



Amber Moroney
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Board of Library Trustees
 Shirin Baradaran, Chair
 Tom Turner, Vice Chair
 Annette Raphael, Secretary
 Brian Keaney
 Crystal Power
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DEDHAM PUBLIC LIBRARY TRUSTEES MEETING MINUTES
7:00 p.m., November 4, 2021
Meeting at the Main Library

MEETING CALLED BY	Board of Library Trustees, Dedham
TYPE OF MEETING	Regular monthly meeting
CHAIR	Shirin Baradaran
VICE-CHAIR	Tom Turner
SECRETARY	Annette Raphael
ATTENDEES	Brian Keaney, Crystal Power, Amber Moroney
PUBLIC ATTENDEES	Jeanette Evans

Note: Underlined items are action items.

Call to Order:

Shirin Baradaran called the meeting to order at 7:02 p.m.

Public Input (5 min max)

none

Director’s Report:

- Circulation is up, we have a good idea about patron use from the door counters.
- In January we will want to re- evaluate hours but all indications are that the current hours are serving patrons well.
- The goal is to resume Sunday hours, perhaps as early as the end of this month
- Niche Academy is comprised of online tutorials- it has been helpful with training across the board.
- New museum pass system, TixKeeper Pass Reservation System, will go live on November 15th. Staff and Patrons should find it better and it is integrated with the library card system.
- New shelving has been set up at Endicott to accommodate more books.

Discussion: Update on Library’s Covid Protocols:

- Crystal Power shared information about how mask decisions are made and the Board remains satisfied that we will continue to look to Town Hall for guidance.
- Amber Moroney attended a town-wide department meeting and confirmed that we will continue with the present protocols.

Update on Hiring Process and Current Staffing Levels

- Staffing- interviewing and offers have been completed for the library Assistants positions.
- When fully hired, the library anticipates a staff of about 19 ½ FTEs which compares favorably with past staffing levels.

Discussion and Vote: Update on Opening Building Late for Staff Meetings and Staff Development

- The third Friday of every month has been devoted to meeting/ professional development and the library has opened three hours late. Amber Moroney has recommended that we generally change the late opening to 75 minutes (hour meeting time and 15 minutes to commute to Endicott). On an occasion when more time may be needed, she will alert the board.
- Tom Turner made a motion to accept the Library Director’s guidance on changing the timing of the delayed openings, and the motion was seconded by Brian Keaney. The board unanimously passed the motion.

Discussion and Vote: Signing Warrants

- The board is considering submitting requests for bylaw changes to the Select Board for the 2022 Town Meeting, including bylaw 61-4 which requires three board members to physically sign off on bills.
- Brian Keaney will look through the bylaws to see if there are any others that could be considered for updating and will present his proposals at the December meeting.

Discussion and Vote: Strategic Plan Development

- Tom Turner and Annette Raphael had a brief preliminary meeting and recommended to the board
 - The Steering Committee should be composed of members that are designated and members who apply and are chosen at-large:
 - Select Board
 - Planning Board
 - Schools
 - Staff Member
 - Director of the Library
 - 2 Board Members (Tom Turner volunteered to serve)
 - 8 At-Large members which should give flexibility to ensure diversity and broad representation
 - We have been advised that this will be more work than we anticipate – we should look at a consultant, such as MAPC, to see what engaging them would entail and cost. Consultants could provide:
 - Technical assistance
 - Community engagement
 - Benchmarking
- Library does have funds that might be available.

- Tom Turner will reach out to MAPC, possibly Dan Driscoll and others to give us the best information to proceed-
- Annette Raphael, Tom Turner and Amber Moroney will meet on November 8th at 8:30 a.m. to discuss outreach. We want to be explicit about our desire for a diverse committee.
- The goal is to have a steering committee formed by the end of January.

Discussion and Vote: Preservation Assessment Report

- The Library has already made progress on several recommendations of the assessment.
 - Requested to join the Digital Commonwealth - this will help digitize our collection and allow access to historical materials
 - Researching thermometer and humidity instruments as well as water monitor to advise of potential flooding
 - Ordered some archival boxes
- To care for our collection there was wide-ranging discussion about having a part time professional archivist, training current staff, or housing materials with the Dedham Historical Society while figuring out a mechanism for residents to have free access.
- We will include recommendations in the upcoming strategic plan and will revisit the issue of preservation in 6 months

Discussion and Vote: Staff Appreciation Plans

- The Board came up with a plan so that the staff at both sites knows how appreciated they are.
- Amber Moroney will provide the board with the latest roster of staff members.

Discussion and Vote: Appoint Town Meeting Representative

- We have to have a representative November 19th to speak on behalf of the board in case questions come up.
- Crystal Power nominated Brian Keaney and this nomination was seconded by Tom Turner, and unanimously affirmed by the board.

Discussion and Vote: Library Policy Reviews

- Annette Raphael nominated Shirin Baradaran to join the Policy Subcommittee of the board, which will draft policy revisions for consideration of the whole board. Crystal Power seconded and the board unanimously approved the addition of Shirin Baradaran.

Discussion and Vote: Approval of Minutes from October 7, 2021

- Brian Keaney motioned to accept the minutes, and Tom Turner seconded. The board unanimously approved the minutes for posting.

Old/New Business*

- Facilities Department is scheduled next Friday, Nov 12 and Amber Moroney and, if available, Annette Raphael will attend
 - to have a conversation to talk about the front of the building-

- to discuss leaking in an original window in the main room, which will probably need to be classified as a capital project to repair
- explore the possibility of replacing the carpet in the Children’s Room (which may be aided by a grant from the Friends)
- There was a brief discussion about land that might be useful to the library in the future.
- Brian Keaney applauded the very successful bilingual storytime and hoped there could be additional languages.
- Brian Keaney asked how often the files on the computers are cleared off and Amber Moroney said that she would check with technology to ensure this is being done.
- The board is enthusiastic about the fledgling teen advisory board and once better are established, would very much like to invite them to a board meeting for their insights and input.
- A discussion about the presence of toys noted the presence of two iPads in the Children’s Room at Endicott will probably remain. Kindles can also be used and are available. Larger toys should be out at Endicott.

Schedule Next Meetings

- We will meet at 7:00 p.m. in person at the Main Library on December 2nd unless otherwise noted. We hope to meet at the Endicott Branch as soon as staffing is more complete.
- Tentative 2022 meetings include January 6 and February 3

Motion to Adjourn:

At 9:02 p.m. Crystal Power motioned to adjourn with Tom Turner seconding. It was unanimously supported.