



Bonnie Roalsen, Director
 Dedham Public Library
 43 Church Street
 Dedham, MA 02026
 781.751.9281

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

DPL TRUSTEES MEETING MINUTES	
FEBRUARY 2, 2017, 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	Cecelia Butler and Richard Pierce

The February 2, 2017 meeting of the Dedham Library Board of Trustees was called to order at 6:02 pm by Chair, Ms. Wilkinson.

Public Input:

None.

Action Items:

Discussion and Vote: Minutes of January 19, 2017

Regarding the minutes of January 19, 2017, there was no discussion. Ms. Driscoll made a motion to accept; Ms. Santos seconded; all voted in favor.

Discussion and Vote: Financial Report for January 2017

No questions about the report were raised. A motion to accept the financial report of January 2017 was made by Ms. Sliwa; Ms. Wilkinson seconded; all voted in favor.

Review and Consideration of Decision of the Attorney General on Open Meeting Law Complaints and Finding of No Violation:

Ms. Wilkinson read the statement by the Town of Dedham Legal Counsel, Attorney Lauren Goldberg, KP Law, presented here in its entirety:

The Attorney General's Division of Open Government has reviewed the Open Meeting Law complaints filed by Mr. Michael Chalifoux regarding the functioning of the Marketing Committee/Public Relations Subcommittee as well as the Trustees' meeting in executive session and the review and release of the minutes of the executive session meeting. The Attorney General has concluded that there was no violation of the Open Meeting Law with respect to the functioning of the Marketing Committee/Public Relations Subcommittee. The Attorney General further found that the Trustees acted appropriately both in meeting in executive session and in the process undertaken to review, redact, and release executive session minutes. The determination of the Attorney General serves as a resolution of this matter and supports the position of the Board of Library Trustees that it acted at all times in accordance with the requirements of the Open Meeting Law.

Director's Report:

Collection Management:

Ms. Roalsen reported that the process of revitalizing the collection continues with objects beginning to be integrated into the collection. She spoke of "Quick Picks" where ten books are bundled into a bag for children of a particular age, for example, baby or five year old. It is a service that parents have liked in her library experience; the books in the bags will be rotated quarterly.

She talked of the ongoing back up on the library's server of the digital CDs and the movie collection owned by the library.

Technology and Facilities Update:

Ms. Roalsen reported she has met multiple times with John Sisson, Economic Development Director, Town of Dedham, to work on the library's information on the Town web site. In response to a question by Ms. Sliwa, Ms. Roalsen stated that the previous minutes of the Board of Library Trustees have been saved on a zip file by the Town of Dedham and are to be returned to the Town's web site once naming and date conventions are determined so that all board minutes follow the same conventions. Ms. Sliwa noted that paper and electronic copies of all previously approved Board of Library Trustees minutes are filed and available in the Town Clerk's office.

Ms. Roalsen noted that a virtual reality headset and system will soon be installed in the Media Services (formerly History) room of the Main Library.

Offerings for children and youth programming at each of the libraries to support the Dedham Reads Together 2017 will include children and youth building a bicycle which will power an electric light bulb when ridden and building solar lights; a wind tunnel will be installed in the Main Library.

Painting of the Main Library walls and ceilings is in process; some areas are completed.

A fax line will go into both libraries so that the patrons can send and receive faxes. Ms. Roalsen described this as a standard library service which patrons frequently request.

Ms. Roalsen gave a walking tour of the Endicott Library and discussed the space use changes she has decided upon in collaboration with the staff of the Endicott Library. Shelving will be rearranged, made lower and/or mobile as necessary. Seating will be directed toward the scenic views of the Endicott Estate. Computer work stations will be rearranged to allow for more patron privacy. The circulation desk will remain as it is; the work stations opposite it will be dismantled to allow for shelving in that area. The enclosed office will be a potential work space for staff.

Grant Applications:

Ms. Roalsen reported that “The Customer Experience in the Digital Age” and “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, are in process and due on February 27, 2017. She plans to submit them earlier so that preliminary comments by the reviewing team can be incorporated into the final submission.

Better World Books has a \$15,000 grant for working with an under served part of the community which she plans to apply for; the deadline is in April 2017.

Equitable Access of Services:

Ms. Roalsen noted that working families do not have as much access to library services as we would hope given the current library hours and staffing.

Ms. Santos questioned when the negotiations with the union to change the hours would begin. Ms. Roalsen responded that we need to first present the library budget to the Finance and Warrant Committee, Town of Dedham, on March 4, 2017. She described the union members and leadership as being aware of upcoming changes, and of having an open relationship with herself and other town administrators, and noted that library staff take great pride in serving the community. She stated that July 1, 2017 is the date that the library will need to be open an additional and not overlapping five hours.

