



Bonnie Roalsen, Director
 Dedham Public Library
 43 Church Street
 Dedham, MA 02026
 781.751.9281

Monika Wilkinson, Chair
 Margaret Connolly, Vice Chair
 Tracy Driscoll
 Sarah Santos
 Mary Ann Sliwa

DPL TRUSTEES MEETING MINUTES	
NOVEMBER 3, 2016, ENDICOTT LIBRARY, 6:00 PM	
MEETING CALLED BY	Board of Library Trustees, Dedham
TYPE OF MEETING	Discussion Meeting
CHAIRMAN	Monika Wilkinson
SECRETARY	Mary Ann Sliwa
ATTENDEES	Margaret Connolly, Tracy Driscoll, Sarah Santos, Mary Ann Sliwa, Monika Wilkinson, and Bonnie Roalsen
PUBLIC ATTENDEES	None

The November 3, 2016 meeting of the Dedham Library Board of Trustees was called to order at 6:00 pm by Chair, Ms. Wilkinson.

Public Input:

None.

Action Items:

Discussion and Vote: Minutes of October 13, 2016

For the minutes of October 13, 2016, there was no discussion although a typographical error was noted by Ms. Driscoll. Ms. Driscoll made a motion to accept; Ms. Connolly seconded; all voted in favor.

Discussion and Vote: Financial Reports for August-dated September 6, 2016 and October 2016

Ms. Roalsen provided a chart comparing the line item numbers between the New World and Munis system. A laminated version will be available to the Trustees in the folder with the bills to sign.

Ms. Driscoll began the discussion by noting the discrepancy between the Purchased Services line items in the report dated September 6, 2106 and the report dated November 1, 2016. In the August report dated September 6, 2106 the Advertising and Printing and Mailing line items appear with zero dollars for appropriation and zero dollars across all categories. In the report dated November 1, 2016, the line items no longer appear. While this may be understandable as there was zero appropriation, it did not explain where the costs of advertising and

printing and mailing now appear. Ms. Driscoll noted that this accounting of costs will be needed as the yearly budget process for FY'18 and its presentations begin. Going forward, thinking about the yearly budget, it will be important to specify what amount is spent on the advertising and printing and mailing line items that don't appear on the October report. Ms. Roalsen will look into the difference between the reports and what line items in the new accounting system relate to advertising costs and printing and mailing and report back to the Trustees.

Ms. Driscoll and Ms. Connolly will begin meeting with Ms. Roalsen to determine the budget to be presented to the Town of Dedham for FY'18.

A short discussion ensued about where the collected fines are recorded. The fines and forgiveness policies of the Minuteman Library network were talked about.

A motion to accept the financial report of August 2016 was made by Ms. Wilkinson; Ms. Sliwa seconded; all voted in favor.

A motion to accept the financial report of October 2016 was made by Ms. Santos; Ms. Driscoll seconded; all voted in favor.

Discussion and Vote: Possible Holiday Hours:

Ms. Roalsen noted that many libraries are closed on the day after Thanksgiving and the circulation numbers for the Dedham Public Library are lower on the day after Thanksgiving than on New Year's Eve. Ms. Driscoll mentioned the benefit of keeping the libraries open to encourage activity. Ms. Santos spoke of the programming of events on that day by other local town libraries. Ms. Connolly expressed concern about the timely notice to patrons if the decision is made after the November calendar of DPL events has been distributed.

Ms. Roalsen spoke of the great efforts and hard work of the staff in converting the collections and proposed the libraries be closed only this year in recognition of this. She hoped that next year the libraries would have programming and circulation to support being open.

Ms. Connolly made a motion to close the Dedham Public Libraries on Friday, November 25, 2016 as a one time recognition of the hard work staff has done in converting the collection; Ms. Wilkinson seconded; all voted in favor.

There was a discussion of library hours on Saturday, December 31, 2016. Currently the Endicott Branch Library will be open from 10:00 am to 4:30 pm. The 4:30 pm closing is determined by the Town of Dedham. Ms. Santos shared her programming idea that has been very successful with Girl Scouts: a New Year's noon party for children to celebrate New Year's Eve at the library.

It was determined that the Endicott Branch Library will remain open on Saturday, December 31, 2016 from 10:00 am to 4:30 pm.

