



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 31, 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, MaryAnn Sliwa, Chuck Flaherty
PUBLIC ATTENDEES	Hana Heald

The March 31, 2016 meeting of the Dedham Library Board of Trustees was called to order at 7:03pm by Vice - Chair, Margaret Connolly. Ms. Wilkinson was unable to attend meeting.

1. Public Input:

No Public Input

2. Vote:

A motion was made by Ms. Sliwa for the approval to close both libraries on Tuesday, May 17, 2016. The entire staff will attend the MLA conference in Hyannis, MA. Ms. Driscoll seconded. All voted in favor.

Ms. Santos made a motion for the Endicott branch to stay open on Saturday, July 2, 2016. Ms. Sliwa seconded. All voted in favor.

3. Discussion and Vote:

Discussion of screening committee. The Trustees would like to see the committee formed by the end of April. Chuck spoke with Miriam Johnson; she is interested to serve on the committee as a non voting member unless Jim Kern appoints her as his designee.

Ms. Sliwa asked if there is a pre-screener to review all incoming resumes and pass along only qualified candidates. Mr. Flaherty said will ask Miriam Johnson to do the pre-screening of resumes.

Ms. Sliwa made a motion to accept the Composition of Screening Committee with updates in document attached. Ms. Driscoll seconded. All voted in favor.

4. Director's Report:

Mr. Flaherty was asked by a patron for the use of a meeting room. There was no space in either library that can accommodate her needs. She is going to another library. Mr. Flaherty wants to review the meeting room policy for Dedham Public Libraries.

Mr. Flaherty had a meeting with Denise Maroney. They had a positive discussion about capital budget. There is money available to repair the steps, the sloping back ramp, handicap bathroom at the Main Library, and rugs at Endicott. Mr. Flaherty also discussed with Ms. Maroney about security issues and installing key card entrance to both libraries.

Ms. Connolly expressed viewing the library day to day, operations and the possibility of moving offices.

Mr. Flaherty had a meeting about the Director's salary with Miriam Johnson and Nancy Baker. After looking at the comparable communities salary comparison chart, they both agreed the Trustees can offer a yearly salary cap of up to \$113,000. Nancy Baker will arrange the money to be moved for funding. The Trustees agreed to post the job listing with a salary range with \$94,000 as the mid range.

Denise Maroney had no idea The Library Board of Trustees signed a contract with Aaron Cohen & Associates. Nancy Baker wanted to know where the money for the contract came from and if it was mitigation money. Mr. Flaherty showed concern that neither of them knew about the signed contract and sent an email to Town Counsel.

5. Old/New Business:

Continued discussion about movie licensing. Denise Maroney asked about purchasing shades.

The patching of the doorway at the Endicott branch was finished today. Denise Maroney, Chuck Flaherty and Joe Flangan have a planned meeting soon about repairing Endicott branch sidewalk and painting the parking lot lines. They will need to shut the front door for two days and rent a handicap ramp.

Ms. Connolly asked if there will be a new design for the handicap ramp at the Main Library. It has been damaged from snow salt chemicals and is not pitched properly.

6. Action Items:

Action Item	Person	Date Due
Review Meeting Room Policy	Mr. Flaherty	May
Update about signed contract	Mr. Flaherty	May
Update from DPW	Mr. Flaherty	May

Ms. Sliwa made a motion to adjourn the meeting. Ms. Driscoll seconded. The meeting was adjourned at 8:42pm. The next meeting is scheduled for Thursday, April 7, 2016 at 7:00pm at the Endicott Library.

Respectfully submitted,

Sarah Santos

Attachments

Screening Committee Composition

SCREENING COMMITTEE COMPOSITION AND MEETING SCHEDULE

Composition of the Committee:

Chaired by BLT Chair, or her designee

One additional Library Trustee, appointed by Chair

Town Manager or his designee

One representative from Friends, DLIT, or comparable community group

One representative from the community

One representative of library staff, appointed by Chair

Human Resources Director

Possible meeting schedule:

Late April	Organizational meeting—review committee charge and meeting schedule
Early May	Meeting to review candidate profile and job description
Early June	Meeting to determine who will be interviewed
Mid-late June	2-4 meetings, at least one hour per candidate, anticipate 4-6 interviews, over 2-3 days
Late June	Final meeting to rank finalists, make recommendation to BLT

Total of 6-8 meetings, depending on pool of applicants

03/31/16 Approved by BLT