Mr. Pierce asked how five additional hours translated into a request for two and one half additional persons on staff. Ms. Roalsen responded that the library is operating at a substandard level of staffing across the board when compared to similar communities. She offered the following examples:

	Dedham Public Library	Libraries in Comparable Communities
Youth Services hours, direct service per week	37.5	80-120
Number of librarians holding a library services degree	5	9-13
Percent of hours open in the evening	13	22-25
Full time staff equivalent	17	24-35

She described this choice: to run a book storage facility or to run a public services library. She stated that the community is being inadequately served by the hours the libraries are currently open, and we are looking for a staffing level that will service the community.

Old/New Business:

FY18 Budget Subcommittee Update:

Ms. Driscoll spoke of the efforts she has made along with Ms. Roalsen and Ms. Connolly to make leaders of the Dedham community and patrons aware of the library budget needs. All members of the Capital Expenditures except one have toured the Main Library; all the Board of Selectmen except one have also seen the changes to date in the Main Library. Ms. Driscoll has contacted the Chair of the Finance and Warrant Committee to arrange tours for the members of this committee. Ms. Driscoll reported that the Selectmen had given great ideas

about talking points in preparation for Town Meeting on May 15, 2017. A fact sheet has been developed and is available from Ms. Roalsen.

Ms. Roalsen reported that she had a very positive budget review meeting with Mr. James Kern, Town Manager, Ms. Andrea Terkelsen, Director, Finance Department, and Ms. Cecelia Butler, representative for the Library on the Finance and Warrant Committee.

Ms. Roalsen then outlined the need to get people excited about the possibilities of the library and broadening their visions of what a library can be. Ms. Sliwa questioned what needed to be done beyond the Facebook postings. Ms. Driscoll proposed a letter to all Town Meeting Representatives inviting them to an Open House at the Main Library. A date of Tuesday, April 25, 2017 from 6:30 pm until 8:00 pm was confirmed. Tours will take place at this time. Ms. Wilkinson and Ms. Santos will be responsible for the logistics on this date.

The idea of a State of the Library talk, followed by a question and answer session, was discussed. It was scheduled for Thursday, March 23, 2017 at the Main Library. Tours will be offered from 6:30 pm until 7:00 pm. The talk will begin at 7:00 pm, and discussion will continue until 8:00 pm. Ms. Sliwa and Ms. Driscoll will be responsible for the logistics on this date.

Ms. Sliwa asked about a family and children's event to bring this group to the library. There was consideration of bookmarks with the talking points that have been developed. The group decided to have the existing fact sheet available near the main desks at both libraries instead.

Ms. Sliwa volunteered to draft notices for the local newspapers about the above events. Ms. Wilkinson will read and comment on her drafts. Ms. Sliwa offered to draft a letter inviting the Town Meeting Representatives to the April 25, 2017 event. Ms. Wilkinson will comment on this draft.

The next meeting of the Board of Library Trustees has been set for Monday, February 13, 2017 at 6:00 pm at the Main Library. It was proposed that Ms. Roalsen check with the Dedham Institute for Savings to find out if their representative will be available for a photograph with the trustees acknowledging the recent donation to the library by the Dedham Institute for Savings.

The March meeting has been set for Thursday, March 16, 2017 at 6:00 pm at the Endicott Library.

A motion to adjourn the meeting was made a 7:39 pm by Ms. Sliwa; Ms. Wilkinson seconded; all voted in favor.

Action Item Table:

Action Item	Person	Date Due
Check with Dedham Institute for Savings regarding photograph	Ms. Roalsen	Prior to February 13, 2017
Fact sheet available at main desks, both libraries	Ms. Roalsen and the Trustees	Prior to March 23, 2017
Publicity for March 23, 2017 State of the Library	Trustees	Prior to March 23, 2017
State of the Library talk and logistics	Ms. Roalsen; Trustees: Ms. Sliwa and Ms. Driscoll	March 23, 2017

Town Meeting Representatives Open House	Ms. Roalsen; Trustees: Ms. Wilkinson and Ms. Santos	April 25, 2017
Publicity for April 25, 2017 event	Trustees	Prior to April 25, 2017
Forward documents of trusts requested by Rockland Trust Company	Ms. Roalsen	January-February 2017
Send letter of termination of relationship with Aaron Cohen Associates	Ms. Roalsen	January 2017
Discussion of donor recognition, trustees' appeal	Ms. Roalsen, Trustees	Future Board meeting-New Business
Initiate discussion of strategic planning	Ms. Roalsen, Trustees: Ms. Driscoll and Ms. Sliwa	January-February 2017
Setting goals for Library Director's evaluations	Ms. Roalsen, Trustees: Ms. Wilkinson and Ms. Santos	January-February 2017
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
Establish policy for retention of close circuit camera tapes	Ms. Roalsen, Trustees	To be determined 2017
Intrusion alarm system first caller	Ms. Roalsen	To be determined 2017
Negotiation with Unions regarding expanded hours for State Aid Compliance	Ms. Roalsen	2017
Presentation to Town of Dedham Finance and Warrant Committee regarding budget changes to meet State Aid Compliance	Ms. Roalsen and Trustees: Ms. Driscoll and Ms. Connolly	January-March 2017
Technology monies	Ms. Roalsen, Mr. Kern	Budget development cycle, January- March 2017
Parking Study meetings	Ms. Driscoll and Ms. Santos	As scheduled 2017
Report on work with Livable Dedham	Ms. Sliwa	After January 23, 2017 meeting of Livable Dedham

Respectfully submitted,

Mary Ann Sliwa

Attachments:

Agenda

January Budget Report

TOWN OF DEDHAM

MEETING NOTICE

POSTED:

TOWN CLERK

POSTED IN ACCORDANCE WITH THE PROVISIONS OF M.G.L. CHAPTER 30A SECTION 20 AS AMENDED.