Ms. Roalsen and the Trustees noted their appreciation of the staff's hard work throughout this time of great transition.

Director's Report:

Collection Management:

Ms. Roalsen spoke about loan rules. She has worked with the Minuteman Library Network to streamline the loan rules for the Dedham Public Library. The loan period will be three weeks across all materials. They will begin testing this on Monday, November 7, 2016. She talked about speed read books which will be in a different category with one week loan period and an additional one week renewal available. The changes in collection development are focused on increasing circulation. A readers' advisory system will be implemented in the future.

Ms. Roalsen also spoke about the collections revitalization and the plan for new product at the Main Library followed by the redesign of spaces with the integration of technology.

Grants:

Ms. Roalsen applied for a Massachusetts Cultural Council grant for family performances at the Main Library. She also applied for a Dedham Savings Institution grant in the amount of \$15,000. The Customer Experience in the Digital Age, Mind in the Making: Engaging Young Children in Interactive Learning and Doing- both Library Services and Technology Act (LSTA) awards of up to \$10,000 each in FY17 are in process.

Technology:

Ms. Roalsen reported that she is working with Ms. Denise Moroney, Director of Facilities and Maintenance, Town of Dedham on the infrastructure for technology. Wiring is being completed to support additional access points. The library hopes to install 3 Meraki access points to provide library users a better performing and more secure wireless connection. Two Microsoft Surface Pros and ten iPads are in processing. Wiring will be in place to support a television on the main floor in the future.

Survey regarding additional hours:

Ms. Roalsen distributed a draft of the survey. The wording of the questions and the number of questions was discussed. Edits were made to the wording and format; questions were combined. Ms. Roalsen will create the final document. It will be available on line and on paper. Paper copies will be at both libraries. Trustees will hand out paper copies at Town Meeting on November 14, 2016.

Old/New Business:

Trust Fund Update:

Ms. Wilkinson spoke of the offer of Rockland Trust to present their management of the funds to the trustees on January 12, 2017. Ms. Roalsen reported on her communication with colleagues about potential resources to educate the trustees on the management of library trust funds. After discussion, it was determined to move forward with a meeting with Alan Gray, Director, Darien, CT Public Library, hopefully in December 2016.

Livable Dedham Meeting Follow-up:

Ms. Sliwa stated that a full report would be given at a later date.

Ideas for future meetings:

Ms. Roalsen suggested a discussion begin at a future meeting regarding donor recognition (wall and events) and a trustees' appeal.

The next meeting for the Board of Library Trustees was set for December 5, 2016 at 6:00 pm at the Endicott Library.

Ms. Wilkinson made a motion to adjourn at 8:36 pm; Ms. Connolly seconded; all voted in favor.

Action Item Table:

Action Item	Person	Date Due
Set up a meeting with Alan Gray, Director, Darien, CT Public Library	Two Trustees, Ms. Roalsen	December 2016
Discussion of donor recognition, trustees' appeal	Ms. Roalsen, Trustees	Winter 2016-2017
Obtain written confirmation of no conditions in the Lucille Fairfield Trust Fund	Ms. Connolly, Ms. Roalsen	November-December 2016
Confirm table for surveys at Town Meeting on November 14, 2016	Ms. Wilkinson	Prior to November 14, 2016
Research how Executive Session minutes should begin and end when there is also an Open Meeting.	Ms. Connolly	Fall 2016
Sign for doors of libraries explaining new loan period	Ms. Roalsen, staff	Fall 2016
Research how trust funds are managed and role of trustees in this.	Trustees	Fall-Winter 2016, 2017
Research other libraries use of financial experts to oversee trust funds	Ms. Roalsen	November-December 2016
Establish policy for retention of close circuit camera tapes	Ms. Roalsen, Trustees	To be determined 2016
Intrusion alarm system first caller	Ms. Roalsen	To be determined 2016
Negotiation with Unions regarding expanded hours for State Aid Compliance	Ms. Roalsen	Fall 2016, plan in place by January 2017
Survey town residents regarding library hours	Ms. Roalsen, Trustees	Prior to union negotiation above
Develop survey for above	Ms. Roalsen, Ms. Wilkinson, Ms. Santos	October-November 2016
Collection Management changes	Ms. Roalsen	Ongoing, report in monthly meetings of 2016
Presentation to Town of Dedham Finance and Warrant Committee regarding budget changes to meet	Ms. Roalsen and Trustees	Fall 2016/Winter 2017

