



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

DEDHAM PUBLIC LIBRARY TRUSTEES MEETING MINUTES
7:00 p.m., March 4, 2021 Remote Meeting

MEETING CALLED BY	Board of Library Trustees, Dedham
TYPE OF MEETING	Monthly Meeting
CHAIRMAN	Shirin Baradaran
SECRETARY	Annette Raphel
ATTENDEES	Tom Turner, Brian Keaney, Crystal Power
PUBLIC ATTENDEES	Amber Moroney, Interim Director of the Library Lauren Goldberg, Town Counsel

Note: Underlined items are action items

Call to Order

Shirin Baradaran called the meeting to order at 7:02

Public Input (5 min max)

none

Discussion and Vote: Town Investigation Recommendations (Guest: Lauren Goldberg)

There was a lengthy conversation about the resolution of staff issues in 2019 that involved a prior director and prior board. Although the current trustees will not see the entire report, for reasons that Lauren Goldberg enumerated, we were privy to the conclusions of the report which will be useful points to consider as we move forward to hire a permanent Director. Since the four conclusions were discussed at an open meeting and will be part of public minutes, as a courtesy Director Amber Moroney will contact Town Manager Leon Goodwin to apprise him of the publication of the four recommendations. They were:

- (1) When choosing a new library director, public-sector experience, particularly managing union employees, should be prioritized, along with a demonstrated good history of recording of employee time, and proper and timely payment of compensation for employees from Library budget.
- (2) Work be undertaken with the assistance of the Human Resources Director to better identify the different roles of the Library Director, the Library Trustees, and Library staff (both union and non-union), and establish a communication structure to address changes in job assignments or hours.

(3) A Library-use policy should be developed and implemented addressing access to the Library for all non-Library meetings and functions and clearly identifying what fees, if any, are to be assessed by the Town for such uses.

(4) Review with Trustees and Library Director applicable procurement processes for the purchase of all goods and services, including role of Chief Procurement Officer, in accord with G.L. c.30B.

Takeaways from this conversation:

Structure some questions for interviewing potential directors which will help us better understand the candidates' knowledge of and experience with good personnel management, clear roles, and understanding of purchasing and budget.

Revise Library Building use policy by using prior policies, ideas that Lauren Goldberg will forward, perusal of other library's policies. Communicate this document to interested parties and fairly and effectively oversee implementation. The revision of these policies should include the town manager's office and should be ratified by the board.

Use the resources available through the Town Manager's office including finance and HR functions to comply with town guidelines and to make use of expertise that is available

Consider creating a transparent document that spells out who are the decision makers in various scenarios. Which decisions are the board's, which decisions are the Director's, which decisions are the staff's and which decisions are the town's.

Discussion: Update on New Director Hiring Process

- 1) Brian Keaney and Crystal Power are heading up this initiative for the trustees. We will be doing a search and are heartened by Amber Moroney's interest in being a candidate for the job. On March 15, a new HR Director for the town will begin. Brian Keaney and Crystal Power will set up a meeting to learn more about what should and what may not be asked of potential candidates. Annette Raphel will come up with a list of potential questions for feedback by the new HR Director. Two trustees will interview current staff members, individually, and we will also put together a written quantifiable survey for staff input. In addition, we will invite citizens to provide feedback. We look forward to an update at our next meeting.
- 2) The Board will construct a search committee for the Director comprised of 8 people:
 1. Friend of the Dedham Public Library Member (Annette Raphel will convey an invitation)
 2. Trustee Brian Keaney
 3. Trustee Crystal Power
 4. Library Staff Member (Brian Keaney will extend an invitation)
 5. Head of another town committee (Brian Keaney will extend an invitation)
 6. HR Director (Brian Keaney and Crystal Power will extend an invitation)
 7. D Lit Member (Brian Keaney will extend an invitation)
 8. Librarian from another library, possibly Dedham school librarian or a Dedham resident who works in another library (Brian Keaney will extend an invitation, possibly through the article he is writing for the Dedham Times or through the school department)

The full board will interview finalists selected by this committee.

- 3) A job description will be created for the position. Annette Raphel will send the most recent Dedham Director of Library's job description as well as information from several other libraries to Crystal Power, who will create a job description for our consideration. She will send her draft to Shirin Baradaran who will disseminate it to the board for consideration at the next meeting.

