members, a representative of DLit and a representative of the Friends group, as well as a community member. A consultant was used, and it is estimated that the process will take roughly 4-6 months (The Pandemic is an unknown variable). MBLC has resources to help.
- Adopts library policies and plans, and board bylaws – There may not be a set of bylaws. This is generally a subcommittee who works with the Director and this may be the mechanism used to create a new strategic plan in 2022
- Reviews the director's budget request, makes recommendations and officially adopts the budget – This is very important and timely, as budget considerations will begin shortly. Budget related spending, once the budget is allocated by Town Meeting, is by the Director, and not the board. This is an important distinction. Trust Funds are the only budget area where the board votes. Amber Moroney will begin emailing us the front pages of the warrants, as during the pandemic, they no longer have to be signed. (Signing signifies that bills are valid and are being paid for services that have been rendered and goods that have been purchased).
- Has responsibilities for custody of the library- determines how the library building will be used and arrangements for hours or openings outside of the usual.
- Is aware of policies regarding staffing- Personnel are hired by the Director, but any issues are dealt with by HR, the Town Manager or the Director when necessary. The Board is not involved in union contracts.
- Conducts an annual review of the board's performance – this is recommended but probably has not been done in the past.
- Reviews reports, stays informed, represents the community and advocates for the library- this includes the ARIS report, the action plan to the MBLC, financial reports, etc.
- Participates appropriately in town governance- The director has a close relationship with the town manager, and this is one reason we would very much like to invite him to a meeting, to better understand the reporting system. Currently there are 3 department managers who do not report directly to the Town Manager: School Committee, Parks and Recreation and Library. We should have a better understanding of how this exception affects the library and the interest of the charter committee in thinking about this.
- Runs effective and legal board meetings-much of the meeting had already been devoted to discussing the open meeting and other pertinent laws.

Tom Turner thanked Amber for the clarity of the document.

3) *Education Session: Overview of Library Functions and Roles*

This was tabled due to issues of time

4) Discussion of Budget Process

The interim finance director, Nancy Baker and Leon Goodwin will provide a timeline for budget deliberations by the end of next week. Amber Moroney spent a great deal of time explaining the MBLC financial standards for certification, including the MAR (Municipal Appropriation Requirement) which is the average of the last three years' allocation x 1.025. That minimum amount allows the library to keep its certification and apply for grants. The materials budget must be at least 13% of the budget. Those two important numbers will be crucial in budget deliberations. There are times when a waiver can be requested, and the impact of the current pandemic is unknown. In January and February budgets are generally refined and then, typically, in March the Finance Committee is involved and in May, typically Town Meeting has voted. The trustees may be involved with the Finance Committee to defend the budget and be advocates. Amber Moroney was asked to make us aware of opportunities for advocacy. There was a discussion about having a subcommittee of the board devoted specifically to budget.

5) Discussion of Upcoming Projects and Timelines

The Board decided to identify point people for the three most important areas for our attention.

Budget – Tom Turner was nominated by Annette Raphel, and his nomination was seconded by Brian Keaney.

Brian Keaney – yes; Shirin Baradaran – yes; Annette Raphel - yes; Crystal Power - yes; Tom Turner – yes.

Hiring of a Director- Crystal Powers and Brian Keaney were nominated by Annette Raphel and their nomination was seconded by Tom Turner.

Brian Keaney – yes; Shirin Baradaran – yes; Annette Raphel - yes; Crystal Power - yes; Tom Turner – yes.

Policies and Plans – Annette Raphel was nominated by Tom Turner and her nomination was seconded by Crystal Power.

Brian Keaney – yes; Shirin Baradaran – yes; Annette Raphel - yes; Crystal Power - yes; Tom Turner – yes. Note: These considerations will not have a clear endpoint as with budget construction and hiring a permanent library director.

Strategic Plan – Since this felt less urgent timewise, the board will look at this in the future.

6) Director's Report

Amber Moroney has set up an internal email site for the trustees, as recommended by town counsel, to help comply with the expectation that all of our emails and internal correspondence will be part of a permanent record. Trustees were reminded of the ethics training that they must complete and forward a certificate of completion to Amber Moroney. Ms. Moroney also discussed the expenditure of \$11,000 on furniture, which was a gift from a bequest made to the Friends of the Library and approved by them at their last meeting on November 18, 2020. There was a discussion of the action plan that was sent to the MBLC, with special interest in a potential bike bookmobile.

Brian Keaney asked Amber Moroney to make the latest Annual Report available to the Trustees and Annette Raphel asked about whose job it was to statistically analyze the circulation of various book categories in order to make informed choices about purchasing.

7) Discussion and Vote: Allowing Dedham Community House Preschool to Use Library as Emergency Evacuation Location

Jennifer Putnam from the Dedham Community House Preschool asked for the library to be named a secondary emergency site in case of evacuation. A potential problem with access during hours the library was closed seemed to be resolved by the ability of the police or fire department to open the building. Annette Raphel made a motion to accept the request of the Dedham Community House Preschool which was seconded by Tom Turner.

Brian Keaney – yes; Shirin Baradaran – yes; Annette Raphel - yes; Crystal Power - yes; Tom Turner – yes. Amber Moroney will inform the Select Board of this vote.

8) Discussion and Vote: Minutes of November 17, 2020

Because of technology and distribution issues, not all trustees received the minutes, which were distributed on November 23, 2020, so a discussion and vote will be undertaken at the January meeting.

9) New/Old Business

Brian Keaney thanked Amber Moroney for her work on the Town Meeting. He also inquired about the use of the Library Zoom account for use by the Dedham Friends of the Public Library- and it was felt that organizations such as DLit and the Friends had a communal relationship with the Library and therefore could have access.

10) Schedule Next Meeting

January 5, 2021 at 7:00 p.m.

11) Adjournment 9:08 p.m.

Motion to adjourn made by Tom Turner and seconded by Brian Keaney

Brian Keaney – yes; Shirin Baradaran – yes; Annette Raphel - yes; Crystal Power - yes; Tom Turner – yes