



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

DPL TRUSTEES MEETING MINUTES	
JUNE 9, 2016, ENDICOTT BRANCH LIBRARY, 7:00PM	
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, Chuck Flaherty
PUBLIC ATTENDEES	Elizabeth Martin

The June 9, 2016 meeting of the Dedham Library Board of Trustees was called to order at 7:05pm by Chair, Ms. Wilkinson.

Public Input:

None.

Discussion and vote: Minutes *April 14, 2016*

Previous minor edits had been communicated to Ms. Santos individually. A motion to accept the minutes of April 14, 2016 was made by Ms. Sliwa and seconded by Ms. Driscoll. All voted in favor.

Discussion and vote: Minutes *April 21, 2016*

Previous minor edits had been communicated to Ms. Santos individually. A motion to accept the minutes of April 21, 2016 was made by Ms. Connolly and seconded by Ms. Driscoll. All voted in favor.

Discussion and vote: Minutes *April 28, 2016*

Previous minor edits had been communicated to Ms. Sliwa individually. A short discussion ensued about keeping the table of action items on the Agenda. It will appear on Agendas from June 9, 2016 on as needed. A motion to accept the minutes of April 28, 2016 was made by Ms. Wilkinson and seconded by Ms. Driscoll. All voted in favor.

Discussion and vote: Minutes *May 5, 2016*

Previous minor edits had been communicated to Ms. Sliwa individually. A motion to accept the minutes of May 5, 2016 was made by Ms. Driscoll and seconded by Ms. Santos. All voted in favor.

Screening Committee Report

Ms. Driscoll reported on the productive review of resumes by the Screening Committee in Executive Session on June 7, 2016. Mr. Flaherty reached out to the six recommended candidates and scheduled interviews with five of them (one had taken another job). Interviews will be conducted on Monday, June 13, 2016 and Thursday, June 16, 2016 at Hebrew Senior Life NewBridge on the Charles Library Meeting Room in Executive Session. The meetings will begin and end in Open Session. The Screening Committee will convene at 5:00pm on both dates. Three candidates are scheduled for 5:30-6:30pm, 6:45-7:45pm, and 8:00-9:00pm on Monday, June 13, 2016. The first candidate will participate via video call. On Thursday, June 16, 2016, two candidates are scheduled for 5:30-6:30 pm and 6:45-7:45pm. The Screening Committee may choose to deliberate on June 16, 2016. They have also reserved June 21 and 23, 2016 at 5:30pm if need be.

A discussion of keeping the advertisement of the position on the various websites resulted in the decision to do so. The pool of applicants has not been exhausted and could be revisited if the Screening Committee so deliberates.

Mr. Flaherty's role was outlined as the person who collects the required Writing Sample and escorts the candidates into and out of the interview room so that the confidentiality of the candidates is not compromised.

Final Interview(s)

The Board of Library Trustees final interview schedule was outlined. All have reserved 5:30-9:00pm on June 27, 28, and 30, 2016. These dates may not all be needed. They will be Open Meetings. The Screening Committee has been charged with sending one to four candidates to the Board.

Mr. Flaherty's role in the process was discussed and defined as a non-voting member who will sit in on the BLT final interviews. He will serve as an advisor to outline strengths and concerns about the candidates.

Ms. Driscoll presented a draft of possible questions for the final interview(s). Board of Library Trustees may email her individually with additions or subtractions. Ms. Wilkinson made a motion to authorize Ms. Driscoll and Ms. Miriam Johnson, Human Resources Director, Town of Dedham, to finalize the questions and logistics of the interviews-Screening and Final. Ms. Santos seconded. All voted in favor.

Locations for the Final Interview(s) will be secured and confirmed by Ms. Wilkinson and Ms. Connolly.

Resumes and cover letters of the candidate(s) will be provided to the Board prior to the interviews.

Checking of references prior to the interviews was recommended by Ms. Johnson. Ms. Sliwa will work with Mr. Flaherty. They will ask a set of standard questions and make a summary report.

Once an offer is made to the selected candidate, it will be contingent on verifying most recent employment and potentially education or licensing questions.

Report from the Franklin Square Parking Study

Ms. Driscoll and Ms. Santos attended the public meeting of May 25, 2016. The proposal was rejected by residents. Discussion will be ongoing, reconvening in the fall of 2016. The request for a limited time designation parking signs in front of the Main Library on Church Street was not a problem, but the enforcement of such a designation is a question.

The shared use parking area in the library lot is currently being primarily used by library employees according to the parking study. Ms. Wilkinson suggested trying to have employees park each other in to open up a few spaces. Mr. Flaherty stated these would be matters for negotiations with the employees' unions should they come to be proposed.