State Aid Compliance		
Technology monies	Ms. Roalsen, Mr. Kern	Budget development cycle, Fall 2016/Winter 2017
Parking Study meetings	Ms. Driscoll and Ms. Santos	As scheduled in Fall 2016
Consultant Study on Building Plan	Ms. Roalsen	Fall 2016
Report on work with Livable Dedham	Ms. Sliwa	November-December 2016

Respectfully submitted,

Mary Ann Sliwa

Attachments:

Agenda

New World/Munis Conversion chart

August Budget Report

October Budget Report

Survey Draft

New World/Munis Conversion

<u>New World</u>	<u>Munis</u>
<u>Purchase of Services</u>	
Rent/Lease Equipment 1-610-5271	1-610-5700-527045
Professional/Technical Services 1-610-5301	1-610-5700-530100
Regional Services 1-610-5307	Library Operations 1-610-5700-530110
Alarm/Security Services 1-610-5314	Technical Services 1-610-5700-530250
<u>Supplies</u>	
Office Supplies 1-610-5420	1-610-5700-542000
Paper 1-610-5421	Facilities and Maintenance Supplies 1-610-5700-543000
Food 1-610-5490	No longer Exists
Educational Supplies 1-610-5510	1-610-5700-551020
Other Supplies 1-610-5580	1-610-5700-558060
Library Materials 1-610-5581-611 (Books) 1-610-5581-612 (Periodicals) 1-610-5581-614 (DVD's) 1-610-5581-615 (eBooks) 1-610-5581-617 (Audio) 1-610-5581-618 (Databases) 1-610-5581-619 (Other Materials)	1-610-5700-558040
<u>Other Charges and Expenses</u>	
1-610-5305 (Meetings & Conferences) 1-610-5710 (Travel) 1-610-5730 (Dues/Memberships/Conferences)	No longer Exists (with Dues/Memberships) 1-610-5700-571000 1-610-5700-573000



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Town of Dedham LIVE
YEAR-TO-DATE BUDGET REPORT

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FOR 2017 12

ACCOUNTS FOR:
610 Library

ORIGINAL APPROP TRANSRS/ ADJUSTMTS REVISED BUDGET YTD EXPENDED ENCUMBRANCES AVAILABLE BUDGET PCT USED

51 Personal Services

16105100 510193	Custodial	100,361	0	100,361	13,626.90	.00	86,734.10	13.6%
16105100 510610	Library Director	90,259	0	90,259	8,890.38	.00	81,368.62	9.8%
16105100 510613	Professional Libria	258,095	0	258,095	35,313.30	.00	222,781.70	13.7%
16105100 510614	Circulation Superiv	63,012	0	63,012	8,691.30	.00	54,320.70	13.8%
16105100 510615	Library Assistant	294,915	0	294,915	40,579.20	.00	254,335.80	13.8%
16105100 510618	Library Page	31,320	0	31,320	2,805.00	.00	28,515.00	9.0%
16105100 510619	Assist Library Dir	55,808	0	55,808	7,697.70	.00	48,110.30	13.8%
16105100 512010	Temporary/Substitu	0	0	0	.00	.00	.00	.0%
16105100 514030	Longevity Differen	3,015	0	3,015	465.00	.00	2,550.00	15.4%
16105100 519100	Car Allowance	4,500	0	4,500	750.00	.00	3,750.00	16.7%
16105100 519150	Other Wage Allowan	0	0	0	.00	.00	.00	.0%
16105100 519180	Uniform/Protective	1,000	0	1,000	.00	.00	1,000.00	.0%
16105100 519900	Salary Reserve	0	0	0	.00	.00	.00	.0%
TOTAL Personal Services		902,285	0	902,285	118,818.78	.00	783,466.22	13.2%

52 Overtime

16105100 513000	Overtime Other	11,000	0	11,000	1,220.23	.00	9,779.77	11.1%
TOTAL Overtime		11,000	0	11,000	1,220.23	.00	9,779.77	11.1%

