



Bonnie Roalsen, Director

Dedham Public Library
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 Dedham, MA 02026
 781.751.9281

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

DPL TRUSTEES MEETING MINUTES	
DECEMBER 5, 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	Elizabeth Martin, Dedham Times; Richard Pierce joined at 7:00 pm

The December 5, 2016 meeting of the Dedham Library Board of Trustees was called to order at 6:01 pm by Chair, Ms. Wilkinson.

Public Input:

None.

Action Items:

Discussion and Vote: Minutes of November 3, 2016

For the minutes of November 3, 2016, there was no discussion. Ms. Driscoll made a motion to accept; Ms. Connolly seconded; all voted in favor.

Discussion and Vote: Minutes of November 14, 2016

For the minutes of November 14, 2016, there was no discussion. Ms. Wilkinson made a motion to accept; Ms. Santos seconded; all voted in favor.

Discussion and Vote: Financial Reports for November 2016

Ms. Sliwa asked Ms. Roalsen about the Library Materials line item where 81% of the yearly budget has been spent. Ms. Roalsen reported that \$20,390 has not been spent and is in a Purchase Order for Ingram, and additional \$18,799 has not been spent and is in a Purchase Order for Baker and Taylor.

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

Discussion and Vote: Possible Holiday Hours:

Ms. Wilkinson reviewed the previous discussions and decisions about Saturday closings on December 24, 2016 and December 31, 2016. She also noted that the board decision to close on the Friday after Thanksgiving, November 25, 2016, as a reward for the hard work that the staff has done, was not supported by the Town of Dedham union contract, thus the libraries were open on November 25, 2016.

A discussion about closing the library on Saturday, December 31, 2016 ensued. Ms. Sliwa asked about the typical library use on that day. Ms. Wilkinson and Ms. Connolly spoke of this being a one time recognition, not a precedent. The expectation is that the programming for next year will be different and the libraries will be open.

A motion was made by Ms. Wilkinson to close the library on Saturday, December 31, as a one time recognition for the staff's hard work, above and beyond their regular duties, including revitalizing collections, making more effective use of space, and physically switching collections on the main floor of the Main Library for ease of access and use. Ms. Sliwa seconded; all voted in favor.

Director's Report:

Collection Management and Technology:

Ms. Roalsen spoke about refocusing and refining the collection development. Speed Reads have been introduced at the Main Library and will be added at the Endicott Library. Speed Reads can be checked out for one week with one week renewal. There are multiple copies of the Speed Read books.

Ten iPads went into circulation today with one hundred and fifty iPad applications on them for family use; they will circulate for three weeks with two renewals. They will be wiped clean when they come back and reset. Microsoft Surface Pro tablets will go into circulation later this week. The latest Play Station Xbox and Wii are available in the Main Library. Staff will demonstrate and help patrons. Ms. Roalsen reported that there were a number of ten to fourteen year old children using these on Friday, December 2, 2016.

A discussion of gaming ensued. Ms. Roalsen pointed out the benefits of children of this age group working as a community and having fun. It was noted that the Media Services/Technology librarian has moved into the downstairs space; the Young Adult collection is in the room near the stairs. The space at the Endicott Library will be redesigned also.

Ms. Wilkinson asked if there were enough books for Young Adults. Ms. Roalsen spoke of librarians as reader's advisers because Young Adults read across collections depending on their reading level. Programming and reader's advisory services will increase in January 2017. She explained that the lower level of the Main Library will have media services and virtual reality; stacks will be removed; there will be an uptick in programs; expect to see offerings that are instructional and collaborative projects and movies in January 2017.

Ms. Roalsen has gotten the news of our changing offerings out through Facebook, the Dedham Public Schools emailing parents, and word-of-mouth. Many youth have dropped by her office.

Ms. Roalsen showed a video of the Glowforge 3D laser printer <<https://glowforge.com/>>. It features subtractive fabrication. She also talked about the value in an additive 3D laser printer. She spoke of the use of technology for inter-generational learning and the importance of digital literacy. She reported that all staff will be trained in all technology.

She reported that large screens have been installed throughout the Main Library which will make possible broader programming opportunities.

Facilities:

Ms. Roalsen stated that changing tables have been installed in the Endicott Library bathrooms; they will be coming soon to the Main Library.

Most of the rewiring has been completed at the Main Library. She is having a structural engineer reevaluate the three levels of stacks. Interior threshold ramps are going into the stacks in the Main Library. The circulation desks in the Main Library will be in the Children's Room and where the public computer area is now. The front steps and handicapped ramp at the Main Library will be repaired. Concrete landings on the emergency exits will be built at the Endicott Library in spring 2017.

