



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. February 4, 2021 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 Director of the Library Brian Kerby, Dedham TV

Call to Order

Time: 7:03 p.m. by Chair Shirin Baradaran

Public Input (5 min max)

None

Director's Report

Amber Moroney shared

- circulation numbers for January (considerable drop for books, increase for tech services)
- notice that we received a preservation document grant of \$4,200 after the last assessment was completed in 1997, thanks to a suggestion from Brian Keaney
- news that we are awaiting the results of another grant proposal that was submitted
- information about Covid exposure among staff, full return to work and testing of all employees.
- Receipt of our certification for state aid with two payments (now and in April) or approximately \$18,000 each, basically unchanged from last year
- News of a new Inclusive Committee so that the library staff is actively inclusive and aware and equipped to go beyond their comfort levels in serving all members of our community. Crystal Power offered some excellent resources. Currently, this committee is composed only of library staff but Tom Turner noted how important it is for the trustees to be actively supportive of this effort. Currently about a dozen members of the staff have volunteered to meet

Brian Keaney mentioned the accolades about the library that was shared in the Dedham Times on January 15, 2021. Action Item: Amber Moroney will forward that letter to the trustees.

Discussion and Vote: Dedham TV Broadcasting Meetings

Brian Kerby from Dedham TV talked to the board and explained that the procedure would be to take the recordings of the meetings that currently are preserved by Amber Moroney, and add them to the schedule. Most of the larger Dedham boards do this. When Shirin Baradaran asked about the audience, Brian Kerby said that Comcast, Verizon and RCN currently have local town government channels. Shirin Baradaran said that we are unaware that the current open meeting laws are insufficient and that we have not had a request for this service. Brian Keaney made a motion to have Amber Moroney send the recordings of the meeting after they have concluded to Dedham Cable Television. Annette Raphael seconded the motion.

Brian Keaney – yes; Shirin Baradaran – no; Annette Raphael - no; Crystal Power - yes; Tom Turner – no. We will not be sending the recordings to Dedham TV, but may revisit that decision in the future. Chair Shirin Baradaran thanked Brian Kerby.

Discussion and Vote: Approval of Revised Print Fee Policy

There have been no written policies regarding charging for the use of the library's printers in past minutes. In 2017 the charge was 10¢ per sheet (two-sided counted as one sheet), and recently there has been no charge. As a result, printer and toner costs have escalated and there may be less care in deciding how many copies to print. The proposal is to allow 10 copies for free, and subsequent copies would cost 10¢ a page. The suggestion was made to see if there could be some system (session management and/or print management) so that patrons could arrange payment without having to involve the staff. Tom Turner briefly looked online at other library policies and this seemed in line with what other libraries do, and slightly more generous. Crystal Power wanted to make sure that in the event of inability to pay, that exceptions could be made and Amber Moroney assured her that accommodating patrons would always be the priority. Action Item: Annette Raphael made a motion that the library institute a print policy allowing for 10 free copies and charging 10¢ a sheet for subsequent copies in a manner that would not be burdensome for the staff and would allow for staff discretion. The motion was seconded by Tom Turner.

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

Discussion and Vote: Library Re-opening Plans

Right now, we are probably in phase 3 of the reopening phases, and there is a petition to have library staff moved up in priorities for vaccinations which could affect the ability to reopen. Since Dedham's case numbers are currently accelerating, it does not appear that opening the library is imminent. An idea for warmer weather, possibly April, is to allow patrons to browse at a 'pop-up' library outside so that people could look at books that are current purchases, best sellers, or children's offerings. Tom Turner suggested that we have a discussion to consider what indicators we should peg reopening to, especially since the library can manage capacity in ways that schools and other institutions cannot. He also said that once we could assure the safety of the staff, that a priority should be to serve populations in greatest need. We should balance safety and the good of the community. Shirin Baradaran noted that the drop in book distribution is indicative of the change in services that the library has been able to offer, though Amber Moroney commented that with adjustments, the library has tried to replicate as many services as possible, acknowledging that those who came to the library for safe shelter remain unserved. Brian Keaney suggested that we meet with the Board of Health, which has not, to Amber Moroney's recollection, had input to the phased reopening plans and which may have valuable insights for us to consider in ascertaining indicators that would encourage some kind of increased services. Future Agenda Item: Annette Raphael suggested that Shirin Baradaran contact the Board and see if any members were available for our upcoming meetings.

Future Agenda Item: Amber Moroney would like to consider the hours for opening the library as returning to the previous schedule may mean many hours to be covered by sometimes thinly-spread staff, or inefficient use of them. It is easier to think about this and make informed decisions ahead of time than to curtail hours after reopening. What data might we need to help us make an effective decision?

Discussion and Vote: Update on FY 2022 Budget Process by Tom Turner

The good news is that the state has level funded libraries. The Director of Finance, John Arnett, has invited Amber Moroney and Tom Turner to meet to discuss the library's budget on February 9th at 11:00 a.m. Tom

Turner said that our budget seems to be in line with modest requests that have been made by the school committee. He also spoke with Maura Deedy from the MBLC and she suggested that the state outlook for the budget may be slightly better than expected. Action Item: She also suggested identifying a member of the Finance Committee to be a liaison for the library.

