



Dedham Public Library  
 43 Church Street  
 Dedham, MA 02026  
 781.751.9281

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

| <b>DPL TRUSTEES MEETING MINUTES</b>        |   |
|--|---|
| <b>JULY 12, 2016, MAIN LIBRARY, 6:00PM</b> |   |
| <b>MEETING CALLED BY</b>                   | Board of Library Trustees, Dedham   |
| <b>TYPE OF MEETING</b>                     | Discussion Meeting, Executive Session, Discussion Meeting   |
| <b>CHAIRMAN</b>                            | Monika Wilkinson  |
| <b>SECRETARY</b>                           | Mary Ann Sliwa  |
| <b>ATTENDEES</b>                           | Tracy Driscoll, Sarah Santos, Mary Ann Sliwa, Monika Wilkinson, Chuck Flaherty, Margaret Connolly participated by phone |
| <b>PUBLIC ATTENDEES</b>                    | Kate Martin, Dedham Times   |

The July 12, 2016 meeting of the Dedham Library Board of Trustees was called to order at 6:05pm by Chair, Ms. Wilkinson.

**Public Input:**

None.

**Discussion and next steps for hiring next Library Director**

Ms. Wilkinson began her comments by reviewing the steps necessary to ratify the contract that the Board received late this afternoon after the contract was reviewed by Town Counsel.

Mr. Flaherty offered to direct any questions to Ms. Miriam Johnson, Director of Human Resources, Town of Dedham. He emphasized that the Board should take time to review the contract and no one should feel rushed to make a decision this evening.

Ms. Wilkinson made a motion to enter into Executive Session under Exemption 2 for a strategy session regarding non-union personnel. Ms. Driscoll seconded.

It was noted that the Board would reconvene for Open Session.

A roll call vote was taken at 6:15 pm: Ms. Driscoll- yes; Ms. Santos- yes; Ms. Sliwa- yes; Ms. Wilkinson- yes; Ms. Connolly- yes (participating via phone); Mr. Flaherty participated as a non-voting member.

Executive Session began at 6:15 pm.

Executive Session ended at 7:05 pm.

Ms. Connolly ended her participation by phone call at 7:07 pm.

**Action Items:**

Discussion and vote on the Minutes of June 9, 2016 and the Financial Report of June 2016 were deferred until the next regularly scheduled monthly Board Meeting.

**Reports:**

Mr. Flaherty delivered the **Director's Report:**

He spoke about the change in the responsibilities for the **Materials Budget** for Fiscal Year 2017. Monies will be distributed to library staff members who will be responsible for watching over and spending budgeted amounts for different entities, ex. Main Adult Collection, Electronic purchases.

The policy for ordering one additional book after 5 reserves has been put in place.

The reporting system for this ordering will generate reports every two months.

All of the above can be changed by the new director if she so chooses.

Mr. Flaherty also recommends setting aside a small amount of State Aid for a little cushion the first year.

**Transition Planning:**

Mr. Flaherty began his employment in April 2016 and can work for six months, i.e. until September 2016 without complications ensuing like the need for the Town of Dedham to offer benefits with the position. He hopes to take the new director on her initial tour of the libraries. He suggests the Board find times to introduce her to the staff and community. He will be available to help with the transition except for a week around Labor Day and two weeks in midOctober. He offered to work 2-3 mornings a week for 2 hours for 2-3 weeks if it suits the needs of the new director and the Board.

The Board expressed their appreciation of the expertise Mr. Flaherty has shared with the Dedham Public Library.

**Ongoing Projects:**

Mr. Flaherty spoke of the key card and security systems. He is in communication with Ms. Denise Moroney, Facilities Department, Town of Dedham. He is also working with Mr. Joseph Flanagan, Director of Public Works, Town of Dedham, to get the bike rack at the Endicott Library replaced and installed.

**State Aid:**

Mr. Flaherty suggested the Board make plans for the use of State Aid in FY'17. He also spoke of the Compliance issue. He has started the ARIS report and plans to finish it before he leaves the Dedham Public Library.

**5K Update:**

Mr. Flaherty stated that 35 people have registered to date. Dedham Savings Institution is paying for the t-shirts which is a big chunk of the expenses of the race. Volunteers will be needed on race day, Saturday, August 20, 2016. He sees this as a public relations opportunity for the library not as a fundraiser.

Board members suggested various ways to promote the race: more presence on Facebook, the Farmer's Market, flyers at all library programs. Mr. Flaherty will talk with Ms. Amber Socci about the various options.