Capital Requests:

Carpeting for both the Main Library and the Endicott Library have been requested in the Capital Request for FY'18. The current carpet is a tripping hazard. Also, it is not carpeted under some of the shelving, so the spaces cannot be open spaces yet. Tile abatement at the Main Library has been requested. Ms. Roalsen outlined a plan to keep the buildings open during these projects by splitting the buildings so that a project is only going on in one side at a time.

Ms. Connolly talked about being proactive and raking the Endicott Library roof as the snow falls. Ms. Roalsen noted that the thermostats have been caged and programmed to help decrease the likelihood of ice dams.

Ms. Roalsen then spoke of painting the history room at the Main Library after she receives the carpet quotes from both Atlas Mills and another vendor recommended by Ms. Denise Moroney, Director of Facilities and Maintenance, Town of Dedham.

Ms. Roalsen noted that the security and key scan installation will be retried starting at the Main Library on December 13, 2016. She has had a member of the Dedham Police Department review the security of the libraries. He also will be training staff in security measures. The retention policy for the security videos remains on the Action Plan.

Grants:

Ms. Roalsen received an approval of Dedham Savings Institution grant in the amount of \$7500. It is for the redesign of library learning spaces. The other grants are in process: 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.

Ms. Santos suggested having Dedham Savings Institution added to donors recognized on a donor wall.

Friends of the Dedham Public Library:

Ms. Santos brought up the email appeal she received from Ms. Cecelia Butler, Friends of the Dedham Public Library, for more members to join the group. Ms. Santos intends to join the Friends group at their Open House on Wednesday, January 11, 2017, at 7:00 pm at the Main Library.

A discussion occurred about how to help with their recruitment of new members as they are a valued group that supports the library. Other trustees volunteered to help out if there is a meeting that Ms. Santos cannot attend. There was further discussion on how to recognize the important work the friends do. Ms. Roalsen spoke of the large wall devoted to the Friends book sale items in the Main Library. She also noted that museum passes and sponsored programming will be more visibly tied to the Friends in the near future.

Survey regarding additional hours:

Ms. Roalsen reported over three hundred surveys have been collected to date both online and in print. There was an article in the Dedham Times last week regarding the survey. Ms. Sliwa spoke of her outreach efforts. She also suggested having two trustees named for each action item in the future to simplify communications.

Ms. Sliwa suggested sending an email to library users to remind them of the survey deadline of December 15, 2016. Ms. Santos suggested posting the notice to Facebook again and including the new gaming information on this post.

Old/New Business:

Trust Fund Update:

Ms. Wilkinson spoke of the Rockland Trust presentation to the trustees on January 12, 2017 at 6:00 pm. Ms. Roalsen reported on her communication with colleagues about potential resources to educate the trustees on the management of library trust funds. Dates on which Ms. Roalsen, Ms. Wilkinson, and Ms. Sliwa were available to meet with the colleagues were given.

Livable Dedham Meeting Follow-up:

Ms. Sliwa stated that their next meeting has been postponed until Monday, January 23, 2017.

Ideas for future meetings:

Ms. Sliwa suggested a discussion regarding donor recognition (wall and events). Ms. Wilkinson suggested the consultant contract with Aaron Cohen be discussed. Ms. Connolly recognized the great work that Ms. Roalsen has done to date and stated that the Board and she need to work together on setting goals for her performance evaluations. Ms. Roalsen mentioned a discussion of technology and strategic planning.

The next meeting for the Board of Library Trustees was set for January 12, 2017 at 6:00 pm at the Endicott Library. It will feature a presentation by Rockland Trust regarding their management of the trust funds. If needed for regular business action items, a second meeting was scheduled for January 19, 2017 at 6:00 pm at the Endicott Library. The February Board meeting was set for February 2, 2017 at 6:00 pm at the Endicott Library.

Ms. Connolly made a motion to adjourn at 7:53 pm; Ms. Santos seconded; all voted in favor.

