



Dedham Public Library
 43 Church Street
 Dedham, MA 02026
 781.751.9281

Monika Wilkinson, Chair
 Margaret Connolly
 Tracy Driscoll
 Sarah Santos
 MaryAnn Sliwa

DPL TRUSTEES MEETING MINUTES	
MARCH 23, 2016, ENDICOTT LIBRARY, 7:00PM	
MEETING CALLED BY	DPL Trustees
TYPE OF MEETING	Discussion Meeting
CHAIRMAN	Monika Wilkinson
SECRETARY	Sarah Santos
ATTENDEES	Tracy Driscoll, Margaret Connolly, Sarah Santos Monika Wilkinson, MaryAnn Sliwa, Chuck Flaherty
PUBLIC ATTENDEES	Hana Heath

The March 23, 2016 meeting of the Dedham Library Board of Trustees was called to order at 7:03pm by Chair, Monika Wilkinson.

1. Public Input:

No Public Input

2. Minutes:

A motion to accept the December 21, 2015 minutes was made by Ms. Wilkinson. Ms. Sliwa seconded. All voted in favor to accept the minutes.

A motion to accept the January 7, 2016 minutes was made by Ms. Driscoll. Ms. Sliwa seconded. All voted in favor to accept the minutes.

A motion to accept the January 28, 2016 minutes was made by Ms. Wilkinson. Ms. Connolly seconded. All voted in favor to accept the minutes.

3. Director's Report:

Mr. Flaherty had a staff meeting his first week. He feels encouraged from their communication, they are hopeful and anxious to see the future. Mr. Flaherty has expressed there is no agenda to make dramatic changes. He can see the library be a technology hub for the town.

Mr. Flaherty said the technology in the library is challenging and made him grimace. The office space is awkward. There is no wireless Internet in half of the Main Library. Mr. Flaherty contacted HubTech with not a lot of help. Mr. Flaherty says Catelyn Johnson is the most knowledgeable with IT. He believes she would make a great point person, but she has not been given administrative permission.

Mr. Flaherty wants to make an inventory of the technology equipment. The inventory list would also have a replacement plan.

Mr. Flaherty is impressed with the custodial staff.

Mr. Flaherty discussed thinking long term. In the past, he used the vision of SWAT; strength, weakness, opportunity and threat. He believes a better way is SOAR; strength, opportunity, aspiration and results.

Mr. Flaherty has reviewed the budget that was presented to FINCOM in March 2016. He suggests splitting the materials budget into different percentages for adult, children, reference, etc.

Amber Socci has been helping Mr. Flaherty gather information at circulation.

Mr. Flaherty discussed Interim Director issues to focus on, see attached.

Discussion then continued about the requirement for a Permanent Director. See attached documents. Timeline, Library Director Qualities, Screening Committee Composition and Screening Committee Charge.

Timeline; A job description needs to be composed. At the first screening committee meeting, there will need to be a discussion about what authority they have and what is expected. Mr. Flaherty is willing to mentor the new director until he/she is comfortable.

Composition; Mr. Flaherty recommends no more than seven people on the committee.

Charge; Mr. Flaherty recommends lowering minimum qualifications.

4. Old/New Business:

The annual MLA conference is May 17, 2016. The Trustees will discuss and vote to close both libraries so the staff can attend at next meeting. Ms. Santos asked the cost and how many will attend.

Ms. Sliwa mentioned the gap at the front door at the Endicott branch. It has been a concern since December.

5. Action Items:

Action Item	Person	Date Due
Gap at Endicott Door	Mr. Flaherty	April

Ms. Wilkinson made a motion to adjourn the meeting. Ms. Sliwa seconded. The meeting was adjourned at 9:44pm. The next meeting is scheduled for Thursday, March 31, 2016 at 7:00pm at the Endicott Library.

Respectfully submitted,

Sarah Santos

Attachments

- Interim Director Issues to Focus On
- Timeline
- Library Director Qualities
- Screening Committee Composition
- Screening Committee Charge

Library Director Important Qualities

Minimum Requirements:

1. Abundance of Integrity
2. Creativity
3. Excellent judgment
4. MA in Library Science
5. Self-confidence
6. Thorough knowledge of the principles and practices of library operations

Other Required Skills:

- Ability to Maximize Relationships with Town Departments and Organizations
- Ability to Represent Library Effectively in the Community
- Budgeting and Fiscal Management Skills
- Personnel Management Skills
- Vision for the Library

Additional Important Abilities and Skills:

- Ability to assess and anticipate potential library innovations and challenges in order to optimize service to library patrons
- Ability to Communicate Clearly Orally and In Writing
- Ability to Prioritize
- Commitment to Diversity
- Decision-Making Ability
- Development Skills
- Facilities Management Skills
- Planning Skills
- Thorough Knowledge of Library Technologies and Practices
- Willingness to perform any task within the library, if needed.

INTERIM-DIRECTOR
ISSUES TO FOCUS ON

In addition to the overall responsibility for managing the day to day operation of the library, the Interim-Director will work to assist the Board with the following matters:

Guide the Board through the recruitment and hiring process. Provide an appropriate level of orientation to the new Director.

Review the library's compliance with all State Aid requirements and make appropriate recommendations.

Assist with presentation of FY '17 operating budget to Town Meeting.

Interface with the library building consultant.

Provide a list of recommendations for future consideration.

DRAFT 03/22/16

TIMELINE

APRIL

Board adopts final plan

Screening Committee is appointed and holds orientation meeting

Job posting/advertisements and related materials are developed

MAY

Applications are received for minimum of 30 days

JUNE

Screening Committee begins review process

Screening Committee holds initial interviews

Possible informal meeting with library staff

Screening Committee conveys report/recommendations to Trustees

JULY

Finalists are interviewed by Trustees

Decision is made by Trustees

AUGUST

Transition