



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

<b>DPL TRUSTEES MEETING MINUTES</b>	
<b>DECEMBER 7, 2017, MAIN LIBRARY, 6:00 PM</b>	
<b>MEETING CALLED BY</b>	Board of Library Trustees, Dedham
<b>TYPE OF MEETING</b>	Monthly Meeting
<b>CHAIRMAN</b>	Margaret Connolly
<b>SECRETARY</b>	Mary Ann Sliwa
<b>ATTENDEES</b>	Margaret Connolly, Tracy Driscoll, Sarah Santos, Mary Ann Sliwa, and Bonnie Roalsen; Monika Wilkinson arrived at 6:31 pm.
<b>PUBLIC ATTENDEES</b>	Richard Pierce

The December 7, 2017 meeting of the Dedham Library Board of Trustees was called to order at 6:03 pm by the Chair, Ms. Connolly.

#### **Public Input:**

Mr. Pierce stated that the Friends of the Dedham Public Library will have a book sale the afternoons of January 19 and 20, 2018. He talked about an upcoming mailer to solicit contributions, their new space in the library, and the election of officers. Ms. Connolly noted how pleased the Board is at the growth of the Friends of the Library membership in the past year.

#### **Action Items:**

##### **Discussion and Vote: Minutes of November 16, 2017**

There was no discussion regarding the minutes of November 16, 2017. Ms. Sliwa made a motion to accept; Ms. Driscoll seconded; all present voted in favor of accepting the November 16, 2017 minutes. Ms. Wilkinson was absent.

##### **Discussion and Vote: Financial Report October 2017**

Approval of the spending to date and its favorable comparison with last year's report of the same time was noted by Ms. Sliwa. A motion to accept the Financial Report of October 2017 was made by Ms. Sliwa. Ms. Driscoll seconded; all present voted in favor of accepting the October 2017 Financial Report. Ms. Wilkinson was absent.

## **Discussion and Vote: Financial Report November 2017**

There was no discussion of the Financial Report of November 2017. A motion to accept the Financial Report of November 2017 was made by Ms. Santos. Ms. Driscoll seconded; all present voted in favor of accepting the November 2017 Financial Report. Ms. Wilkinson was absent.

## **Discussion and Vote: Dedham Public Library Strategic Plan FY18-FY22**

Ms. Sliwa commended Ms. Roalsen for her expertise in writing the summary and involving the community in moving the library forward. Ms. Connolly commended Ms. Driscoll and Ms. Sliwa for their efforts on this project. A motion to accept the Dedham Public Library Strategic Plan FY18-FY22 was made by Ms. Sliwa. Ms. Driscoll seconded; all present voted in favor of accepting the Dedham Public Library Strategic Plan FY18-FY22. Ms. Wilkinson was absent.

## **Director's Report**

Ms. Roalsen explained that planning a professional development date in the winter is contingent on the timeline for the carpeting installation and the flooring work; she plans to minimize the amount of time the library is closed to the public during these three separate projects. The carpeting bids will be opened on December 8, 2017.

Ms. Roalsen reports that the library will be open its regular hours on the holiday weeks except for the closings on December 25, 2017 and January 1, 2018. Programming is scheduled throughout the holiday time.

Ms. Connolly reported on the ongoing work of the policy working group. There have been several meetings. Ms. Roalsen is now looking at a proposed document which will then come before the Board prior to sending it to Town Counsel for final review.

Ms. Wilkinson arrived at 6:31 pm.

In the month of November 2017, a total of more than 6,000 patrons attended library programming. A short discussion of how this increase impacts the yearly budget process ensued.

Ms. Roalsen reviewed her collaborations with Superintendent of Schools Michael Welch, Economic Development Director, John Sisson, and Youth Commission Director, Robert Blaney.

Ms. Roalsen spoke of the ESOL Tutoring Pilot Program scheduled for March 2018. Ms. Sliwa will contribute to the design of the program and tutor training. They will be meeting with Dedham Public School lead teacher at Dedham High School to discuss collaborative efforts.

Ms. Roalsen talked about the 42 families relocated to Dedham from Puerto Rico by FEMA. The library is working with the schools and Youth Commission to help address needs. The tutoring program may be a great benefit.

The library is creating a fully integrated site called dedham.life to share information across social media with a calendar and civic group section. Some experimentation has begun with the library's own web calendar and the Youth Commission's web calendar.

An event is planned in collaboration with the Council on Aging and Livable Dedham for December 11, 2017. Ms. Roalsen will join Ms. Pransky, Director, Council on Aging on a panel presentation.

Regarding an Hour of Code, Ms. Roalsen reported that the staff had presented to 280 children today and will be visiting for an "hour of code" introduction at all the elementary schools in the coming week. Workshops at the library will follow.

It was noted that communication with the schools has improved dramatically, and the partnership with the Youth Commission has resulted in holding programs for youth at the library.

Next year's Town wide budget process was discussed. Ms. Connolly and Ms. Driscoll will work with Ms. Roalsen on strategizing the library's request.

### **Old/New Business:**

Ms. Wilkinson suggested that Rockland Trust visit the Board meeting again to review the accounts. There was a short discussion of expenditures from the trusts and the available balances. Ms. Roalsen will outline the 1, 3, and 5 year plan for trust fund money expenditure and present it to the Board.

The 96% increase in community utilization of the library was mentioned as a possible topic for the budget presentation to the town. Other metrics will also be provided.

Ms. Driscoll reported on the Dedham Reads process. Ms. Roalsen noted that the Dedham Library Innovation Team (DLIT) has donated the proceeds from the August Road Race to purchasing 4 Starlings which measure words spoken to a child in a day along with 2 desk cycles for those who enjoy moving while reading. Also, musical stairs will be added to the library in the future.

Ms. Driscoll brought up the need for a Marketing Working Group to help get the word out about the increased programming, the budget, and to increase donations. She suggested two Trustees along with library staff and community members begin meeting. Ms. Santos expressed her interest.

Ms. Santos asked for a report on the Holiday Stroll. Ms. Roalsen noted three staff members gave out hundreds of flyers and books.

Next meetings of the Board were scheduled for January 11, 2018 and February 8, 2018 at the Main Library at 6 pm.

A motion to adjourn the meeting was made at 7:46 pm by Ms. Wilkinson; Ms. Driscoll seconded; all voted in favor.

**Action Item Table:**

<b>Action Item</b>	<b>Person</b>	<b>Date Due</b>
Budget FY 19	Ms. Connolly, Ms. Driscoll, Ms. Roalsen	January-May 2018
Pilot ESOL Tutoring Program	Ms. Sliwa, Ms. Roalsen	March 2018
1,3,and 5 Year Plan for Trust Fund Expenditures	Ms. Roalsen	2018
Director's Goals Working Group	Ms. Wilkinson, Ms. Santos, Ms. Roalsen	September 2017
Donors Working Group	Ms. Wilkinson, Ms. Driscoll, Ms. Roalsen and staff	Fall 2017; in progress
Policy Working Group: room reservations, art policy	Ms. Wilkinson, Ms. Connolly, Ms. Roalsen	On-going
Negotiation with Union	Ms. Roalsen	2017

Respectfully submitted,

Mary Ann Sliwa