



Amber Moroney  
 Interim Library Director  
 Dedham Public Library  
 43 Church Street  
 Dedham, MA 02026  
 781-751-9281  
 amoroney@dedham-ma.gov

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., May 6, 2021 Remote Meeting**

<b>MEETING CALLED BY</b>	Board of Library Trustees, Dedham
<b>TYPE OF MEETING</b>	Monthly Meeting
<b>CHAIR</b>	Shirin Baradaran
<b>VICE-CHAIR</b>	Tom Turner
<b>SECRETARY</b>	Annette Raphel
<b>ATTENDEES</b>	Tom Turner, Brian Keaney, Crystal Power
<b>PUBLIC ATTENDEES</b>	Amber Moroney, Interim Director of the Library Paul Munchbach, Town Clerk Gayle McCracken Director of Human Resources Abby Bragg, Friend of the Library

Note: Underlined items are action items

***Library Trustee Swearing In***

At 7:02 Paul Munchbach performed the swearing in of the 5 Library Trustees elected on April 10: Tom Turner, Annette Raphel, Shirin Baradaran, Crystal Power and Brian Keaney

***Call to Order***

Shirin Baradaran called the meeting to order at 7:03

***Reorganization of the Board:***

The Board configuration will remain the same as it has been.

- Shirin Baradaran was nominated to be Chair by Annette Raphel, which was seconded by Crystal Power Brian Keaney – yes; Shirin Baradaran – yes; Annette Raphel - yes; Crystal Power - yes; Tom Turner – yes.
- Tom Turner was nominated to be the Vice-Chair by Crystal Power, seconded by Annette Raphel Brian Keaney – yes; Shirin Baradaran – yes; Annette Raphel - yes; Crystal Power - yes; Tom Turner – yes.
- Annette Raphel was nominated to be Secretary by Tom Turner, seconded by Crystal Power Brian Keaney – yes; Shirin Baradaran – yes; Annette Raphel - yes; Crystal Power - yes; Tom Turner – yes.

***Public Input (5 min max)***

Abby Bragg, citizen and member of Friends of the Library, shared her appreciation and approval of the work that the trustees have been doing thus far.

### ***Update on new Director Hiring Process with HR Director Gayle McCracken***

- The job of Director of the Dedham Library was posted on April 9<sup>th</sup> on five sites including American Library Association, Massachusetts Municipal Association and Massachusetts Board of Library Commissioners. There were 11 applicants and of those, 8 were interviewed by HR Director Gayle McCracken, and trustees Crystal Power and Brian Keaney, after both of them had an orientation to the hiring process. Three finalists were chosen to be interviewed by the entire board.
- Approximately 8 staff members chose to share their opinions about the desired characteristics of the next Director, some to the two trustees and some directly to the HR office. Additionally, one citizen provided input at the remote public meeting that was offered to gather data about the criteria to consider in the hiring of a permanent director. The staff will also have an opportunity to provide feedback to the HR office as part of future consideration of the finalists.
- There was some discussion about whether the final interviews would be in person or on Zoom and that has yet to be resolved.
- There was a thoughtful consideration about how to best be sensitive to an internal candidate during this process. Gayle McCracken will meet the other two finalists to tour the library.
- Amber Moroney reminded us that any potential meeting on May 17<sup>th</sup> would conflict with the Town Meeting.
- We agreed that we would need some time to talk as a Board before interviewing the finalists to decide how to best conduct the interviews, as there are many acceptable and effective ways of gathering information and generating interest from candidates.
- Gayle McCracken advised the trustees to leave sufficient time for reference checks to be completed.

### ***Final steps for interviewing***

- Gayle McCracken will contact the eleven candidates interviewed to share their status, noting that we had an excellent pool from which to choose. The current Interim Director is a finalist.
- Trustees will receive the resumes of the three finalists.
- Trustees will review list of interview questions that we will draw from for the interviews, led by Crystal Power and Brian Keaney. They will forward any updated ideas to the Chair by May 13<sup>th</sup>.
- Trustees will meet on May 13<sup>th</sup> to decide how to best conduct the interviews and finalize process.
- The interviews will optimally occur on Wednesday, May 19<sup>th</sup>
- We hope to have reference checks in by May 27<sup>th</sup>.
- Our next meeting will be June 10<sup>th</sup> but the final decision may be made before then, if possible, at an open meeting where board members will share their thinking.
- We were grateful for Gayle McCracken's work and for the time that Crystal Power and Brian Keaney have spent moving this process along.

Tom Turner had another commitment so left the meeting at 7:35.

