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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., April 8, 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

Note: Underlined items are action items

Call to Order

Shirin Baradaran called the meeting to order at 7:02

Public Input (5 min max)

Cecilia Emery Butler thanked the current board for its respectful and effective work

Director’s Report, including responses to trustee questions:

- Circulation numbers for the month of March have no comparative data from last year due to the unexpected, at that time, pandemic closure of the library
- The YTD budget will see the removal of \$140,000 because of unspent salary money stemming from 3 unfilled positions this year: Amber’s dual role as interim director and circulation manager, and having both a technology position (soon to be posted) and a community activity position that have been open
- The basement door awning has not yet been installed
- Roughly 500 people are subscribed to the library newsletter with a 45% open rate
- There was discussion about monthly themes and programs with anticipation that some of the more complex themes may generate discussion. Patron response to themes will be shared with the board.
- The nationwide summer reading theme will be Tails and Tales
- The library has purchased a server, installed a firewall and increased wifi access points
- The call numbers are being reversed from a change made four years ago, in fiction to include full last name and first initial of the author, in order to comply with best practice
- The book drop at Endicott is operational

- The library is studying what actions to take in light of the current conversations around stereotypes in some of Dr. Seuss' books; no changes have been made yet and may be considered once the Trustees approve a new collection policy in May
- Any difficulties in receiving books in a timely manner through the Minuteman system seem to be an anomaly, but occasionally transit has slowed down at this time
- Book pick-up times are one hour after staff arrive (pick up times are M, T, Th, F, Sat at 10:00 and W at 12:00 and end one hour before staff leave (ending M, T, Th, F, Sat at 4:00 and W at 6:00) to allow for preparation of pick-up bags

Discussion and Vote: Approval of Extended Library Training Hours on May 4, 2021

The staff will all watch a webinar on Homelessness by Ryan Dowd, the author of The Librarian's Guide to Homelessness and discuss implications for ensuring that our library is welcoming to this population.

Curbside pick-up will begin at 12:00 that day. Annette Raphael made a motion to allow the library to delay curbside pick-up for this professional development and this motion was seconded by Tom Turner.

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

Discussion and Vote: Update on Library Re-opening

GREAT NEWS! 15% of the staff is fully vaccinated and 65% have had their first shot. The status of the other 20% is unknown. By May 20th at least 80% of the staff will have two vaccinations and a minimum of a two-week period after the second vaccination allowing for reopening. There was discussion about any time difference between when Town Hall might reopen and our proposal of having an opening on May 24th for Browse and Go, at the Main Library. This will involve 1)no sitting in the library, 2) no use of the computers with the exception of continuing lending out laptops, 3) encouraged self-check-out, 4)the elimination of most curbside pick-up 5) open windows and use of ceiling fans and 6)encouraging any conversations to move outside. Until then, the library has outdoor pop-up library books for browsing three times a week and increased programming outside. The addition of programming and privileges will be evaluated monthly. Annette Raphael made a motion to plan for the opening of the building with the aforementioned policies, if there are no negative trajectories in the spread of Covid, on May 24th with a discussion about implications for the reopening of the Endicott branch at our June 3rd meeting. The motion was seconded by Crystal.

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

There followed a discussion about the length of time that returned materials should be quarantined given the new state guidelines that recommended going from a week to 24 hours. A poll of the staff indicated that they felt comfortable with 72 hour quarantining of materials, and it was decided to reduce the quarantine of materials from 7-10 days to 3 days for at least a month and then to reevaluate.

Discussion: Discussion of Circulation Figures and Goals

At the Fin-Com meeting there was discussion about the circulation statistics for the library and Tom Turner and Amber Moroney are trying to figure out how to examine the question of what the targets could and should be. Tom Turner complimented Amber Moroney on an excellent presentation and allowed that there was little push back given that our budget proposal was essentially level funded, but that the discussion about circulation numbers should give the trustees an opportunity to consider how to measure and boost this metric.

We are interested in how to measure circulation patterns and establish goals – what could we change and what could we do to encourage more usage? Circulation has shown modest growth in the past pre-pandemic, but we can look at benchmarks from other communities, see what materials are most frequently checked out, encourage related book displays during programs, make good use of the analytics powers of the software we use, harness the potential of programming to get people into our buildings, survey the community to identify barriers, consider bringing the library to citizens through a bookmobile or story time at Legacy Place, or a booth at the Farmers' Market, and look at some apartment complexes and recreation areas to identify opportunities for offsite programming.

Amber Moroney will bring us some preliminary information about the materials that are most checked-out of the library at our May meeting. Crystal Power reminded us to be as interested in who is not using the library as who is, and trying to identify and address barriers.