Discussion: Update on FY 2022 Budget Process

Tom Turner was very complimentary of Amber Moroney's work defending the budget we had discussed at our prior meeting to the Town Manager and Director of Finance. On February 9, Tom Turner and Amber Moroney met with Town Manager Leon Goodwin and Director of Finance John Arnett who initially approved the budget with the exception of the \$10,000 line item for Hub Tech to maintain the library's public computers. This is because the town is intending to create a new technology position which will be able to service the computers. On March 4, Leon Goodwin will present the budget to the Select Board. On March 27, the budget will be presented to the Finance Committee. Amber Moroney and Tom Turner are available for that meeting. Until Town Meeting votes on the budget it will not become finalized. Tom Turner suggested that we write up a service level agreement (SLA) about our expectations that the town will take over maintaining the library's public computers.

Discussion and Vote: Feedback to the Charter Review Committee

There was a spirited discussion about whether the Director of the Library should continue, structurally, to report to the Trustees or to the Town Manager. Each of Dedham's Department Heads with the exception of Parks and Recreation and the Library currently do report to the Town Manager. A recent town survey, returned by 230 citizens, supported that change 80% to 20% for maintaining the status quo, although there was some question about the impartiality of the wording of the question. While no vote as to our position was taken, Brian Keaney was nominated by Tom Turner and seconded by Annette Raphael to represent the trustees at an upcoming meeting of the Charter Review Committee on March 10 at 8:00 p.m.

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

Shirin Baradaran will also attempt to attend the March 10 meeting along with Brian Keaney and any other trustee should notify Shirin if he/she is also interested in attending the meeting. A public Charter Review meeting will be held on March 15. The position that Brian Keaney will convey is that we are comfortable and fine if the structure changes but we are also fine with keeping the reporting structure as it currently exists.

Director's Report

Amber Moroney shared circulation numbers with us for this year compared with the previous year. It was unsurprising that circulation numbers, because of the pandemic, declined by 63% but it should also be noted that digital circulation increased by 90%.

More than \$18,000 of state aid has been received.

There is a freeze on non-essential spending so that unspent monies can be used by the town next year to mitigate what is projected to be a challenging budget year. This is not considered to be a threat to programming or operations.

Leon Goodwin will sign papers related to the Preservation Assessment Grant that the library has been awarded, and which must be spent by September. After the signing, Amber Moroney will select a preservation specialist.

The Library's new IDEA Committee (Inclusion, Diversity, Equity, Accessibility) is just beginning its work.

Brian Keaney asked if the library could consider having patrons drop off returned books at the Endicott branch and, while this would involve more work for the library, Tom Turner suggested that anything we can do to make the library more available ought to be considered.

The possibly missing microfiche reader has been found at Town Hall where it is currently in use for financial records.

Discussion: Online Program Survey

An online program survey, responded to by 60 people, revealed that patrons may be open to outside programming, and that will begin in April at the Main library where books will be outside for browsing. In addition, the Library is hoping to have simultaneous programming for different age groups available on a weekly basis to further invite people back to the library, albeit outside and with standard pandemic restrictions.

Discussion: Overview of Current Library Staff Openings and New Hires

Currently there is a new Youth Services Library Assistant who was hired late last year. There are two more positions (Tech Librarian and Community Access Professional) which are awaiting new job descriptions and input from the new HR Director before posting.

Discussion: Update on Library Re-opening

The pop-up browsing outdoors is the first step to accommodate a reopening plan. There is a possibility that limited inside browsing will be eventually available but this is severely complicated by lack of vaccinations for the library staff who tend not to fit in any priority category. Amber Moroney has been asked to keep the board apprised of progress toward reopening. One interesting note is that each library is deciding how to reopen and offer services independently. Tom Turner suggested having an updated multi-stage plan, similar to the one that Amber Moroney had shared with the trustees, which lists indicators for reopening based on a set of metrics.

Discussion: Public Outreach

Brian Keaney will write an update for the local paper about what the library and what the trustees have been discussing.

Amber Moroney will alert the press and use all the social media available to alert the community to the new pop-up plans due to begin in April.

Brian Keaney will send Amber Moroney the short biographies that each board member wrote for the Dedham Times and will also send pictures of each of us so that she can have information about the trustees for patrons and staff.

The trustees will write a brief piece for the monthly April newsletter about their work.

Amber Moroney will provide the trustees with some indication of how many are receiving the monthly newsletters, how many are on Instagram and how many are in the Facebook group.

Discussion and Vote: Minutes of February 4, 2021

Brian Keaney made motion to accept the minutes of February 4 and it was seconded by Crystal Power.

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

Old/New Business

The Knights of Columbus donated a book to the library which was delivered by Brian Keaney. Amber Moroney will send a written thank you for the donation.

Schedule Next Meetings

April 8

May 6

June 3 (note the change from June 10)

Motion to Adjourn

Annette Raphael made a motion to adjourn and it was seconded by Crystal Power at 9:31

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