



Amber Moroney
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Board of Library Trustees
 Shirin Baradaran, Chair
 Tom Turner, Vice Chair
 Annette Raphael, Clerk
 Brian Keaney
 Crystal Power
librarytrustees@dedham-ma.gov

DEDHAM PUBLIC LIBRARY TRUSTEES MEETING MINUTES
7:00 p.m., January 5, 2023: Main Library

MEETING CALLED BY	Board of Library Trustees, Dedham
TYPE OF MEETING	Regular monthly meeting
CHAIR	Shirin Baradaran
VICE-CHAIR	Tom Turner
CLERK	Annette Raphael
ATTENDEES	Brian Keaney (Trustee) Crystal Power (Trustee)
PUBLIC ATTENDEES	Amber Moroney, Director Rosemarie Shrewsbury Cecilia Emery Butler, President of the Friends of the Dedham Library Leon Goodwin, Town Manager Walter Kieseling Lisa Desmond, Branch and Community Services Supervisor/ Librarian Edward Dockham

Comments or Questions: Amber Moroney, amoroney@dedham-ma.gov, 781-493-4299
 Underlined items are action items

Call to Order

The meeting was called to order at 7:01 by Chair Shirin Baradaran

Public Input

- Walter Keisling- library custodian, talked about a history of library displays and suggested a balance of traditional themes along with those of current prominence
- Edward Dockham spoke about the lack of specificity of the published agenda, and suggested that the roles and responsibilities of the trustees, director, and town manager be posted on the website. He was also interested in past deliberations concerning library decorations.

Discussion: Check-in Meeting with Leon Goodwin (Town Manager)

- Any proposed charter changes will likely have to be resubmitted to the new legislature, so there will be no immediate changes to the reporting structure, and the Director will still report, and be evaluated by, to the trustees.
- The Budget proposals will be entered into the financial system January 6, 2023. The town asked for level service – what it would cost to offer the same service but not necessarily with the same budget. Any expanded and enhanced services should be separated out. Unsurprisingly, Dedham is expecting a difficult budget next year and for the next five years.
- Leon Goodwin suggested that the library’s discretionary state aid and trust funds would best be used for one-time substantial expenditures, for example necessary front entrance work might be a good example.
- When asked why capital projects take so long, Leon Goodwin explained the many projects currently requested, as well as additional paperwork associated with a trend of increased costs from original estimates, but he wants to be available to help the library prioritize, if needed.

Director’s Report

- There have been gratifying increases in library cards and in library usage, though it was noted that the patron count increase seems to be outpacing the circulation increase.
- State Aid – the first half of the roughly \$60,000 will be deposited soon.
- ALA membership allows staff and trustees to increase their skills through professional development offerings.
- The Friends of the Library have agreed to help underwrite a subscription to BookPage; an initiative to provide many books before Kindergarten; a pop-up tent; a movable white board; the annual summer reading program; and the continuation of purchasing museum passes. They were thanked by the director and the trustees.
- Statistics with Saturday Library usage on Christmas Eve day and New Year’s Eve day confirmed the decision to remain open and accessible for those half days.
- The Youth Department librarians were thanked for their contributions to the Director’s report.
- The Library’s monthly newsletter provided an outstanding summary of library accomplishments and will be forwarded to the Dedham Times and other media.

Discussion and Vote: FY 2024 Budget

- Most new costs are contractual, related to certification, and necessary to comply with personnel contracts.
- There are contemplated changes in increasing the availability of color printing, changing the support for technology to the town rather than from the current outside contractor, better managing printing and computer usage, and changing to more integrated website and calendar software.
- The Archivist position is not yet filled but is hoped to be 15 hours a week.
- Amber is working on the numbers so that these can be seen as reasonable level service funding.
- Tom Turner made a recommendation to submit the proposed budget of \$ \$1,672,694.69 to the town and the motion was seconded by Crystal Power and unanimously approved.

- The board appreciative the narrative notes which we hope will be widely shared since there has been increased interest in the library.

Discussion and Vote: Update on Capital Projects

- There is no consequential update as masons will look at the front steps for a quote and timeline to clean the steps and improve safety. This work will be separate from the walkway. The town needs three quotes and there is a bid process for work exceeding \$50,000.
- The refurbished desk at the Endicott looks to have been well done.
- Repair of a Main branch's window and fixing the rear ramp will likely not be in FY '24 budget.

Discussion and Vote: Update on Implementation of 2023-2026 Strategic Plan

- There was a discussion about updated timelines and how to best keep track of progress.
- A Marketing Committee has been created. The Dedham Times has been receiving more regular library updates. A suggestion was made to talk with Leon Goodwin and meet with Amanda Smith, Dedham's Director of Communications, to see how she might be useful in supporting the communication goals of the strategic plan.
- Tom Turner and Amber Moroney will look at dates for trustee training using ALA webinars and create a calendar for board meeting discussions of topics.
- One of the next agenda items will be for the Board to form a building committee to begin a community needs survey.
- The library staff and board can begin making a list of potential funding needs.

Discussion and Vote: Going Forward Plan for Library Decoration and Displays

- Tom Turner led a discussion about finding balance and making sure people's ideas are heard.
- Using the model that informed the creation of both our program and book collection policies, which were drafted by the director and two trustees after extensive investigation of similar documents, Shirin Baradaran and Amber Moroney will work on a draft of a Library Decoration and Display policy for feedback from the rest of the board, the staff, and the public. The implementation of this policy, as with all policies, will be the purview of the library administration and staff. We are aware that this is important work that will demand skill and time, and the policy will be drafted to allow for time for feedback, review, suggestion, and eventually a board vote.
- Shirin Baradaran was commended for her leadership at the open board meeting in December.

Discussion and Vote: Priorities for Next Few Meetings and the Coming Year

- Reviewing the performance of the Library Director with input from Town Counsel and Town Manager
- Training and continuing education for the Board
- Establishing a Building Committee to address strategic goals
- Updating and improving Onboarding materials for new board members and staff and sharing them with the board in advance of the February meeting
- Completing the Board self-evaluation using MBLC guidelines
- Updating, evaluating and being accountable for strategic plan progress

- Reviewing the roles of the Board, the Town Manager, the Board of Trustees and the Director and then posting them on the website with working links to ensure that citizens understand roles and responsibilities and who to contact with a question or comment

Discussion and Vote: Approval of Minutes from November 3, 2022 and December 13, 2022

- Brian Keaney made a motion to approve two sets of minutes from November 3, 2022, and to retain the Executive Board minutes until they can be released pending final disposition of the discussed matter, which was seconded by Crystal Power and unanimously approved.
- Shirin Baradaran made a motion to approve the December 13, 2022 minutes and Crystal Power seconded, which was unanimously approved.
- Minutes of the open meetings of November 3 and December 13, 2022 will be forwarded to be posted publicly.

Old/New Business*

- The Board wanted to ensure that Amber Moroney had sufficient support and resources to address management issues around staffing.

Schedule Next Meetings

- February 2, 2023 Endicott
- March 2, 2023 Main Library
- April 6, 2023 Endicott

Executive Session: There was no need to have an executive session.

Adjournment: Tom Turner made a motion to adjourn at 8:45 p.m, seconded by Crystal Power and unanimously affirmed.