### ***Director's Report***

- Circulation Numbers and budget information were shared
- Ingram provides a service that we have availed ourselves of. This opportunity provides a diversity audit of our collection. Ingram will provide data about our collections for Juveniles, Young Adults and Adults and we are expecting that information in the middle of June. It will be interesting to compare the findings with data about Dedham's populations and see how well our own diversity is represented in our collection. Categories include:
  - Asian Interest
  - Black Interest
  - Indigenous Interest
  - Jewish Interest

Latinx Interest  
LGBTQIA+ Interest  
Mental Health  
Middle Eastern Interest  
Multicultural (multiple or unspecified marginalized ethnic groups or cultures represented)  
Muslim Interest  
Neuro and Physical Diversity

- The pop-up library services have been impacted by uncertainty around the weather and have been relatively slow in attracting patrons.
- A new patron counter system, SenSource door counters, will hopefully be installed in both branches of the library, and will be enormously useful breaking down visitations by time so that we can see when the library patronage is the most robust. Amber Moroney has requested information about cost and installation details. This will replace a similar somewhat outdated system.
- One of the library staff members read and submitted a poem about empathy to the Route 1 Reads initiative, involving the 16 different Centers for the Book along the east coast. The theme this year is poetry.
- Juneteenth will be celebrated in Massachusetts on Saturday, June 19, and by the town of Dedham on Friday, June 18<sup>th</sup>. The library will be closed both days, once they ascertain that they will be following both town and state guidelines. Amber Moroney will confirm her understanding with town management after Brian Keaney prompted a discussion about the ramifications of the town and state decisions. Shirin Baradaran asked about how much discretion the library has given these two different directives.
- Staff training was held this past Tuesday, prompting the library to consider its policies' effects on the homeless population and helping them be more proactive with other town departments and agencies. The Massachusetts Library Association's professional development offerings will soon be available and the library will figure out how to make the best use of this valuable resource through follow-up conversations.
- While the Select Board and other regulatory boards are experimenting with paid notetakers for their meetings, there is currently no plan to extend that costly service to other town boards. Amber Moroney was asked at our last meeting to check about the potential availability of this service and reported back.
- Recordings of our meetings take up a great deal of storage space. After checking with the town, Amber Moroney has recommended the trustees implement the suggested policy of retaining recordings only until the minutes have been approved, roughly one month. The Board was in agreement with that policy, though Brian Keaney suggested that were we to revisit our decision about televising our meetings, the meeting storage would be solved by the local television station.
- Amber Moroney shared an astonishing new tool, available through our Minuteman Library system, that allows the administration and trustees to see geographical data about the percentage of citizens with a library card, the total checkouts from each region, and the number of active users among those who have library cards. This data will be quite useful in helping target areas to enhance circulation and interest in the library, perhaps at parks, dense apartment areas, during athletic activities etc. Crystal Power confirmed that this data would help us set goals in the future. Shirin Baradaran noted that one of the most interesting pieces of data about the circulation statistics provided by Amber Moroney was the disproportionately high interest in DVDs (which generally are consumed a lot faster than books).

### ***Library Reopening***

- The anticipated reopening of the Main Library on May 24<sup>th</sup> is still on track. A check with Kylee Sullivan, the Health Director, approved most of the planning with continued conversations about the library's own questions about how to thoroughly clean and maintain the self-check-out machines
- There was a great deal of discussion about hours at the libraries, once they reopen, which will ultimately have to be approved by the union. Friday evenings generated the most discussion, but ultimately it was

decided that this has not yet been a time period that has generated a lot of patron interest, especially with Saturday openings.

- While usage and data from SenSource will provide much more data about patron usage, and may prompt changes in hours in the future, any perception of diminished hours is far less popular than adding hours in response to that data. For that reason, we would like to be initially conservative. Flexibility of working shifts between two buildings is not generally considered.
- After a change to adjust hours to allow for evening access to the Endicott branch on Thursdays, the proposed initial hours for reopening both buildings are:

	<i>Main</i>	<i>Endicott</i>
Monday	9-8	9-5
Tuesday	9-8	12-8
Wednesday	9-8	9-5
Thursday	9-8	12-8
Friday	9-5	9-5
Saturday	9-5	--
<i>Sunday</i>	--	10-2

Brian Keaney made a motion to accept these hours, which Crystal Power seconded.

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

Now this proposal will go to the union. If not accepted, they will likely come back with a counteroffer but it looks reasonable from Amber Moroney’s initial prediction.

