



Bonnie Roalsen, Director
 Dedham Public Library
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Monika Wilkinson, Chair
 Margaret Connolly, Vice Chair
 Tracy Driscoll
 Sarah Santos
 Mary Ann Sliwa

DPL TRUSTEES MEETING MINUTES	
MARCH 16, 2017, ENDICOTT LIBRARY, 6:00 PM	
MEETING CALLED BY	Board of Library Trustees, Dedham
TYPE OF MEETING	Discussion Meeting
CHAIRMAN	Monika Wilkinson
SECRETARY	Mary Ann Sliwa
ATTENDEES	Margaret Connolly, Tracy Driscoll, Sarah Santos, Mary Ann Sliwa, Monika Wilkinson, and Bonnie Roalsen
PUBLIC ATTENDEES	Richard Pierce

The March 16, 2017 meeting of the Dedham Library Board of Trustees was called to order at 6:05 pm by Chair, Ms. Wilkinson.

Public Input:

None.

Action Items:

Discussion and Vote: Minutes of February 2, 2017

Regarding the minutes of February 2, 2017, there was no discussion. Ms. Connolly made a motion to accept; Ms. Santos seconded; all voted in favor.

Discussion and Vote: Minutes of March 4, 2017

Regarding the minutes of March 4, 2017, there was no discussion. Ms. Sliwa made a motion to accept; Ms. Wilkinson seconded; Ms. Driscoll, Ms. Santos, Ms. Sliwa, and Ms. Wilkinson voted in favor; Ms. Connolly abstained.

Discussion and Vote: Financial Report for February 2017

Questions about the higher percentages in categories like Facilities Maintenance were raised. Ms. Roalsen noted that the overall category (or bucket) did not have unusually high percentages; her goal is to refine the categories, working with the Town of Dedham's Director of Finance. Ms. Driscoll asked for an update on the

State Aid monies. A motion to accept the financial report of February 2017 was made by Ms. Sliwa; Ms. Driscoll seconded; all voted in favor.

Friends of the Dedham Library Update:

Mr. Pierce spoke as the Vice Chair of the Friends and reported on the successful recruiting of new members; the executive board of five people; weekly publicity in the Dedham Times; Children's Book Sale to be held at the Endicott Library on April 8, 2017.

Director's Report:

Renovations:

Ms. Roalsen reviewed the changes at both libraries to the physical plant and the upcoming work to be done. A discussion ensued about window shades.

Technology Update:

Ms. Roalsen reported on the wireless printing at the Main and the fax line that should be going in soon.

She spoke of numerous other technology resources acquired including 2D cutters, Fab@SchoolMaker and Animationist software; a Minecraft server; Raspberry pi; a Nintendo switch.

She clarified the age policy for workshops: it is the parent or guardian's decision on whether the child can attend any workshop.

Collection Management:

Ms. Roalsen talked about the relabeling of the collections which has been completed at the Main library and is in progress at the Endicott library.

She spoke of using Kanopy as a way to access 26,000 film resources on any device at any time, ranging from Great Courses to classic and blockbuster films.

Questions about the database subscriptions were answered by Ms. Roalsen noting that she has run a report on the usage and is determining whether to renew specific database subscriptions or not based on this analysis.

The procedure for patrons to request materials, services, and databases remains as follows: call, email, or walk in to Ms. Roalsen's office.

She also spoke about Zinio online magazines which she is investigating.

Ms. Roalsen noted the excitement about the objects that have been integrated into the collection. She also stated that ten more iPads will be added to the collection as the current ten are always checked out.

Staff Professional Development:

Ms. Roalsen spoke of activities to date and future ones. Her philosophy is that casting a wider net in professional development helps you continue to innovate. She also explained that staff who preferred the more traditional library conferences would be attending those. Discussion ensued.

Programs Update:

In February 2017, 526 patrons attended programs at the Endicott Library; 912 at the Main. This total of 1400 for the month compares to last year's total for the year of 3800 patrons participating in programs. When asked, Ms. Roalsen stated the long term goal is to have 5000 participants a month, 60,000 a year.

The April school vacation week has a full schedule of programming.

The summer reading program will have the theme "Building" which will include anything you can build- from Minecraft to quilts. A 3D printer is expected to be added to the collection for these activities.

Library staff are going to the elementary schools for the library card drive.

Old/New Business:

Ms. Driscoll shared an update regarding the Dedham Reads event of the Dedham Library Innovation Team (DLIT). Ms. Driscoll spoke of the coordination with DLIT for the Future of the Library talk on March 23, 2017. Discussion of plans for the evening ensued. Ms. Driscoll left the meeting at 7:25 pm.

It was determined that the April 25, 2017 Open House will occur; the tours will follow the patten of the March 23, 2017 tours; refreshments will be provided.

Ms. Santos shared activities and ideas from another library with the group. She mentioned the benefits of involving Robert Blaney, Director, Dedham Youth Commission with the library programs and volunteer opportunities. Ms. Santos then spoke of a patron comment regarding scheduling children's programming in the evening.

Ms. Driscoll returned to the meeting at 7:45 pm.

Ms. Santos spoke of upcoming Flag Day plans and the Dedham Junior Women's League outdoor summer concerts.

Ms. Sliwa updated the group regarding the Strategic Planning process. Ms. Roalsen checked with Massachusetts Board of Library Commissioners, and it is alright to report in on our plan on October 1, 2017 there is some flexibility with this date also. The MBLC is looking for what works for the Dedham Public Library.

Ms. Sliwa outlined the components of the Strategic Plan: a Compelling Mission Statement; five year goals in these areas:

1. Technology
2. Access
3. Programs
4. Services
5. Space

Space is defined to include town spaces, and community outreach.

The format is to be two to three evening meetings in September 2017.

The Action Item Table was reviewed and action items that have been accomplished were deleted. The next meeting of the Board of Library Trustees has been set for Thursday, April 13, 2017 at 6:00 pm at the Endicott Library.

The following items were determined to be relevant to the April 13, 2017 meeting: Director's Goals update; Art Policy; report on Livable Dedham; policy for use of meeting rooms; update on non-appropriated funds.

A motion to adjourn the meeting was made a 8:09 pm by Ms. Driscoll; Ms. Connolly seconded; all voted in favor.

Action Item Table:

Action Item	Person	Date Due
Check with Dedham Institute for Savings regarding photograph	Ms. Roalsen	March 2017
Forward documents of trusts requested by Rockland Trust Company	Ms. Roalsen	January-February 2017
Send letter of termination of relationship with Aaron Cohen Associates	Ms. Roalsen	January 2017
Report on Non-Appropriated Funds	Ms. Roalsen and staff	April 13, 2017 Board meeting
Discussion of art policy	Ms. Roalsen, Trustees	Future Board meeting
Discussion of room reservation policy	Ms. Roalsen, Trustees	Future Board meeting
Discussion of donor recognition, trustees' appeal	Ms. Roalsen, Trustees	Future Board meeting
Negotiation with Unions	Ms. Roalsen	2017
Report on work with Livable Dedham	Ms. Sliwa	Future Board meeting

Respectfully submitted,

Mary Ann Sliwa

Attachments:

Agenda

February Budget Report