



Amber Moroney
 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 Raphael, Secretary
 Brian Keaney
 Crystal Power
librarytrustees@dedham-ma.gov

DEDHAM PUBLIC LIBRARY TRUSTEES MEETING MINUTES
7:00 p.m., February 3, 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 members Abby Bragg, Pam Carleton, Janet Holmes, Mary Ann Cronin, Pam Carleton

Note: Underlined items are action items.

Call to Order

Shirin Baradaran called the meeting to order at 7:00 p.m.

Public Input (5 min max)

None

Discussion with Representative of the Dedham Friends of the Library: Cecilia Emery Butler presented

- The Friends is a 501c3 formed in 1982
- It is composed of volunteers who meet monthly at open meetings
- The Friends provide direct financial assistance, increase awareness of library services, and support the director and the staff
- Examples of donations have recently included software for staff use, furniture, museum passes, and underwriting programs
- Funding comes from donations, response to the annual membership letter, book sales, grants and occasional fundraising activities such as a raffle, Art in Bloom or Mother’s Day tea gifts.

The members of the Friends were enthusiastically thanked by all the trustees and were asked how trustees could better be supportive. Perhaps there will be an opportunity at next year’s 50th and 135th birthdays for

each of the library buildings. The Friends were invited to share reflections and suggestions with the Board, and invited Board members to their next book sale on March 12th.

Director's Report

- Administration can view circulation by location, format, and age level of audience for materials
 - Juvenile books circulation difference at the main library and Endicott was of interest
 - Transfers – how much we borrow from other libraries and how much we provide is an available metric, but may not be the most important criteria. Director Amber Moroney explained an algorithm for purchasing books which have often been requested from other libraries.
 - Director Amber Moroney had a meeting about increasing usage at Endicott and part of the solution may be increased programming. The administration is committed to asking for the school calendar, published well in advance, to be considered in setting the Endicott branch's hours.
- Library's 150th Birthday is this month
 - Acknowledgement of this milestone involves displays in the libraries, implementing a reading challenge and promoting a library card drive. The Historical Society is helping with recommendations. Some schools will be participating. A reception and a time capsule are being considered. The trustees are appreciative of the work that the administration and staff have done.
 - February 22nd there will be goodies all day in celebration.
- Material Ordering
 - A meeting between the Minuteman consortium and Ingraham book suppliers is scheduled to help alleviate some of the issues about ordering communication that have been identified. Our nonfiction call numbers are different and result in a different way of ordering than many of the other consortium members use. An update will be provided about the system for book organization at a future meeting.
 - Fiction was changed to be more standardized, and changes to the organization of non-fiction will be considered by the staff.
- Staffing
 - Finalists have been interviewed for the management position of Outreach Programming Manager
 - A 25 hour position has been posted
- Dedham Reads – the theme will be Food with an emphasis on culture and bringing people together- Director Moroney shared the list of books that have been selected
- Summer Reading theme will be Oceans of Possibilities – based on a summer reading collaborative that is nationwide
- The Main Library's lock issues have been resolved
- Budget- the town is supporting moving away from recurring capital expenditures, instead reflecting recurring proposed expenditures in the operating budget. The trustees are concerned that several upcoming major and necessary building corrections be properly budgeted for since they are ultimately responsible for the building. Tom Turner will be contacting facilities to ensure that they are aware of the non-recurring nature of deferred maintenance which must be addressed.
- Town Counsel now has office hours on a weekly basis

Discussion and Vote: Approval of New "Use of Library Facilities and Grounds Policy" ***Use of Library Facilities and Grounds Policy***

Annette Raphael, Amber Moroney and Shirin Baradaran met on January 20th and looked at best practices and all past documents regarding building and ground use. Amber Moroney will double check alcohol policy to

see if our understanding is current and correct. They sent a draft of their proposed updated policy to the board for review and input. Tom Turner made a motion to accept the new policy, which was seconded by Crystal Power, and unanimously approved.