- New state guidelines about number of people allowed inside of buildings has been considered for the late May reopening. In lieu of a percentage of capacity caps, which we currently do not have, the guideline is based on 10 people per 10,00 square feet of usable space. A rough calculation suggests that the Main library can accommodate 21 people in the main area, 14 in the children’s room and 14 in the media room for a total capacity of 49 people. At Endicott that number would be 27. Analysis of patron visits after reopening will guide us in whether we can offer any seating to patrons, which would impact the number of people who could enter to browse. Brian Keaney suggested looking at outdoor seating, similar to what is available in Harvard Yard, and Amber Moroney has already spoken to Amy Black, of Dedham Civic Pride, about some of the portable furniture they use in the square. Brian Keaney will forward additional information to Amber Moroney.
- At our meeting on June 10<sup>th</sup> we will hope to advise the re-opening of the Endicott branch, which can be accomplished by Monday, June 14<sup>th</sup>, Flag Day!, in advance of the last day of public school (June 21<sup>st</sup>). Amber Moroney can staff with that probability in mind. Of course, this will be dependent on input from the health department.
- Although desktop computers will not initially be available to patrons, due to the lack of a system reserving them and cyclically cleaning between patron use, laptop computers are being circulated and can be cleaned between users.

### ***Landscaping***

For unconfirmed reasons, the library’s landscaping is generally disappointingly uninviting and unattractive. This may be partially due to the removal of many shrubs in the front and the failure to follow through on a replacement plan. Other than three flower pots maintained by the Friends of the Library, the outside appearance of the library is not adequate. Civic Pride is already extended and can not be part of the solution. A Landscape architect is probably a logical next step to give some advice as to the options open to the library, and the general feeling was to not find a stop-gap temporary measure but one which would be more permanent and satisfying. State Aid and/or trust funds might be a source of support. Amber Moroney will reach out to Denise Moroney, the Director of Facilities and Maintenance, and to Joseph Flanagan, the Director of Public Works, as a first step. The Design Review Advisory Board would also be helpful.

### ***Discussion of the New Union Contract***

The language about trustees' oversight over employees now matches their actual responsibilities. A Charter change designates library staff as town employees. The Trustees hire the Director but are not involved in any personnel issues. Union Representatives sat with Amber Moroney and a member of town management to work on a contract that will be voted on by town meeting on May 17<sup>th</sup> to take effect July 1<sup>st</sup>. Annette Raphael had some questions about the contract and will meet with Amber Moroney and share what she learned from that conversation at the June board meeting.

### ***Update on the Fiscal Year 22 Budget Process***

There are no updates, other than awaiting the final budget after the May 17<sup>th</sup> town meeting.

### ***Future Library Expansion***

With the Norfolk Insurance's 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. The Planning Board is responsible for the master plan and may be the appropriate place to raise this issue. Amber Moroney has volunteered to help set up a meeting between Annette Raphael and Leon Goodwin to see what first steps would be to consider this potential opportunity.

### ***Designate Board Representative to Attend Town Meeting***

Brian Keaney had advised Chair Shirin Baradaran that we should have a Library Trustee representative attend the town meeting.

Annette Raphael made a motion to ask Brian Keaney to fulfill that role. Crystal Power seconded the motion.

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

### ***Approval of Minutes from April 8, 2021***

Brian Keaney pointed out one typing error and raised a question about the number of Library Trustees that the Charter Review Commission raised questions about. Annette Raphael will correct those two errors.

Brian Keaney made a motion to accept the minutes, as amended, and Crystal Powers seconded the motion.

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

### ***Old/New Business***

- A quorum was not reached for the public input meeting for the search for a new library director. Shirin Baradaran will post that no minutes were required from that meeting for that reason.
- Shirin Baradaran asked about a bill from the Oriental Trading Company, which is a company widely used by schools, camps, and other institutions for inexpensive craft and prize supplies. The bills will begin to need actual trustee signatures once the library reopens.
- Annette Raphael mentioned the Eric Carle Museum of Children's Illustration (in Northampton) exhibit: *Picture the Dream: The Story of the Civil Rights Movement through Children's Books* running until July 3, 2021. Amber Moroney will share that information with the staff.
- Brian Keaney suggested looking through by-laws and charter provisions that govern us in an upcoming meeting and Chair Shirin Baradarn agreed to put this on a future agenda.
- Brian Keaney also said that while interviewing candidates, he heard some ideas that are worth examining including bilingual storytimes, and an outdoor movie screen for lending to families to encourage outdoor social distancing this summer. The library has been looking into this kind of screen for its own use.
- The library will reevaluate items in its object collection to curate it and discard damaged items or those that do not garner patron interest.

### ***Schedule Next Meetings***

June 10 (note the change from June 3)

July 8

August 5th

***Motion to Adjourn***

Annette Raphael made a motion to adjourn and it was seconded by Crystal Power at 9:11 p.m.

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