Discussion: Update on FY 2022 Budget Process

Tom Turner and Amber Moroney made a presentation to the Fin-Com and complimented the committee on their excellent ,thoughtful review. They are both optimistic that the budget will be recommended to Town Meeting. One of the opportunities that was identified during the review was increasing connections with some other town departments, notably Parks and Recreation.

Discussion and Vote: Update on New Director Hiring Process and Vote: Approval of Job Description

Crystal Power and Brian Keaney met with Gayle McCracken, Dedham Director of Human Resources, to prepare the hiring committee, the timeline, and the job description for the permanent Library Director. Crystal Power provided the trustees with an outstanding informational power-point for our review which included benchmark information, interesting job descriptions from other communities, current challenges, hiring timeline and proposed job description for the Director. Annette Raphel raised concern over the timeline, which would have the Board interviewing finalist candidates in a month, and asked some questions about the community forum to be held the week of April 12th that will be led by Gayle McCracken. She also confirmed that library staff members would have the individual meetings that the board had approved in March, although the time allocated for these meetings seemed limited on the schedule. Shirin Baradaran will post the meeting in case more than 2 trustees attend to comply with open meeting laws.

The proposed hiring timeline, which would begin with the posting of the job description as soon as possible, included meeting with library staff, meeting with the community, screening resumes, interviewing selected candidates, orientation for the Hiring Committee, semi-finalist interviews, and finalist interviews by the Board, followed by reference checks and an announcement of the new hire, optimally in May. Brian Keaney will check with the HR director about how the Board might best interview the finalists, as none of us has done this as a board before.

Brian Keaney and Crystal Power will send their notes about community feedback to Shirin Baradaran, who will share them with the Board to make use of that input in preparation for our interviews of the finalists. Draft interview questions submitted by Annette Raphel were assessed by Gayle McCracken to make sure they complied with best practices.

Tom Turner made a motion to accept the timeline with flexibility to modify it as needed. Brian Keaney seconded the motion.

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

Annette Raphel offered edits to the proposed job description which was beautifully crafted by Crystal Power, and asked some questions about library maintenance staff (dual reports to facilities and library) and about the important responsibility for feedback and evaluations. Amber Moroney said this was an area of growth for most of the town employees and that she anticipated that Gayle McCracken would be helpful in this area. Surprisingly, she has not received an evaluation in her tenure at the library, though feedback is both an opportunity for growth as well as an opportunity to acknowledge excellent performance. The new job description, which conforms more to descriptions that will be used in other departments, delineates qualifications in the domains of knowledge, ability, and skills, goals, essential functions (Planning and Vision Setting, Leadership and Governance, Culture and Values, Community Outreach, Staff Management, Fiscal Planning and Management, Resources and Facilities Management) and physical demands.

Annette Raphel made a motion to allow Brian Keaney and Crystal Power to make the final edits, and then return the document to Gayle McCracken for posting.

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

Members of the Hiring Committee are:

Brian Keaney	Board of Library Trustees
Crystal Power	Board of Library Trustees
Gayle McCracken	Town of Dedham Director of Human Resources

Lisa Desmond	Dedham Public Library employee; union steward
Jeannette Evans	Friends of the Dedham Public Library
Janet Reynolds	Dedham Library Innovation Team
Alice Johnson	Dedham Public Schools; Librarian
(TBD)	Town Department Director

Discussion: Update on the March 10, 2021 Joint Charter Review Committee Meeting

Shirin Baradaran and Brian Keaney attended the meeting and there was some discussion about whether changing the number of people on the board would be more advantageous. On April 13th the Charter Review recommendations will be presented to the Select Board

Discussion: Initial Discussion on Development of 2022 Strategic Plan

Amber Moroney will forward the Board notes from a webinar about strategic planning that was offered by the MBLC. The process normally takes about 7 months and will need to be submitted in October of 2022. Community input should be sought in March of that year. Annette Raphel mentioned that since Norfolk Insurance is constructing a new building, they may be open to discussing the future of their building next to the library, which they currently use for storage. The value would be more for contiguous land than for a building which would, like the current library, have significant usability and accessibility challenges.

Discussion and Vote: Approval of Minutes from March 4, 2021

Brian Keaney made a motion to accept the minutes of March 4, and Crystal Power seconded the motion. Brian Keaney – yes; Shirin Baradaran – yes; Annette Raphel - yes; Crystal Power - yes; Tom Turner – yes.

Brian Keaney suggested we investigate hiring a professional notetaker as the Select Board is doing and Amber Moroney will ask Leon Goodwin both about the cost and feasibility of doing this and bring back information

Old/New Business

Brian Keaney made a motion to once again ask Leon Goodwin for a copy of the legal document that was discussed by Town Counsel on March 4th. Following discussion, the motion was not seconded.

Schedule Next Meetings

May 6

June 3 (note the change from June 10)

July 8

Motion to Adjourn

Annette Raphel made a motion to adjourn and it was seconded by Crystal Power at 9:09

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