



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 Raphel, Clerk
 Brian Keaney
 Crystal Power
librarytrustees@dedham-ma.gov

DEDHAM PUBLIC LIBRARY TRUSTEES MEETING MINUTES
7:00 p.m., April 28, 2022

MEETING CALLED BY	Board of Library Trustees, Dedham
TYPE OF MEETING	Regular monthly meeting
CHAIR	Shirin Baradaran
VICE-CHAIR	Tom Turner
CLERK	Annette Raphel
ATTENDEES	Brian Keaney (Trustee) Crystal Power (Trustee)
PUBLIC ATTENDEES	Pam Carleton, member of Friends of the Library

Note: Underlined items are action items.

AGENDA:

Call to Order

The meeting was called to order at 7:04 pm by chair Shirin Baradaran

Public Input (20 min max)

There was none

Discussion and Vote: Appointment of Board Positions

After the town election, which this year resulted in no changes to the trustees, positions of Chair, Vice-chair and Clerk are chosen. Annette Raphel discussed that stability would be important, especially now in the throes of a strategic plan. Shirin Baradaran moved that the current slate of officers remain unchanged. Crystal Power seconded the motion and it passed unanimously.

Discussion and Vote: Library Programing and Materials Statement

Amber Moroney circulated three possible drafts of the Program and Materials statement and one draft of a possible proactive diversity statement for the board to consider adopting. Tom Turner thanked board members for their input and excellent discussion followed. He

made a motion to adopt version 3 of the proposed Library Programming and Materials Statement and also to adopt the edited Diversity Statement. Crystal Power seconded the motion and it was unanimously affirmed.

Library Programing and Materials Statement

As with any good institution, the Dedham Public Library has been updating its policies to ensure they are accurate, consistent with mission, represent best practice, and meet citizen needs. This thoughtful review has been a focus for the administration and trustees, and aims to translate ambitious goals into reality. We are driven by a desire to be inviting and inclusive by enabling expressions of questions and ideas among varying viewpoints, philosophies, suggestions, and needs of each of our staff and patrons. Above all, we hope to be a center where those varying ideas are shared in a courteous and civil manner, and where each person feels safe and respected, even by those with whom they may disagree. To foster this kind of engagement, we aim to provide diverse materials that are thought provoking and relevant to current issues, including those which may be deemed controversial.

The mission of the Dedham Public Library includes providing free and equitable access to information and to empower discovery, inquiry, and growth, while the Vision Statement includes ‘offering sanctuary and resources to address community disparities and helping those in need.’

Recently we have updated policies regarding building and facilities use, development of our collection, offerings of programs, and the ever-evolving pandemic response.

We are proud of the collaborative efforts of our staff to be proactive and creative in ensuring that we live our values, and for their work creating an environment where community members feel seen and valued.

We are pleased to make our policies public and invite responses if you believe that we have fallen short of meeting the aspirations set forth in our mission. We are committed to continuously working on behalf of all Dedham residents.

Diversity Statement

The mission of the Dedham Public Library includes providing free and equitable access to information and to empower discovery, inquiry, and growth. Our Library’s Vision Statement includes “offering sanctuary and resources to address community disparities and helping those in need.” In furtherance of those goals, the Dedham Public Library is committed to supporting diversity, inclusion, and well-being within the community we represent and serve. We are committed to providing equitable access to all facets of the library experience and to providing the resources that further these objectives. Specifically, the Dedham Public Library and Dedham Board of Library Trustees commit to the following:

- *building a culture that is respectful, open to change, and empathetic to all perspectives*
- *holding ourselves accountable to our commitment and to our community*
- *fostering intellectual freedom and diverse discourse*
- *ensuring our services, spaces, and resources are representative of diverse cultures and perspectives, intentionally inclusive, and accessible to everyone*
- *recognizing, valuing, and empowering members of our community, celebrating aspects of their identity, including: age, ancestry, citizenship status, color, creed, culture, disability/ability, gender expression, gender identity, genetic information, geographic origin, language, marital status, national or ethnic origin, neurodiversity, parental status, pregnancy, race, religion, sex, sexual orientation, socioeconomic status, veteran status, and all others.*

A discussion followed about how to publicize these important policies. Amber Moroney will
1) consult with Dedham’s Public Information Officer Amanda Smith

- 2) add both policies to the library's and the town's websites
- 3) share with the staff
- 4) post the diversity statement on the library's bulletin board