53 Purchased Services

16105700 527045	Equipment	12,307	0	12,307	.00	.00	12,307.00	.0%
16105700 530010	Advertising	0	0	0	.00	.00	.00	.0%
16105700 530100	Technologies Suppo	7,000	0	7,000	35.97	.00	6,964.03	.5%
16105700 530110	Library Operations	42,072	0	42,072	42,071.71	.00	6,287.29	100.0%
16105700 530250	Technical Services	6,287	0	6,287	.00	.00	6,287.00	.0%
16105700 534003	Printing & Mailing	0	0	0	.00	.00	.00	.0%
TOTAL Purchased Services		67,666	0	67,666	42,107.68	.00	25,558.32	62.2%

54 Supplies

16104770 558040	Library Materials	0	0	0	.00	.00	.00	.0%
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Town of Dedham LIVE
YEAR-TO-DATE BUDGET REPORT

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FOR 2017 12

	ORIGINAL APPROP	TRANSRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	1,153,697	0	1,153,697	180,971.72	65,244.60	907,480.68	21.3%

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Town of Dedham LIVE
YEAR-TO-DATE BUDGET REPORT

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REPORT OPTIONS

Sequence	Field #	Total	Page Break
Sequence 1	3	Y	Y
Sequence 2	10	Y	N
Sequence 3	0	N	N
Sequence 4	0	N	N

Report title:
YEAR-TO-DATE BUDGET REPORT

Includes accounts exceeding 0% of budget.
 Print totals only: N
 Print full or short description: F
 Print full GL account: N
 Format type: 1
 Double space: N
 Suppress zero bal accts: N
 Include requisition amount: N
 Print Revenues-Version headings: N
 Print revenue as credit: Y
 Print revenue budgets as zero: N
 Include Fund Balance: N
 Print Journal detail: N
 From Yr/Per: 2001/ 1
 To Yr/Per: 2001/ 1
 Include budget entries: Y
 Incl encumb/liq entries: Y
 Sort by JE # or PO #: J
 Detail format option: 1
 Include additional JE comments: N
 Multiyear view: D
 Amounts/totals exceed 999 million dollars: N

Year/Period: 2017/12
 Print MTD Version: N
 Roll projects to object: N
 Carry forward code: 1

Field Name	Find Criteria	Field Value
Fund		1000
Function		
Department		
Location		610
Program		
DESE FUND		
DESE EXP		
Sched A		
Character Code		
Org		
Object		
Project		
Account type		Expense



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Town of Dedham LIVE
YEAR-TO-DATE BUDGET REPORT

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REPORT OPTIONS

Account Status Active
Rollup Code



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Town of Dedham |LIVE|
YEAR-TO-DATE BUDGET REPORT

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FOR 2017 04

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
1000 General Fund							
51 Personal Services							
16105100 510193 Custodial	100,361	0	100,361	28,767.90	.00	71,593.10	28.7%
16105100 510610 Library Director	90,259	0	90,259	22,736.54	.00	67,522.46	25.2%
16105100 510613 Professional Libra	258,095	0	258,095	74,550.30	.00	183,544.70	28.9%
16105100 510614 Circulation Superv	63,012	0	63,012	18,348.30	.00	44,663.70	29.1%
16105100 510615 Library Assistant	294,915	0	294,915	85,667.20	.00	209,247.80	29.0%
16105100 510618 Library Page	31,320	0	31,320	6,330.00	.00	24,990.00	20.2%
16105100 510619 Assist Library Dir	55,808	0	55,808	16,250.70	.00	39,557.30	29.1%
16105100 514030 Longevity Differen	3,015	0	3,015	1,155.00	.00	1,860.00	38.3%
16105100 519100 Car Allowance	4,500	0	4,500	1,125.00	.00	3,375.00	25.0%
16105100 519180 Uniform/Protective	1,000	0	1,000	.00	.00	1,000.00	.0%
TOTAL Personal Services	902,285	0	902,285	254,930.94	.00	647,354.06	28.3%
52 Overtime							
16105100 513000 Overtime Other	11,000	0	11,000	2,018.95	.00	8,981.05	18.4%
TOTAL Overtime	11,000	0	11,000	2,018.95	.00	8,981.05	18.4%
53 Purchased Services							
16105700 527045 Equipment	12,307	0	12,307	2,108.36	.00	10,198.64	17.1%
16105700 530100 Technologies Suppo	7,000	0	7,000	140.90	.00	6,859.10	2.0%
16105700 530110 Library Operations	42,072	0	42,072	42,071.71	.00	.29	100.0%
16105700 530250 Technical Services	6,287	0	6,287	.00	.00	6,287.00	.0%
TOTAL Purchased Services	67,666	0	67,666	44,320.97	.00	23,345.03	65.5%
54 Supplies							
16105700 542000 Office Supplies	6,250	0	6,250	602.48	.00	5,647.52	9.6%