Board or Committee:	Board of Library Trustees
Location:	Endicott Branch
Day, Date, Time:	Thursday, February 2, 2017, 6:00 PM
Submitted By:	Monika Wilkinson, Chair
Date:	January 31, 2017

AGENDA:

Call to Order
Public Comment

Action Items

Discussion and Vote: Minutes *January 19, 2017*
Discussion and Vote: Financial Report *January 2017*
Review and Consideration of Decision of the Attorney General on Open Meeting Law
Complaints and Finding of No Violation: Marketing Committee/Public Relations Subcommittee

Director's Report

Collection Management Update
Technology Update
Facility Update
Grant Applications
Equitable Access of Services

Old/New Business*

FY18 Budget Subcommittee Update

Next Meeting: Monday, February 13, Main Library, 6:00 PM

**This item is included to acknowledge that there may be matters not reasonably anticipated by the Chair that could be raised during the Public Comment period, by other members of the Committee, by staff or others.*



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Town of Dedham |LIVE|
YEAR-TO-DATE BUDGET REPORT

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FOR 2017 07

	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	55,354.66	.00	45,006.34	55.2%
16105100 510610 Library Director	90,259	0	90,259	46,967.32	.00	43,291.68	52.0%
16105100 510613 Professional Libra	258,095	0	258,095	148,262.81	.00	109,832.19	57.4%
16105100 510614 Circulation Superv	63,012	0	63,012	30,419.55	.00	32,592.45	48.3%
16105100 510615 Library Assistant	294,915	0	294,915	164,953.33	.00	129,961.67	55.9%
16105100 510618 Library Page	31,320	0	31,320	11,960.00	.00	19,360.00	38.2%
16105100 510619 Assist Library Dir	55,808	0	55,808	31,218.45	.00	24,589.55	55.9%
16105100 514030 Longevity Differen	3,015	0	3,015	2,005.00	.00	1,010.00	66.5%
16105100 519100 Car Allowance	4,500	0	4,500	2,625.00	.00	1,875.00	58.3%
16105100 519180 Uniform/Protective	1,000	0	1,000	556.18	.00	443.82	55.6%
TOTAL Personal Services	902,285	0	902,285	494,322.30	.00	407,962.70	54.8%
52 Overtime							
16105100 513000 Overtime Other	11,000	0	11,000	3,020.11	.00	7,979.89	27.5%
TOTAL Overtime	11,000	0	11,000	3,020.11	.00	7,979.89	27.5%
53 Purchased Services							
16105700 527045 Equipment	12,307	0	12,307	4,265.77	.00	8,041.23	34.7%
16105700 530100 Technologies Suppo	7,000	0	7,000	5,415.74	1,402.00	182.26	97.4%
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	391.82	.00	5,895.18	6.2%
TOTAL Purchased Services	67,666	0	67,666	52,145.04	1,402.00	14,118.96	79.1%
54 Supplies & Materials							
16105700 542000 Office Supplies	6,250	0	6,250	1,708.53	.00	4,541.47	27.3%



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Town of Dedham |LIVE|
YEAR-TO-DATE BUDGET REPORT

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FOR 2017 07

	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	2,370.12	76.09	953.79	71.9%
16105700 558040 Library Materials	149,981	0	149,981	100,832.76	38,858.62	10,289.62	93.1%
16105700 558060 Other Supplies	5,300	0	5,300	2,527.14	504.28	2,268.58	57.2%
TOTAL Supplies & Materials	165,846	0	165,846	108,744.66	39,438.99	17,662.35	89.4%
 57 Other Expense							
16105700 571000 Travel	700	0	700	53.03	.00	646.97	7.6%
16105700 573000 Dues/Memberships/C	6,200	0	6,200	502.73	.00	5,697.27	8.1%
TOTAL Other Expense	6,900	0	6,900	555.76	.00	6,344.24	8.1%
TOTAL General Fund	1,153,697	0	1,153,697	658,787.87	40,840.99	454,068.14	60.6%
TOTAL EXPENSES	1,153,697	0	1,153,697	658,787.87	40,840.99	454,068.14	
GRAND TOTAL	1,153,697	0	1,153,697	658,787.87	40,840.99	454,068.14	60.6%

** 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

Year/Period: 2017/ 7
Print MTD Version: N

Roll projects to object: N
Carry forward code: 2

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

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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|Town of Dedham |LIVE|
|YEAR-TO-DATE BUDGET REPORT

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REPORT OPTIONS

Account status Active
Rollup Code