A motion to adjourn was made by Ms. Driscoll. Ms. Wilkinson seconded. All present voted in favor. The meeting was adjourned at 7:32 pm.

A plan was made to have a regular Board meeting on Thursday, August 11, 2016 at 6:00 pm at the Endicott Library.

The potential meeting of Thursday, July 21, 2016 was cancelled.

**Action Item Table:**

| <b>Action Item</b>  | <b>Person</b>  | <b>Date Due</b>           |
|---|--|---------------------------|
| Negotiate contract with Ms. Roalsen                                       | Ms. Wilkinson in consultation with Board of Library Trustees, and Human Resources Director and Town Counsel. | July 2016                 |
| List for activities for Interim Director for July 2016                    | Trustees   | June 2016                 |
| Vote on Financial Report, May 2016, June 2016, July 2016                  | Trustees   | next 2016 Monthly Meeting |
| Collection Management changes   | Mr. Flaherty, Interim Director   | July 2016                 |
| Vote on Minutes of June 9, 2016, June 30, 2016, July 12, 2016             | Trustees   | August 2016               |
| Negotiation with Unions regarding expanded hours for State Aid Compliance | Library Director   | Fall 2016                 |
| Presentation to Town of Dedham Finance and Warrant Committee              | Library Director, Trustees   | Fall 2016/Winter 2017     |

|   |                             |                           |
|---|-----------------------------|---------------------------|
| regarding budget changes to meet State Aid Compliance |                             |                           |
| Parking Study meetings                                | Ms. Driscoll and Ms. Santos | As scheduled in Fall 2016 |

Respectfully submitted,

Mary Ann Sliwa

Attachments:

- Agenda
- FY'17 Materials Budget handout
- Statistics handout

TOWN OF DEDHAM

# MEETING NOTICE

POSTED:

TOWN CLERK

POSTED IN ACCORDANCE WITH THE PROVISIONS OF M.G.L. CHAPTER 30A SECTION 20 AS AMENDED.

|                            |                                   |
|----------------------------|-----------------------------------|
| <b>Board or Committee:</b> | Board of Library Trustees         |
| <b>Location:</b>           | Main Library                      |
| <b>Day, Date, Time:</b>    | Tuesday, July 12, 2016, 6:00 p.m. |
| <b>Submitted By:</b>       | Monika Wilkinson, Chair           |
| <b>Date:</b>               | July 8, 2016                      |

## AGENDA:

Call to Order  
Public Input

### **Action Items:**

Discussion and Vote: Minutes *June 9, 2016*  
Discussion and Vote: *Financial Report, June 2016*

### **Reports:**

Chair's Report on Director Search  
Director's Report  
    FY '17 Materials Budget  
    Transition Planning  
    Ongoing Projects  
    State Aid --- Use, Compliance Issues, Reports  
    5K Update

Old/New Business\*

Executive Session, if necessary, under Exemption 2 to conduct negotiations with nonunion personnel.

**Next Meeting: July 21, 2016, 6 p.m., Endicott Library**

*\*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'17 MATERIALS BUDGET      \$149,981.00

UPDATED 7/8/16

ADULT                      CHILDREN      YA

|          |             |             |             |       |
|----------|-------------|-------------|-------------|-------|
| BOOKS    | \$48,000.00 | \$34,000.00 | \$12,000.00 | ##### |
| Main     |             | \$20,000.00 | \$6,000.00  | ##### |
| Endicott |             | \$14,000.00 | \$6,000.00  | ##### |

PERIODICALS                      \$19,000.00

DATABASES                      \$35,000.00  
Inc. Overdrive, Hoopla,  
all centralized

|           |             |             |            |       |
|-----------|-------------|-------------|------------|-------|
| NON-PRINT | \$37,000.00 | \$28,500.00 | \$6,500.00 | ##### |
| Main      |             | \$14,250.00 | \$3,250.00 | ##### |
| Endicott  |             | \$14,250.00 | \$3,250.00 | ##### |

UNALLOCATED                      \$10,981.00

TOTAL                              \$149,981.00

Started with a few stats

53.5% of circulation is at Endicott

\$56,217 spent on books in FY '15, 32% of the total materials budget

\$56,217 spent on books in FY'15

E=48% of total

E=40% of adult \$

E=70% of J \$

3,655 orders placed in FY '15

E=50% of total

E=39% of adult orders

E=73% of J orders