



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., January 6, 2022
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	Friends of the Library Chair Cecilia Emery Butler, Friends of the Library Booksale chair Dick Pierce, DLit representative Janet Reynolds

Note: Underlined items are action items.

Call to Order:

Shirin Baradaran called the meeting to order at 7:01 p.m.

Public Input (5 min max)

None

Presentation by the Dedham Library Innovation Team (DLIT) and Discussion

Janet Reynolds gave a comprehensive introduction to the history and the mission of DLit:

- DLit began as non-profit in 2010 as an advocacy group for refreshing and innovating the Dedham library system, keeping the public eye on all the great things that libraries can do.
- DLit has included programs such as the Little Free Libraries and Dedham Reads.
- In 2015 DLit received a wonderful school library award.
- They are hoping to re-energize their work after a Covid-induced hiatus.

Director Amber Moroney and Trustee Tom Turner supported coordination among the Friends of the Library, DLit, the trustees and the library staff.

Janet Reynolds said that the goal would be quarterly meetings and the target income would be modest. Their next meeting will be next week.

Director's Report

- Book circulation is up and in-person visits are increasing.
- There was a discussion about the current state of the budget. The first half of the state aid has been received. Trust funds are available but have restrictions. Trust funds need board approval and then go to the Select Board for disbursement.
- Brian Keaney stated that we probably invest funds the same way the town does. The Commissioners of Trust Funds get a yearly presentation by the bank to monitor investments. The board should confirm who is responsible for investment decisions and whether performance has been optimized. There should be a catalogue of the amount and intent of each of the trust funds. The board should invite a member of Commission of Trust Funds to come to a future meeting.
- Staffing levels have now been codified. The percentage of union employees appears to be increasing, meaning more employees are scheduled for a minimum of 20 hours. Currently we exceed the state requirement for library hours. Tom Turner appreciated the work that went into staffing reorganization and communication. Amber Moroney said the balance in the buildings is feeling better.
- Staff meetings have begun and there is an effort to improve them with the help of the town's HR Director. CPR certification is being considered to optimize patron safety.
- Massachusetts House Bill 4120 (Any publisher who offers to license electronic books and digital audiobooks to the public shall offer to license the electronic books and digital audiobooks to libraries in the commonwealth on reasonable terms that would permit the libraries to provide their users with access to the electronic books and digital audiobooks) has not been voted on yet, but is supported by Paul McMurtry, our state representative. Board members who wish to report their commitment to this bill may do so.
- Food pantry collections at the library is a tradition that is continuing this year.
- Snow closures are decided during normal business hours to be consistent with town hall, and outside of normal business hours will involve a decision between the board chair and the library director. Posting will be on the website.
- Covid Updates: there are more positive cases. Programs will be hybrid for January. Other Minuteman Library Directors are also providing hybrid or virtual programming. Some have reverted to curbside pick up or reducing hours but we are not contemplating those measures. MBLC has waived library hours requirement Dec. through April. There was a discussion about further efforts including adding more plexiglass barriers and upgrading mask quality to help our staff feel protected.

Discussion and Vote: Update on Hiring Process and Current Staffing Levels

The applications for a new Programming and Outreach Manager have not been sufficient so the posting will be recirculated.

One part time library assistant has left and the job is being recategorized to include sufficient hours for benefits.

Discussion and Vote: Select Board Approval of Friends of Library Gift

The gift acceptance policy from the town requires Select Board approval and the generous gift from the Friends of the Library has been received and accepted.

Discussion and Vote: Allowing the Library Union to Meet in the Library Building on January 21, 2022 after the Library Closes to the Public

Friday at 5:00 at the Endicott branch on January 21st the union has requested use of the library space. Annette Raphael made a general motion, that if the union would like to use the library building after hours that the Director can approve the request. Lacking a second, Brian Keaney made a more specific motion that

permitted the union to use the library after closing on January 21, 2022. The motion was seconded by Tom Turner and was unanimously affirmed.

Discussion and Vote: Adoption of New Program Policy

Trustee Annette Raphael, Director Amber Moroney, and Board Chair Shirin Baradaran worked on updating the program policy for the library and looked at models from other towns. Tom Turner led a discussion about the comprehensiveness of the language. The three who worked on the draft looked at hypothetical issues to test the language and felt comfortable. Tom Turner made a motion to approve the new program policy as written. Crystal Power seconded. The board unanimously supported the motion. The trio will next tackle the many documents that address facilities use and the code of conduct while in the library.

Brian Keaney wondered if there an index of policies and we remembered that we have been given access to all policies that currently exist.

Discussion and Vote: FY 2023 Budget Update

Vice-Chair Tom Turner and director Amber Moroney worked on the budget which is due for submission by January 7. The town will begin by reviewing level funded items and then a week later will address any new initiatives. The new initiatives are mostly for outreach, our priority, to encourage broader library usage. We are also considering hiring an Archivist, dealing with Dedham's history, and having necessary archiving supplies. The Finance Director is aware because the town itself is looking forward to archiving its own documents.

The budget is proposing 50 Sundays (not Memorial and Labor Day) though summer Sundays would also be a new initiative.

Tom Turner made a motion to approve the budget as proposed. Annette Raphael seconded. Approval was unanimous.

Discussion and Vote: Strategic Plan Development

Updates on progress, including identified stakeholders, committee, potential consultant assistance, and next steps in planning process:

Amber Moroney is reaching out to the community members who volunteered to serve with the members selected from the applications by Tom Turner, Annette Raphael and Amber Moroney.

Three consultants have indicated intent to submit materials for consideration to support the committee's work in developing the strategic plan. Annette Raphael, Tom Turner and Amber Moroney will review and make recommendations to the board at the February meeting. February 3rd we will make a final decision.

Amber Moroney and the board will submit a letter to the editor of the Times with the composition of the board and news of the consultant. Information will also be posted in the monthly library Newsletter and on social media.

Discussion and Vote: Annual Review of Director

This is Amber Moroney's first evaluation after 6 months as permanent director and she was appreciative of the feedback.

She has begun sharing the Director's Report with the staff who appreciates the transparency and clear communication.

Amber Moroney shared her take-aways from the feedback which included continued staff development, focus on different departments, strengthening programming, increasing usage, evaluating staffing structure, thinking broadly, investing in professional development, and communicating clearly. She is aware that she will need to anticipate implications of the likely Charter change of reporting structure.

Discussion and Vote: Potential Bylaw Revisions

Brian Keaney went through the bylaws and suggested some changes. Annette Raphael made a motion to accept the recommended changes and to send them to the Select Board for eventual consideration at a town meeting. Crystal Power seconded and the board unanimously affirmed the motion.

Discussion and Vote: Plan Board Self-Evaluation for February

Chair Shirin Baradaran provided board members with a reflective self-assessment to be filled out and discussed at the February meeting.

Discussion and Vote: Approval of Minutes from December 2, 2021

Tom Turner made a motion to approve the December minutes which was seconded by Brian Keaney and unanimously approved.

Old/New Business*

The library should submit a summary for the annual town report. Brian Keaney was asked, with Amber Moroney, to prepare the FY 21 [July 2020-June 2021] summary.

There followed short discussions about communicating when requested material has arrived from another library, social media choices, and book ordering.

There was a reminder that the election in April is approaching and that two of our members will end their terms and will have to pull papers should they be interested in reelection.

Schedule Next Meeting

Feb 3

March 3

April 7

Motion to adjourn

Crystal Power made a motion to adjourn, seconded by Tom Turner at 8:58 p.m. Unsurprisingly, affirmation was unanimous.