Action Item Table:

Action Item	Person	Date Due
Meeting with colleague regarding management of trust funds	Ms. Wilkinson, Ms. Sliwa, Ms. Roalsen	December 2016
Communicate information from above meeting to other trustees	Ms. Wilkinson, Ms. Sliwa, Ms. Roalsen	Prior to January 12, 2017
Discussion of donor recognition, trustees' appeal	Ms. Roalsen, Trustees	January Board meeting-New Business
Consultant Study on Space/Aaron Cohen	Ms. Roalsen, Trustees	January Board meeting-New Business
Initiate discussion of technology and strategic planning	Ms. Roalsen, Trustees	January Board meeting-New Business
Setting goals for Library Director's evaluations	Trustees, Ms. Roalsen	January Board meeting-New Business
Obtain written confirmation of no conditions in the Lucille Fairfield Trust Fund	Ms. Connolly, Ms. Roalsen	November-December 2016
Collect and report on survey results	Ms. Roalsen	After December 15, 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
Establish policy for retention of close circuit camera tapes	Ms. Roalsen, Trustees	To be determined 2016, 2017
Intrusion alarm system first caller	Ms. Roalsen	To be determined 2016, 2017
Negotiation with Unions regarding expanded hours for State Aid Compliance	Ms. Roalsen	Fall 2016, plan in place by January 2017
Develop survey for above	Ms. Roalsen, Ms. Wilkinson, Ms. Santos	October-November 2016
Presentation to Town of Dedham Finance and Warrant Committee regarding budget changes to meet State Aid Compliance	Ms. Roalsen and Trustees	Fall 2016/Winter 2017
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

Report on work with Livable Dedham	Ms. Sliwa	After January 23, 2017 meeting of Livable Dedham
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Respectfully submitted,

Mary Ann Sliwa

Attachments:

Agenda

November Budget Report



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YEAR-TO-DATE BUDGET REPORT

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FOR 2017 05

	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	36,338.40	.00	64,022.60	36.2%
16105100 510610 Library Director	90,259	0	90,259	29,659.62	.00	60,599.38	32.9%
16105100 510613 Professional Libra	258,095	0	258,095	94,168.80	.00	163,926.20	36.5%
16105100 510614 Circulation Superv	63,012	0	63,012	23,176.80	.00	39,835.20	36.8%
16105100 510615 Library Assistant	294,915	0	294,915	108,211.20	.00	186,703.80	36.7%
16105100 510618 Library Page	31,320	0	31,320	8,050.00	.00	23,270.00	25.7%
16105100 510619 Assist Library Dir	55,808	0	55,808	20,527.20	.00	35,280.80	36.8%
16105100 514030 Longevity Differen	3,015	0	3,015	1,545.00	.00	1,470.00	51.2%
16105100 519100 Car Allowance	4,500	0	4,500	1,500.00	.00	3,000.00	33.3%
16105100 519180 Uniform/Protective	1,000	0	1,000	.00	.00	1,000.00	.0%
TOTAL Personal Services	902,285	0	902,285	323,177.02	.00	579,107.98	35.8%
52 Overtime							
16105100 513000 Overtime Other	11,000	0	11,000	2,186.23	.00	8,813.77	19.9%
TOTAL Overtime	11,000	0	11,000	2,186.23	.00	8,813.77	19.9%
53 Purchased Services							
16105700 527045 Equipment	12,307	0	12,307	2,620.42	.00	9,686.58	21.3%
16105700 530100 Technologies Suppo	7,000	0	7,000	186.20	.00	6,813.80	2.7%
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	44,878.33	.00	22,787.67	66.3%
54 Supplies							
16105700 542000 Office Supplies	6,250	0	6,250	853.74	.00	5,396.26	13.7%



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YEAR-TO-DATE BUDGET REPORT

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FOR 2017 05

	ORIGINAL APPROP	TRNFRS/ 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	565.38	76.09	2,758.53	18.9%
16105700 558040 Library Materials	149,981	0	149,981	66,790.40	55,036.26	28,154.34	81.2%
16105700 558060 Other Supplies	5,300	0	5,300	592.81	1,717.04	2,990.15	43.6%
TOTAL Supplies	165,846	0	165,846	70,108.44	56,829.39	38,908.17	76.5%
57 Other (non-specific)							
16105700 571000 Travel	700	0	700	16.31	.00	683.69	2.3%
16105700 573000 Dues/Memberships/C	6,200	0	6,200	253.73	.00	5,946.27	4.1%
TOTAL Other (non-specific)	6,900	0	6,900	270.04	.00	6,629.96	3.9%
TOTAL General Fund	1,153,697	0	1,153,697	440,620.06	56,829.39	656,247.55	43.1%
TOTAL EXPENSES	1,153,697	0	1,153,697	440,620.06	56,829.39	656,247.55	
GRAND TOTAL	1,153,697	0	1,153,697	440,620.06	56,829.39	656,247.55	43.1%

** END OF REPORT - Generated by Rosemarie Shrewsbury **



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/ 5

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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|YEAR-TO-DATE BUDGET REPORT

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REPORT OPTIONS

Account status
Rollup Code