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Town of Dedham |LIVE|
YEAR-TO-DATE BUDGET REPORT

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FOR 2017 04

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
16105700 543000 Facilities/Maint S	915	0	915	1,306.11	.00	-391.11	142.7%*
16105700 551020 Educational Suppli	3,400	0	3,400	471.40	76.09	2,852.51	16.1%
16105700 558040 Library Materials	149,981	0	149,981	43,558.20	51,393.63	55,029.17	63.3%
16105700 558060 Other Supplies	5,300	0	5,300	592.81	89.28	4,617.91	12.9%
TOTAL Supplies	165,846	0	165,846	46,531.00	51,559.00	67,756.00	59.1%
57 Other (non-specific)							
16105700 571000 Travel	700	0	700	.00	.00	700.00	.0%
16105700 573000 Dues/Memberships/C	6,200	0	6,200	158.19	.00	6,041.81	2.6%
TOTAL Other (non-specific)	6,900	0	6,900	158.19	.00	6,741.81	2.3%
TOTAL General Fund	1,153,697	0	1,153,697	347,960.05	51,559.00	754,177.95	34.6%
TOTAL EXPENSES	1,153,697	0	1,153,697	347,960.05	51,559.00	754,177.95	
GRAND TOTAL	1,153,697	0	1,153,697	347,960.05	51,559.00	754,177.95	34.6%

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REPORT OPTIONS

Sequence	Field #	Total	Page Break
Sequence 1	1	Y	N
Sequence 2	10	Y	N
Sequence 3	0	N	N
Sequence 4	0	N	N

Report title:
YEAR-TO-DATE BUDGET REPORT

Includes accounts exceeding 0% of budget.
Print totals only: N
Print Full or Short description: F
Print full GL account: N
Format type: 1
Double space: N
Suppress zero bal accts: Y
Include requisition amount: N
Print Revenues-Version headings: N
Print revenue as credit: Y
Print revenue budgets as zero: N
Include Fund Balance: N
Print journal detail: N
From Yr/Per: 2017/ 1
To Yr/Per: 2017/ 1
Include budget entries: Y
Incl encumb/liq entries: Y
Sort by JE # or PO #: J
Detail format option: 1
Include additional JE comments: N
Multiyear view: D
Amounts/totals exceed 999 million dollars: N

Year/Period: 2017/ 4
Print MTD Version: N
Roll projects to object: N
Carry forward code: 2

Field Name	Field Value
Fund	1000
Function	
Department	610
Location	
Program	
DESE FUNC	
DESE EXP	
Sched A	
Character Code	
Org	
Object	
Project	
Account type	Expense



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|Town of Dedham |LIVE|
|YEAR-TO-DATE BUDGET REPORT

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REPORT OPTIONS

Account status
Rollup Code

In order to serve you better, the Dedham Public Library is conducting a survey about our Main library and Endicott Branch hours.

(1) Are the current library hours convenient for you and your family?

Yes No

(2) How often do you use the library?

- 4 times/month or more
- 1-3 times/month
- Less than once per month
- Never

(3) If you don't use the library, will you please tell us why?

(4) At which times would you be most likely to use the library?

- Morning (before noon)
- Afternoon (12:00-4:00pm)
- Evening (after 4:00)

Monday

Tuesday

Wednesday

Thursday

Friday

Weekend

(5) If the Endicott branch is only open 5 days/week, what days of the week would you prefer the library to open? Please rank in order of preference, 1 to 5

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

(6) If the Endicott branch is only open 6 days/week, what days of the week would you prefer the library to open? Please rank in order of preference, 1 to 6

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Main?