Interim Director's Report

Road Race Update

Mr. Flaherty met with the Friends of the Dedham Public Library board to ask for their support and sponsorship of the planned August 20, 2016 Road Race at the end of April. The Friends expressed that they were not comfortable with sponsorship of the race. Mr. Flaherty subsequently met with Ms. Janet Reynolds, Acting Chair, Dedham Library Innovation Team. She expressed willingness to support the Road Race.

Mr. Flaherty received Town Counsel's approval for the finances and funding for the race. Ms. Amber Socci will continue to work on the Road Race volunteering on her own personal time. The registration for the Road Race on August 20, 2016 at 10:00am is live on line. The goal is to increase publicity for the Dedham Public Library. Volunteers will be needed for the race day.

User Profile

Mr. Flaherty shared a printout of the library user data generated by the Gale subscription purchase by Dr. Tricarico. Information from Gale and Minuteman Library Network was used to run the report. The trustees expressed confusion over some of the numbers presented, especially relating to household composition. The subscription continues through October 2016, so the discussion will continue in a subsequent meeting.

Budget Close Out

Mr. Flaherty reports that the Materials budget has about \$18,000 that will be spent by the end of June. Some State Aid funds will also be spent on materials.

Capital projects update

Joseph Flanagan, Director of Public Works, will stripe the Endicott Library parking lot and replace the bicycle rack soon.

Dedham Facilities Department will enclose the three air conditioning units at the Main Library. Pricing has been obtained on a security and key card system. The handicapped ramp at the Main Library has structural issues which may go beyond the \$30,000 allocated.

MLA Conference

Mr. Flaherty recommends that a professional development activity be required of staff, and he suggest that they may want to choose between offerings of MLA, NELA, or other professional groups. This way the libraries could stay open and not have to close for an entire day.

Plan for Changing Collection Development Methods

Mr. Flaherty outlined common library methods including ordering more books based on the number of holds and setting up a separate speed reading section. While the current system at Dedham Public Library makes it easy to do the state aid report, there are no individuals responsible for spending the book budget. He commends the technical services staff for the speed with which they process acquisitions. He presented circulation numbers broken out for the Main and Endicott library, and for Adult, Young Adult, and Children collections. He recommends that staff be given budget amounts and responsibility for selecting and managing the three collections. It was noted that the figures Mr. Flaherty distributed comparing the Main to Endicott differed from what Dr. Tricarico had distributed.

He talked about the research showing that weeding books leads to more total circulation. He also mentioned software with reports to help account for when books were bought and when they went out, for example, “Collection HQ”.

Currently the numbers from Minuteman Library Network often will not match the numbers reflected by the Town’s accounting system. Part of the reason is the discount the library receives from vendors is not always reflected in the Minuteman count.

Mr. Flaherty recommends to start with a ratio for the reserve list of five patrons waiting leads to one more copy of that book ordered. The Trustees expressed their support of this.

Financial Report, May 2016

Ms. Connolly questioned the subcategories under Account 5581-Library Materials, including the fact that less than \$1000 is spent on eBooks. Mr. Flaherty explained that eBooks are also bought by Minuteman Library Network and each library in the network pays for usage under Account 5307- Regional Services. These can then be supplemented with an “advantage collection” which is available only to Dedham Public Library users.

Update on Building Program Consultant Timeframe

Mr. Flaherty reports that he has communicated with the consultant who will be calling in September 2016 to make arrangements, hopefully with the newly hired Library Director.

Old/New Business*

State Aid Compliance—Expanded hours

We are currently open 54 hours and need to add 5 more “unique” hours to our schedule. Mr. Flaherty reported that he has started the conversation at a recent Dedham Public Library staff meeting. He asked for staff input on

this and stated that this has to be negotiated with the unions. He has contacted Massachusetts Board of Library Commissioners, and we have until summer 2017 to resolve this.

A motion to adjourn was made by Ms. Wilkinson. Ms. Connolly seconded. Ms. Santos left the meeting at 9:00pm and did not vote. All present voted in favor. The meeting was adjourned at 9:50pm.

