



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., April 6, 2023: Endicott**

<b>MEETING CALLED BY</b>	Board of Library Trustees, Dedham
<b>TYPE OF MEETING</b>	Regular monthly meeting
<b>CHAIR</b>	Shirin Baradaran
<b>VICE-CHAIR</b>	Tom Turner (entered 10 minutes late)
<b>CLERK</b>	Annette Raphel
<b>ATTENDEES</b>	Brian Keaney (Trustee)
<b>PUBLIC ATTENDEES</b>	Amber Moroney, Director Dick Pierce, Friends of the Library Cecilia Butler, Friends of the Library Abby Bragg, Friends of the Library Rosemarie Shrewsbury Jeanette Evans, Friends of the Library Edward Dockham

**Absent:** Crystal Power (Trustee)

**Comments or Questions:** Amber Moroney, [amoroney@dedham-ma.gov](mailto:amoroney@dedham-ma.gov), 781-751-9281

Underlined items are action items

**AGENDA:**

**Call to Order-**The meeting was called to order by chair Shirin Baradaran at 7:00 pm

**Public Input** (15 min max)

Ed Dockham shared that he contacted Representative Paul McMurty to reenter the bill, voted by Town Meeting changing the charter, specifically the reporting structure of the Director from the Trustees to the Town Manager that was not acted on last year. The bill is H-2081.

**Discussion and Vote: Installing Friends of the Library Plaque**

Dick Pierce, a member of the Friends of the Dedham Public Library, introduced a proposed permanent memorial to the most outstanding former leaders of the organization, its design and cost to be covered by The Friends. There are four names of those who have been instrumental in creating the Friends or ensuring its continuance over the past four decades. The proposed space is in the main room of the library. Tom Turner made a motion to approve the installation and placement of the plaque as proposed by The Friends with the approval of the Director of the Library. Brian Keaney seconded the motion, and it was unanimously approved by those in attendance. The Friends were thanked for their continued support and many contributions.

### **Director's Report**

- For the past month, physical circulation was down balanced by an uptick in digital circulation.
- Library cards- a suggestion was made to provide enhanced outreach to private preschools and schools.
- A new part time archivist has been hired and begun work, including implementing a plan to move more materials to the main level.
- The Director's office will be moving upstairs along with some other office changes.
- Julie Celularo has resigned and there has been a request to change the job description from Reading Advocate to Adult Services Librarian. Once the union has approved the change the job will be posted.
- The library is planning to implement some suggestions from the new town security assessment. Small expenditures such as coordinating internal locks will come from the budget and the board will have to investigate funding for bigger items, once we are apprised of them.
- Library patrons exceeded the goal of 150,000 minutes for the March reading challenge and have been invited to a pizza party celebration on Friday.

### **Discussion and Vote: Staff Request to Close Library for Easter (Sunday April 9, 2023)**

- No staffing is available so there was no need for a vote
- The trustees will look at the calendar for 2024 in the future to try and anticipate changes to normal operations, using holidays and information from the school department:

### **Discussion and Vote: Policy for Library Decorations and Displays**

- Shirin Baradaran reviewed the history of work on this policy and there was conversation about the newest draft, which was sent for further work to Brian Keaney.
- A revised version of the policy will be on the agenda for a subsequent meeting.
- A suggestion was made for a board member and Amber Moroney to use counsel office hours to ensure that the policy complies with applicable laws.

### **Discussion and Vote: Update on FY 2024 Budget Proposal**

- The town manager has requested all departments to submit proposals to reduce the operating budget, hopefully without impacting staff or delivery of services.
- The Director's ideas include looking at technology because of a potential shift to town services, hiring at lesser salary levels, and reducing some supplies and programming.
- Numbers confirm that we are currently doing more with a stable budget –Tom Turner volunteered to help strategize budget alterations. The future suggests tax increases, so residents are concerned. The trustees will continue to communicate library successes.

### **Discussion and Vote: Director's Review**

- Board members submitted notes to the Town Manager for Director's review.

### **Discussion and Vote: Board Self-Evaluation**

- As volunteers who have been together for more than two years, we have both come a long way and recognize that we have a long way to go.
- Town structure of multiple bosses may challenge effective evaluation.
- Tom Turner asked the board to identify both topics and skills we need for the future and have this as an agenda item.
- Amber Moroney was the only department head in town with a performance review last year; this year it will be all department heads.
- The strategic plan is the map for the library. The board needs to make its own map.

### **Discussion and Vote: Capital Projects and Building Improvements**

- Front step work is being scheduled and will result in front step closure for two weeks.
- The ramp project will only be funded if there is a surplus in the facilities budget. Otherwise, it will result in a capital request and delay repair for at least 18 months.
- The reduced 'front of the library' project will go before Fin Com and, even if passed, some of the money for landscaping, sign etc. will have to come from existing budget funds that will have to be approved by the board.

### **Discussion and Vote: MBLC Building Project**

- Amber Moroney shared a draft letter indicating intent to submit a bid for state funds for rehabilitation of the existing library or construction of a new facility. Backup reasoning include assessments from 1967 on, indicating that the library was inadequate to meet the needs of the citizenry.
- Brian Keaney will review the letter and edit it to meet the word limit and include parking challenges.

### **Discussion and Vote: Update on Trustee Training Plan**

- Board governance resources include a revised onboarding packet, and resources from the ALA.
- Tom Turner will share resources including, but not limited to, governance, engagement and advocacy, and crises and communication.

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

- Amber Moroney will update the spreadsheet on progress toward strategic goals.

### **Discussion and Vote: Plan for Onboarding New Trustee and Transitions Post-Election**

- With Shirin Baradaran's departure, Tom Turner, as vice-chairperson, will kick off the next meeting.
- Shirin Baradaran volunteered to be helpful in any way that she can to the new board.

### **Discussion and Vote: Approval of Minutes from March 2, 2023**

- Brian Keaney made a motion to approve the minutes which was seconded by Tom Turner and unanimously approved by trustees present.

### **Old/New Business\***

- Amber Moroney has been asked to serve on Dedham Organization for Substance Awareness.

- Programming for new town-wide music themes are great – kudos to Brittany Tuttle for an amazing line-up.
- The library contributed to the time capsule for a town statue.
- Amber Moroney was once again asked by Brian Keaney to consider summer reading champion signs similar to those in Westwood.
- Brian Keaney began what was unanimous appreciation to Shirin Baradaran for 2 and a half years of exemplary leadership. She has set a high bar through her excellent skills, agenda development, and grace under fire.
- Amber Moroney also spoke to Tom Turner’s significant and welcome contributions as he is up for re-election.
- Shirin Baradaran thanked the board for contributing to what has been an incredible experience.

**Schedule Next Meeting-**

- May 4<sup>th</sup> Endicott (because of programming at Main) may be changed with anticipated absences from Amber Moroney and Tom Turner, and unknown availability of the reconstituted board as a result of elections. Amber Moroney will send out invitation for rescheduling on April 10.
- June 1<sup>st</sup> Main
- July 6<sup>th</sup> Endicott

**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.

- No executive session was needed.

**Adjourn:** Brian Keaney made a motion for adjournment at 8:54 pm, seconded by Tom Turner, and unanimously affirmed.