



Amber Moroney
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Board of Library Trustees
 Shirin Baradaran, Chair
 Tom Turner, Vice Chair
 Annette Raphel, Clerk
 Brian Keaney
 Crystal Power
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DEDHAM PUBLIC LIBRARY TRUSTEES MEETING MINUTES
7:00 p.m., August 3, 2022
Endicott Branch of the Dedham Public Library

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	Amber Moroney, Director Lisa Desmond Rosemarie Shrewsbury

Note: Underlined items are action items.

- **Call to Order** Shirin Baradaran called the meeting to order at 7:00 pm
- **Public Input (5 min max)**
 - Lisa Desmond, Endicott branch supervisor, asked for a new circulation desk at Endicott for aesthetic and practical reasons. The desk was not as well maintained or functional as the rest of the library
 - Amber Moroney has reached out to facilities to examine options, as the strategic plan may have implications for broader repairs or replacement and a short-term expenditure of magnitude might not be prudent
 - The Board has put this issue on the agenda for the next meeting
- **Discussion and Vote: 1 Year Anniversary of Amber Moroney’s Appointment as Library Director and Discussion About Status of Contract**
 - The Board appreciates the excellent progress that has been made on may identified goals by Director Moroney in her first year

- The Director's contract a year ago is for a two-year term
- The town did a switch of pay scales for other employees who are direct reports to the town manager- and the new scale differs. Human Resources, in consultation with the town counsel, is trying to figure out, in this interim period when the director reports to the board but will report to the town manager once the town meeting vote is ratified by the state, who makes the arrangements for the switch to the townwide new scale
- Shirin Baradaran will reach out to HR Director Gayle McCracken and confirm with town manager Leon Goodwin what the status is, what the plans going forward are, and what the responsibility of the board is to ensure that the director is properly compensated.
- Annette Raphel asked about the contractual obligation of the Director to evaluate the staff in accordance with the union contract's expectations. The town is rewriting job descriptions (possibly completed near the end of September) and will develop an evaluation instrument which, in all probability, will serve as a model for library staff evaluations when working with the union to approve. The process is expected to be efficient as the union has already approved all library job descriptions, which is the first step in the evaluation process. It is hoped that the evaluation process will be implemented no later than the end of this fiscal year. The Director has been evaluated by the board, and will be reviewed again in January, unless the reporting structure to the town manager alters that
- **Discussion and Vote: Update on Strategic Plan Development**
 - The board is invited to give feedback to the draft of the strategic plan which should be received later this month
 - On September 8th the Board may be in a position to vote on the strategic plan
 - The outreach about the strategic plan should receive significant attention, especially the presentation materials which should be informative, inviting, efficient, and inspiring
 - Board members shared reflections on the progress of the strategic planning process thus far
- **Director's Report**
 - The positive statistics about increased circulation are extremely heartening, acknowledging that while growth is especially noteworthy, increasing the percentage of citizens using the library still is an opportunity compared to other Minuteman Libraries
 - Amber Moroney did a laudatory in-depth parsing of utilization patterns by census, noting which citizens are not yet engaged by access, programming and/or resources
 - Brittany ?, the new Program and Outreach Manager, has reached out to the Council on Aging, Traditions, the Linden, the schools, and is streamlining requirements for programs
 - The new part time positions of Archivist and 25 hour a week library staff will be posted
 - Website speed issues are being examined
 - The Story Walk is a project that is beginning, to be offered at the Endicott branch
 - The board appreciated the Director's Report section about the Youth Department authored by librarians Meredith Fournier and Jonah Smiley
 - Lisa Desmond shared positive news about Farmers' Market presence by the library this summer
 - Shirin Baradaran commended Amber Moroney for a good balance of useful statistics and other important contextual information
- **Discussion and Vote: Bookmobile Possibilities**
 - Amber Moroney shared data about correlation between income, ethnicity and library usage
 - The hope is to not only entice people to come to the library but to bring the library to different places
 - A bookmobile would especially positively impact the senior population- currently the library delivers books to homebound seniors but affording the opportunity to make selections from

physical books would be appreciated. Could this also possibly be a way to continue to serve if the libraries were closed for any future renovation?

- ARPA (American Rescue Plan Act) Funds is a possible source of funding and Amber Moroney has solicited preliminary information from Dedham's Procurement Director and Finance Director. This funding source is potentially a good fit as it is directed for use with underserved populations
- The trustees are eager to understand the scope of funding that a bookmobile would incur. Staffing? Extra books? Fuel? Variable costs? What do we need to know in order to responsibly commit to that ongoing expense?
- If a bookmobile is a possibility, it would be parked at the Endicott Branch, and it could be an exciting community building project.
- **Discussion and Vote: Opening Late (11:15am) on Friday September 16, 2022 for Staff Training Opportunity**
 - The time would be used to address professional community issues and be provided by the Mass Municipal Association
 - A motion was made to allow an 11:15 opening on September 16 by Brian Keaney which was seconded by Crystal Power and unanimously approved
 - The strategic plan update will be shared with the staff at another time
- **Discussion and Vote: Capital Project for the Front of the Main Library**
 - Drainage is a serious issue at the front of the main library
 - A surveyor needs to be involved but there is a challenge finding existing deeds
 - James Carr, the architect, went on to the Registry of Deeds looking for relevant information
 - Annette Raphael and Amber Moroney met with Bernardo Rodriguez, Dedham's project manager
 - The board is eager to resolve questions about land that both branches of the library are on, while keeping current on plans to improve the outside of the main library
- **Discussion and Vote: Approval of Minutes from June 9, 2022, June 18, 2022, and July 16, 2022**
 - June 9: Tom Turner made a motion to approve and reserve minutes of the executive session, but not release executive session minutes until the issue has been resolved, Crystal Power seconded the motion and it was unanimously approved.
 - June 18: Tom Turner made a motion to approve minutes of June 18 meeting, seconded by Crystal Power, and again unanimously approved.
 - July 16: no quorum at the strategic planning meeting meant that there are no minutes that require approval
- **Old/New Business***
 - Brian Keaney was made aware of another library's curated book bundles for young children and Amber Moroney remembered that we had done something similar in the past. The library will look into possibility of reinstating them.
 - Brian Keaney returned 4 old books from a relative's estate, the oldest from 1946
 - The trustees discussed funding for the bookmobile or other projects and briefly raised the issue of sponsorship and naming rights. This will be further explored as needed.
 - Amber Moroney asked trustees about what in-person adult experience or program would draw them to the library
 - The board appreciated the new library shirts
 - Amber Moroney told the board about the Minuteman Library Crawl involving scavenger hunt visits to other libraries
 - Annette Raphael mentioned that The Friends of the Library are supporting adult summer reading recognition prizes

- **Schedule Next Meeting**
 - September 8 at Main Library
 - October 6 at Endicott branch
 - November 3 at Main Library
- **Executive Session: To consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body**
 - The Board determined to not meet in Executive Session and the topic was not discussed.

Adjournment 8:44 p.m. was proposed by Brian Keaney and seconded by Crystal Power, unanimously approved by the board.