Discussion and Vote: Strategic Plan Development

The first meeting of the strategic planning committee was held remotely on Monday, January 31st. Amber Moroney did a fabulous job in preparation of relevant materials which were distributed in advance. A list of members' goals for Dedham will be evaluated against library best-practices criteria to see where there is a match with our ideas and what we may not have yet considered. The trustees will receive the follow up letter to planning committee members as well as a list of the membership.

There was robust discussion about the three proposals we received for a strategic planning consultant and the trustees were in agreement about their first choice. Director Amber Moroney will ask follow up questions and engage the consultant. When the process is finalized, the trustees and the administration will submit an update to the Dedham Times. Hopefully, we will be able to include timing and location of public input opportunities as well.

Selecting a Consulting Partner

Annette Raphael made a motion, after much thoughtful discussion, to pursue Harrington Management International, as our consultant with the final details of the scope of the project to be finalized by Director Amber Moroney. Crystal Power was a reliable second and the motion was unanimously passed. Compensation will come from state aid that we have available.

Discuss Strategic Plan with Library Staff on February 18th

On March 18th the consultant will be invited to meet with the staff during their monthly meeting time, understanding that the normal allotted hour may be insufficient.

Next Steps

- Letter to the Dedham Times publicizing and congratulating the committee, and sharing information about the consultant
- Arrange meeting times for the committee
- Speak with the staff
- Publicize and arrange for listening sessions with the public and stakeholders
- Figure out how to communicate through various social media and the library about meetings, topics and progress

Discussion and Vote: FY 2023 Budget Update

The Finance and Warrant Committee will meet in the beginning on March to discuss new proposed initiatives and line items which includes hiring an Archivist, purchasing archival supplies, and increasing the budget for Outreach and Planning.

Discussion and Vote: Board Self-Evaluation

Trustees shared their self-evaluation given the robust set of criteria forwarded by Chair Shirin Baradaran. Most important was keeping the positive tone, being active advocates, and providing and receiving advice that is useful. While there is certainly room for improvement, including issues such as knowledge of legal issues, the board is committed to prioritizing community, stability, advocacy and strategic thinking. The board hopes to take lots of advice from the Director and maintain a good relationship between administration, staff and board.

We are mindful that making sure that we police the line between director and trustee decisions is of paramount importance and we must be vigilant about the danger of micromanaging.

Discussion and Vote: Proposed Town Green

Should the Board take a position about town green? Ultimately, we decided that we should focus on the strategic plan and providing individual input, after a very worthwhile conversation.

Discussion and Vote: Update on Library Trust Funds

Shirin Baradaran contacted both the Trust Fund Commission and Rockland Trust to find out about the management of our funds..

The Library's funds are managed with the town's funds from all accounts. The town's treasurer is the custodian. The money is invested very conservatively which makes sense given the purpose of the investments, but it may make less sense for the library. In April there will be a member of Rockland Trust to come and make a presentation. Should we move our funds into a separate account, we may lose the benefits of being pooled with the town's considerable sum, but may gain interest with a more clever allocation.

Amber Moroney has done some initial investigating about the amount and parameters of ten trusts. Brian Keaney and Annette Raphel will meet with Amber Moroney to figure out next steps. Shirin Baradaran will continue to work with the banks to look at future oversight.

Discussion and Vote: Approval of Minutes from January 6, 2022

Brian Keaney moved to accept the minutes and the motion was seconded by Crystal Power. It unanimously passed.

Old/New Business*

- Brian Keaney suggested that a future agenda item should be the expenditure of state aid and trustee funds
- Brian Keaney raised the question of whether a delayed opening during a snow day would ever makes sense. The library follows town hall during normal working hours and Amber Moroney will find out how the connection to Town Hall's decision began. Snow closings will be an agenda item for the future understanding that there will be no changes for this year.
- Wikipedia's celebrating its anniversary – one librarian, one reference.1lib1ref. We looked at the Wikipedia posting for the library
- Shirin Baradaran asked Brian Keaney about the progress of the Annual Town report entry

Schedule Next Meetings

March 3

April 7

May 5

Motion to adjourn

Annette Raphel made motion to adjourn, seconded by Tom Turner at 9:00 p.m. The motion unanimously passed.