



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

DPL TRUSTEES MEETING MINUTES	
AUGUST 9, 2018, MAIN LIBRARY, 7:00 PM	
MEETING CALLED BY	Board of Library Trustees, Dedham
TYPE OF MEETING	Monthly Meeting
CHAIRMAN	Margaret Connolly
SECRETARY	Mary Ann Sliwa
ATTENDEES	Margaret Connolly, Tracy Driscoll, Monika Wilkinson, and Mary Ann Sliwa
PUBLIC ATTENDEES	Richard Pierce

Call to Order

The meeting was called to order at 7: 00 pm by Chair, Ms. Connolly.

Public Input

A report from Friends of the Dedham Public Library was given by Mr. Pierce. He spoke of the details of the recognition ceremony for Mary (Mimi) Harrington on September 12, 2018 at 4:00 pm in the Main library in recognition of her work and the donation the Friends made for the furniture in the reading room.

He asked for an area to sell top quality used books as the public enters the Main library and for an area where patrons may drop off book donations.

He reported the Friends voted to continue raise money for the Dedham Public Library.

He also spoke of a possible children's bench outside the Main library in Mary (Mimi) Harrington's name in the future.

He talked of a \$1000 donation to the Friends from Dr. Paul Gates, Jr. in memory of his parents.

He reported the July book sale netted \$1026; sales are scheduled for Saturdays September 15 and December 8, 2018 from 9 am – 3 pm at the Main. Additionally, the Friends will participate in the Trunk

or Treat event on October 27, 2018.

Action Items:

Discussion and Vote: Minutes of July 24, 2018

Motion to accept made by Ms. Sliwa; Ms. Wilkinson seconded; all present voted in favor; (Ms. Santos was not present).

Discussion and Vote: Financial Report dated August 6, 2018

This report reflects accounts as of July 31, 2018. Ms. Connolly noted the ongoing work to reconcile the new Town system to the library's needs. Ms. Sliwa made a motion to accept the report; Ms. Driscoll seconded; all present voted in favor; (Ms. Santos was not present).

Policy for the 3D Printers:

A policy document that is used by other libraries located and lightly revised by Ms. Wilkinson was discussed. Additionally, Ms. Roalsen brought a document describing acceptable use which will be displayed near the 3D printers on the ground floor of the Main library.

A short discussion ensued. There will be one change from a “will” to a “may” in the cost statement of the 3D printer policy document. Ms. Sliwa made a motion to accept the policy document; Ms. Wilkinson seconded; all present voted in favor; (Ms. Santos was not present).

Trustees' Evaluations:

Ms. Sliwa will initiate a Doodle poll to set a September 2018 date for trustees to discuss their completed personal evaluations as a group. The meeting will last for two hours. Ms. Roalsen's presence is deemed not necessary.

Director's Report:

Ms. Roalsen reported on the completion of painting downstairs at the Main in the machine shop and staff kitchen area and the scheduled painting at the Endicott branch library tomorrow.

Ms. Roalsen met with a representative of the Dedham Historical Commission to review a proposed awning for the back of the Main library. The awning will offer better coverage than the existing one and decrease the current flooding issues in that area. The Assistant Director of Facilities, Town of Dedham, will submit the necessary paperwork to the Historic Commission for approval and for this to proceed.

The new DIY librarian is helping with drone flying and setting up a fall Child's Craft Fair where items can be built and sold.

Security cameras have been installed at both libraries. Kevin Coleman, Public Safety Technology Specialist, Dedham Police Department, has been instrumental in selecting the technologies. If needed, the police have a view in to the facilities. Ms. Wilkinson questioned if the Town of Dedham has created a policy on how long you save the video. Transit point cameras were also discussed.

Ms. Roalsen reported a huge attendance at programs for the summer. She spoke of the success of the food service program. Ms. Connolly thanked Ms. Driscoll for volunteering her time to serve this program.

Old/New Business:

Ms. Driscoll reported on the parking meeting she attended on July 25, 2018. She noted the similarities to another study done previously although this one covered an expanded geographical area of downtown Dedham. She reported that Ms. John Sisson, Economic Development Director, Town of Dedham, facilitated the meeting and Dedham business owners also participated.

Ms. Wilkinson reported on a meeting that she had with Ms. Driscoll and Ms. Jeanette Evans of the Friends of the Dedham Public Library. She spoke of the Friends' request to add the now confirmed recognition ceremony to the library's calendar and other details including a newspaper posting. They also talked about recognition in general. Ms. Wilkinson explained that a plaque would be very different from the way in which future donors are recognized and emphasized the intention of the Board of Trustees to make a more formal and permanent recognition of Ms. Mary (Mimi) Harrington in the future.

Ms. Roalsen also acknowledged the tax payers of Dedham who give support to the publically funded library every year.

Ms. Connolly read a letter from the Commonwealth of Massachusetts Office of the Attorney General dated July 5, 2018 which states Mr. Christian Anthony was sent a letter "on April 24, 2018 stating that if we did not receive the original complaint from you by June 20, 2018, we would presume the action taken by the Board was sufficient and would close this file. Our office currently has no record of a complaint filed by you in this matter. Therefore, we now consider this matter closed."

A discussion of the current working groups ensued. Ms. Sliwa agreed to work on the Director's Goals with Ms. Santos as Ms. Wilkinson is excusing herself from that working group.

There was talk of making the Policy working group into a committee. This will be on the September board meeting agenda for further discussion.

Ms. Driscoll reported that Ms. Christine Ryan won a chance to be a character in a book at a Dedham Library Innovation Team (DLIT) event in the past that Mr. William Martin presented at. The book has been published and the idea is to have both people at an event in the fall of 2018.

The Dedham Public Library staff and DLIT are talking about a celebration of the Harry Potter books turning 20 years old during the Halloween 2018 season in Dedham Square.

The next meeting of the Board is set for Thursday, September 13, 2018 at 5:30 pm at the Endicott Library. The October meeting is planned for Thursday, October 11, 2018 at 6:00 pm at the Main Library.

Action Item	Person	Date Due
Strategic Plan increments FY'18, FY'19	Ms. Roalsen	Fall Board Meeting
Quarterly Professional Development information	Ms. Roalsen	Fall Board Meeting
Trustees Evaluation	Ms. Connolly and Ms. Sliwa	Fall 2018
Director's Goals Working Group	Ms. Santos, Ms. Sliwa, Ms. Roalsen	Fall 2018
Donors Working Group	Ms. Wilkinson, Ms. Driscoll, Ms. Roalsen and staff	Spring 2018
Policy Working Group: meeting policy, art policy	Ms. Wilkinson, Ms. Connolly, Ms. Roalsen	Spring 2018

A motion to adjourn was made by Ms. Driscoll at 8:25 pm; Ms. Wilkinson seconded; all present voted in favor; (Ms. Santos was absent).

Respectfully submitted,

Mary Ann Sliwa