Action Item Table:

Action Item	Person	Date Due
Location for Board of Library Trustees final public interview of Library Director Candidates	Ms. Connolly and Ms. Wilkinson	June 22, 2016
List for activities for Interim Director for July 2016	Trustees	June 2016
Vote on Financial Report, May 2016	Trustees	next 2016 Monthly Meeting
Collection Management changes	Mr. Flaherty, Interim Director	July 2016
Negotiation with Unions regarding expanded hours for State Aid Compliance	Library Director	Fall 2016
Presentation to Town of Dedham Finance and Warrant Committee regarding budget changes to meet State Aid Compliance	Library Director, Trustees	Fall 2016/Winter 2017
Parking Study meetings	Ms. Driscoll and Ms. Santos	As scheduled in Fall 2016

Respectfully submitted,

Mary Ann Sliwa

Attachments:

- Agenda
- Book Budget 2017
- Circulation
- Questions for BLT interviews

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, June 9, 2016, 7 pm
Submitted By:	Monika Wilkinson, Chair
Date:	June 7, 2016

AGENDA:

Call to order
Public Input

Action Items

Discussion and vote: Minutes *April 14, 2016; April 21, 2016; April 28, 2016; and May 5, 2016*
Discussion and vote: *Financial Report, May 2016*

Reports

Report from Screening Committee
Report from Franklin Square Parking Study
Director's Report
 "User Profile"---Who is using the library
 FY 16 budget closeout
 Road race report
 Capital projects update (Endicott walkway& painting, security system, ramp)
 Report on MLA conference
 Plan for changing collection development methods
 Update on Building Program Consultant Timeframe

Old/New Business*

State Aid Compliance—Expanded hours

Executive Session, if necessary

Next Meeting: To Be Determined

**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.*

FY 2015 budget spending data extracted from the Acquisition module:

- Adult books purchased for **both** libraries: \$41,595.00 (2436 orders)
- Juvenile books purchased for **both** libraries: \$14,622.00 (1219 orders)
- Adult books purchased for **Endicott** only: \$16,855.00 (962 orders)
- Juvenile books purchased for **Endicott** only: \$10,218.00 (885 orders)

IN FY' 15

Main accounts for 61% of total circ, Endicott = 39%

J accounts for 31% of total circ, last year we spent 26% of BOOK expenditures on J materials

Census estimate for 2015 shows 16.2% of population is under age of 14

27,073 Endicott = 49%of budget vs 39% of circ

29,144 Main =51% of budget vs 61% of circ

Budget breakdown helps with the State Aid Form—It also puts control over spending in ONE person's hands—which has served well in terms of record keeping and State Aid compliance

Next year I want to add divisions for:

Main

Endicott

J, YA and A

And assign responsibility to a few people Pat, Lisa, Catelyn, Amber, define roles for Isabella and Rosemarie

DRAFT

6/6/16

QUESTIONS FOR SCREENING COMMITTEE (Goal is to assess if candidates meet basic requirements primarily)

1. Please tell us why you are interested in this position? What aspect interests you the most?
2. Please tell us about staff you directed managed. How many? Unionized?
 - a. What was the most difficult personnel problem/situation you managed? How was it resolved? What would you do differently if you were to find yourself with the same circumstances today?
3. Have you ever reported directly to a governing Board? What were the challenges? If we were to speak with the last Board Chair, what would s/he say about your interactions with them?
4. Please tell us about your responsibilities in managing Library buildings? Have you ever consolidated services into one location? Have you ever managed a move to a new facility?
5. Please tell us about your marketing of Library services?
 - a. What were the results?
 - b. What would you do differently?
 - c. Please give us the details of how you used social media to market the library's services.
6. Have you ever personally written a grant proposal? Please give us the specifics.
7. Please give us some examples of how you led in your current/last position?
 - a. Can you give us a technology related leadership example?
 - b. Can you give us a new services leadership example?
 - c. Can you give us a leader of change example?
8. What is the size of your current budget?
 - a. How many times or years have you prepared the library budget and presented it for approval?
 - b. What have you done in the past when your budget was not approved as submitted?
9. From your experience, please tell us what is most challenging to you in running the library's operation?
10. Describe your level of expertise using a 1-10 scale with 10 being "expert."

Excel

Word

Social media

Change management

Collaboration with outside groups

Union negotiations

For candidates to submit at the time of first interview:

Please submit an example of a memo or letter (no more than 2 pages) addressed to the Trustees or other group explaining an issue that is before the group for their consideration.

For candidates to prepare for second interview:

Prepare 5 minute presentation recommending that the Trustees spend \$10,000 from State Aid Funds to implement a service, of their choosing, not currently offered by the DPL?

SOME QUESTIONS FOR LIBRARY BOARD OF TRUSTEES (Goal is to select the candidate that best meets the needs of the Library)

What project or initiative that you promoted had the greatest impact on your library in the past year?

Tell us about a difficult personnel issue that you resolved in the past few years?

What are the biggest challenges facing libraries today?

What have you done in the past year to counter these challenges?

What do you do now at your current library to foster staff development?

No one is perfect. If you accept this position, what could the Trustees or the Town do to support you (to help you succeed)?

Tell us about something you tried, or your library tried, that failed.

What did you learn from the experience?

Would you describe yourself more as a visionary, or a mechanic?

If strongly leaning one way or the other—how do you compensate?