Director's Report

- Circulation is headed in right direction, state aid has been received, and the library is keeping an eye on accounts since it is nearing the end of the fiscal year
- Because of attrition, we currently only have only 2 Sunday Endicott staff. Amber Moroney is currently investigating whether union employees, who are prohibited from being assigned Sunday hours, can elect to work then. That information will be helpful as we make future staffing considerations
- The position of Program and Outreach Manager is in process of being filled
- The library is excited to offer several Story Times at Legacy Place, where the ability to sign up for library cards will also be available
- Amber Moroney wants to ensure that trustees have sufficient information and solicited areas where she could provide additional data
- An excellent suggestion was made to ask a staff member, perhaps each month, to contribute to the Director's report. This would allow for professional growth, additional connections with the trustees and staff colleagues, a better understanding of staff roles by trustees, and an opportunity to share achievements, questions, and suggestions
- There was a discussion about requirements to get a Dedham library card which include any official document with name and address and a photo id

Discussion and Vote: Review Library Hours and Patron Usage & Calendar of Closings

- A discussion about Endicott's Sunday hours will wait for additional information from HR but will be entertained for consideration in the fall
- Currently the trustees are not contemplating any changes but are interested in the data we are receiving about patron visits
- Other than Memorial Day and Labor Day weekends, the Endicott branch will be open on Sundays
- Annette Raphel made a motion for the Endicott Branch to be open one hour early for four dates when school early release days for the '22-'23 school year would normally have that branch open at noon. (Other early release days are scheduled for Endicott's earlier openings). The dates will be October 4, December 8, January 31, March 2. We feel that this is an opportunity to be convenient for students and families as well as to gather data about the desirability of having the library be open during early release. Crystal Power seconded and the affirmative vote was unanimous.

Discussion and Vote: Update on Strategic Plan Development

- Wes Harrington, consultant for the strategic plan, has rescheduled his site visit to the library for Wednesday, May 6th.
- It is important to both finalize and publicize dates for stakeholders' meetings
- It is important to both finalize and publicize a general open public meeting
- It is important to finalize the dates (in June through August) for the intense longer meetings with the strategic planning committee

- Because follow up meetings have not yet been finalized, the library has not yet communicated that we have an ongoing strategic planning process, the names of the members of the committee, dates for stakeholders' and public meetings or a timetable for the report
- Wes Harrington is planning on presenting his first report at the June Trustees' meeting during which the Strategic Planning members will also be invited
- So far, Mr. Harrington has conducted interviews with all board, strategic planning members, and staff
- Tom Turner and Annette Raphael will follow up with Mr. Harrington

Discussion and Vote: FY 2023 Budget Update

- Requested budget items are still be finalized with the exception of a full-time archivist, which cannot be supported at this time
- There is a possibility, because of job reallocations, that we can afford an archivist for 10 hours a week
- The capital request of \$50,000 has been changed to being part of a town-wide bond. We are the oldest town owned building and in need of some immediate work on the front stairs and windows. Tom Turner will follow up with John Arnett.

Discussion and Vote: Preservation Assessment Report Progress

- There has been no progress except for the aforementioned budgetary discussion. We will review this again, probably in October

Discussion and Vote: Flag Day (June 14th) Event

- The trustees and some of the staff will take part in the annual Flag Day parade. Annette Raphael will contact Shirin Baradaran to work together, if needed.

Discussion and Vote: Approval of Minutes from April 7, 2022

- Brian Keaney made a motion to accept the minutes. Crystal Power seconded. Approval was unanimous

Old/New Business*

- The Library is planning a Story Walk at Endicott branch. There was delighted approval as well as a suggestion to contact the Commission on Disability
- We followed up with a discussion on Trusts after the visit from our bank at the last meeting. It was reassuring to know that we have discretion over our funds. There was a general feeling that we should not have a more conservative position than the rest of the trust funds in the town. Do the next steps involve the Town Treasurer (Jason Caravaggio) and/or the Commissioners of Trust Funds (Emily Reynolds, chair)?

Schedule Next Meetings –

- June 9th at Endicott 7 p.m.
- August 3rd Main Library
- September 1st or 8th – presentation of strategic plan

Move to Enter Executive Session:

At 9:06 pm Shirin Baradaran moved to enter Executive Session to consider the purchase, exchange, lease or value of real property as she had determined that an open meeting may have a detrimental effect on the negotiating position of the board. She proposed at the end of the Executive Session that the board adjourn the meeting and not reconvene in an open

session. The motion was seconded by Crystal Power and, as required, a roll call was taken. Annette Raphel, yes; Crystal Power, yes; Tom Turner, yes; Brian Keaney, yes; Shirin Baradaran, yes.

The Board entered executive session at 9:06 pm to consider the purchase, exchange, lease or value of real property because an open meeting may have a detrimental effect on the negotiating position of the public body

Adjournment

After concluding the executive session, Tom Turner motioned for adjournment at 9:35 pm, seconded by Crystal Power and unanimously affirmed.