



Amber Moroney
 Interim Library Director
 Dedham Public Library
 43 Church Street
 Dedham, MA 02026
 781-751-9281
 amoroney@dedham-ma.gov

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

DEDHAM PUBLIC LIBRARY TRUSTEES MEETING MINUTES
6:00 p.m. January 12, 2021 Remote Meeting

MEETING CALLED BY	Board of Library Trustees, Dedham
TYPE OF MEETING	Special Meeting to Consider the FY22 Budget
CHAIRMAN	Shirin Baradaran
SECRETARY	Annette Raphel
OTHER BOARD MEMBERS	Tom Turner, Brian Keaney, Crystal Power
PUBLIC ATTENDEES	Amber Moroney, Interim Director of the Library

Call to Order

Time: 6:11 p.m. by Chair Shirin Baradaran

Public Input

None

Consideration of the FY 22 Budget, to be submitted to Leon Goodwin January 13

Shirin Baradaran solicited questions and insights about the budget materials that Amber Moroney forwarded to the board members.

Annette Raphel:

- As Amber Moroney is currently filling the role of both the Director and the Circulation Manager, will this new budget assume that there are two people in the two roles? Yes.
- Since some of the support for patron computing will be outsourced, will we need the same number of employees as we did before, when they were basically supporting that function? Yes- the function of the Community Access Professional (CAP) position will be to aid usage of the computers, such as helping those unfamiliar with apps etc., and will also support technology beyond the computers, such as iPads or Apple TV.
- Some of the salary totals were hard to follow. Amber explained that she had shared her working spreadsheet but that the totals from each column were listed on the final budget preparation.
- Why was there no budget for Sundays? This would turn out to be a longer conversation later on and suggested changes were made. It was noted that union members do not work on Sundays and that at one time there were community volunteers that staffed Sunday Library openings.

Crustal Power:

- We anticipate with a live reopening, that more people will appreciate access to expanded services. Do the proposed staffing numbers anticipate increased interest: yes, especially the CAP position. Also, the currently unfilled Tech/MakerSpace position will be filled by someone with

broad technology support skills who can run many tech programs in addition to any MakerSpace functions.

Brian Keaney:

- Were there any savings this year and what might be the impact of those savings in the future? There were savings from having Amber Moroney function as both Director and Circulation Manager, a Community Access Professional who has left and not yet been replaced, on toner and other supplies that are used when patrons are in the building, and on program supplies. There are current discussions about summer reading.

Shirin Baradaran:

- What happens to any moneys that we have not spent this fiscal year? On June 30th anything not spent reverts to the town.
- There seems to be a sizeable reduction in the library materials budget for FY22. Will this have a negative impact? Over the long run this seems like a reasonable projection given that the last two years, a large increase was more an anomaly than trend, and this is better reflective of the long-term spending in this area.
- Why is there a decrease in the Tech Serv Other accounts? The proposed budget reflect the actual expenses for Verizon and Fire Alarm testing services.
- Can the cover letter accompanying the explanation for our budget requests contain our belief that the library will be even more important post-Covid? This current iteration of the budget goes only to the Finance Department and to the Town Manager. There will be time for advocacy and philosophy later on, especially at any public meetings.

Tom Turner (committee member who has spent the most time with the budget and has volunteered to bring his observations to the board):

- The big picture perspective is that out of the \$1,524,00 proposed budget, (includes the \$10,000 the board subsequently allocates for Sundays) we have rather limited flexibility (roughly \$100,000). Given expenditures include:
 - i. ≈\$1,100,000 salaries
 - ii. ≈\$200,000 materials expenditures dictated by MAR (Municipal Appropriation Requirement) which is the average of the last three years' allocation x 1.025
 - iii. ≈ \$50,000 Minuteman Consortium
 - iv. contractual obligations for alarm testing, patron computer support, etc.
- We are submitting a budget which meets the guidance that the town has given us but does not stunt the growth and development of this essential service to the town. In order to not have to ask for waivers for certification, our budget must be a minimum of \$1,466,000 and we are requesting \$1,524,000.
- The only areas where that is up for discussion are the Director's salary (placeholder, since we will be hiring a permanent director so it is not yet a contractual obligation, but will be), overtime, and supplies such as toner.

Excellent discussion followed around two line-items:

- 1) Overtime: Crystal Power ascertained that union employees' right to earn overtime would not be impacted by asking non-union employees to cover, and this was affirmed
- 2) Sunday Openings: Amber Moroney did a quick calculation and thought that we could cover 4 hours of Sunday openings, staffed by 3 non-union employees since they do not work on Sundays, for roughly \$10,000, not including summers when Sunday hours have typically not been offered. The board felt it was important to include provisions for Sunday openings in the proposed budget.

Voting to approve the proposed FY '22 Budget

Tom Turner made a motion to send the preliminary budget that was prepared by Amber Moroney with the addition of \$10,000 for Sunday openings to the town. The motion was seconded by Annette Raphael

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

Old/New Business

Agenda items suggested for meetings:

1. Find out about whether the book deposit box has been a problem in order to respond to a patron email
2. Receive information about hiring, departures, open positions, longevity of staff
3. Invite information about the Town's Investigation of prior library issues - Have a town official share the four recommendations and one policy that came from an investigation about former functioning in the library
4. Examine a reasonable timeline and procedures for hiring a permanent Library Director - Crystal Power and Brian Keaney will share information that came from a meeting with the town manager
5. Collect phone numbers of board members and disseminate

Discussion of logistics of running for the library board

1. Those interested in running should make an appointment to pull papers of intention
2. Three terms for trustees – perhaps 1 for 1 year, 2 for 2 years, 2 for 3 years
3. Suggestions for where it is permissible to gather signatures

Affirm Next Meeting

February 4, 2021 at 7:00 p.m.

Adjournment

Crystal Power made a motion to adjourn at 7:12 p.m. The motion was seconded by Brian Keaney. Brian Keaney – yes; Shirin Baradaran – yes; Annette Raphael - yes; Crystal Power - yes; Tom Turner – yes.