Discussion and Vote: Update on New Director Hiring Process by Brian Keaney and Crystal Power

Given the recent turnover of Library Directors, it is important that we make every effort to make an excellent appointment for a permanent Director.

Crystal Power shared the excellent minutes of the meeting that she, Amber Moroney and Brian Keaney had with Leon Goodwin, town manager, about hiring a permanent Library Director. Leon Goodwin can onboard any candidate while awaiting the hiring of a new Human Resources Director, so that hire should not affect the timing of the search. In 2019 a description for the position of Director of the Dedham Library was written so we have an excellent starting point. The board can decide on the composition of the search committee and must ensure that the MBLC requirements are met. The board can make the interim director permanent or run a search with or without a consultant. Out of the thorough discussion, came the following next action steps: 1-begin with the assumption that we would have an open search and that we hoped that Amber Moroney would be a candidate. The meeting with Leon Goodwin suggested these three steps:

1. Review documents as a board (job description) and vote on them.
2. Decide what committee will look like and how appointments to the committee would be made:
Should another department head be invited?
Fin. Com. member previously invited
Leon Goodwin suggested someone working closely w/ libraries, such as school librarian
Would we invite applications from the public or appoint based on trustee recommendations?
3. Consider interview questions; evaluation measures
Leon Goodwin is looking into templates previously used that can be made available to current board.

2-not aim to make any appointment before the April elections

3-come up with interview questions and a written survey that might be more effective at objectively quantifying information. Ideas for interview questions can be sent to Shirin Baradaran before the next meeting so that she can compile them

4-then schedule individual Zoom meetings with two trustees and each of the current staff members to probe whether their thoughts from the last description of skills and needs for the library director remain the same and what their current view is on characteristics that would be most important going forward

5-Become familiar with public search materials for other library director openings. Currently there are known openings in Natick, Harwich, Marblehead, Ashland, Norwood. See https://mblc.state.ma.us/jobs/find_jobs/index.php for information. Westwood's job description is on its town website.

6-be aware that the town of Dedham has HR professionals who are available to help us

7-consider constructing a survey for the citizens of Dedham to provide input

8-use resources like MBLC for guidance in hiring best practices

Discussion and Vote: Update on Minutes Request by Deborah Doyle by Shirin Baradaran

Paul Munchback has stated that he has responded to Deborah Doyle and that, in the future, concerns about board minutes should go through the Town Clerk's office. Brian Keaney remains frustrated that the missing minutes can not be produced. Tom Turner feels that we can not litigate what has happened in the past and is unsure that having the minutes will influence the important work we have going forward. Shirin Baradaran asked the other board members if anyone had suggestions for additional actions, and seeing none, we have concluded that this matter is closed.

Discussion and Vote: Return Box Maintenance

Action Item: Annette Raphael has volunteered to respond to the email from andreagriff@gmail.com dated January 10, 2021. Amber Moroney will check the response before it is sent a copy will be sent to the board. The essential information that will be conveyed:

- Having the return box be full is an anomaly. While it is checked every day that the library is opened by a staff member, because it is outside it has taken some time for the library to get in the rhythm of emptying it, given that this is a more remote location than the previous in-building slot.
- The box is not emptied on Sundays
- On long weekends when the library is not open on a Sat, Sun and Monday, the box may be fuller than usual
- The library has put up a sign about a second return option in the front of the library (the old return slot) in an effort to alleviate this rare problem
- Trustees do not have any keys to the library or the return box
- We appreciate feedback from patrons to bring attention to areas where there can be improvement

Discussion: Snow Day Plans

When Town Hall is closed (evenings and weekends), in the case of snow causing safety issues for patrons and staff, Amber Moroney will consult with the DPW and call the board chair, or in the case of not being able to reach her, the vice chair and make the decision about closures or early closings. This policy is shared in the staff handbook.

Discussion and Vote: Public Outreach

Action Item: Based on a suggestion by Annette Raphael, Brian Keaney will collate informative brief biographies introducing the new board to the town, and submit these introductions to the Dedham Times. These brief statements should be sent to him by this weekend, if possible, and can include a list of a few favorite books.

Discussion and Vote: Minutes of January 5, 2021 and January 12, 2021

Brian Keaney moved to accept minutes of January 5 and January 12 meetings. Tom Turner seconded. Brian Keaney – yes; Shirin Baradaran – yes; Annette Raphael - yes; Crystal Power - yes; Tom Turner – yes.

Old/New Business*

Action Item: Board members should send phone numbers to Amber Moroney to update contacts
An interesting scenario regarding library governance is playing out in Woburn and may help us think about the role of trustees in working with the town and library.
We do not yet have a solution for non-residents of Dedham to be taking spots of library programs as there is no way for EventBrite invitations to be give preference to town residents. This problem is being considered by all libraries.

Confirming Next Meetings

March 4, 2021, April 8, 2021, May 6, 2021
The town election will be April 10th

Adjournment

Annette Raphael made a motion to adjourn at 8:59 p.m. The motion was seconded by Brian Keaney. Brian Keaney – yes; Shirin Baradaran – yes; Annette Raphael - yes; Crystal Power - yes; Tom Turner – yes.