



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>SEPTEMBER 13, 2018, ENDICOTT LIBRARY, 5:30 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 Monika Wilkinson
<b>PUBLIC ATTENDEES</b>	Richard Pierce

**Call to Order:**

The meeting was called to order at 5:33 pm by Chair, Ms. Connolly. She announced that Ms. Wilkinson would be leaving the meeting early, so the order of the agenda would change.

**Discussion and Vote: Fine Policy**

Ms. Sliwa read aloud the policy proposed by Ms. Roalsen: “The Dedham Public Library, in support of equitable access, does not charge fines for overdue materials. A replacement fee will be charged however for lost or damaged materials, unless the Collection and Circulation Manager approves a different replacement strategy.”

Ms. Roalsen had provided the Trustees with information about overdue rates deterring patrons from using the library. She clarified that the policy would apply to all materials, not just books. She will investigate whether it applies if the materials are from a library outside Dedham.

A motion to accept this policy was made by Ms. Sliwa; Ms. Wilkinson seconded; all voted in favor.

**Discussion and Vote: Friends of the Dedham Public Library Requests**

The question about shelving on the main floor of the Main Library was raised. Ms. Connolly is the liaison to the Friends and attended their most recent meeting. Various points were discussed along with potential solutions. Mr. Pierce mentioned the idea of a permanent lock box downstairs to collect money

when the area is unmanned. The discussion concluded with the commitment of the trustees to assist the Friends in their mission of raising money for the Dedham Public Library. However, the proposal of a cart on the main floor was not accepted for reasons including library staff will no longer be collecting money, the message of free and equitable access would be confused, there exist ways to collect money downstairs, and that downstairs space is considered generous.

### **Action Items:**

#### **Discussion and Vote: Minutes of August 9, 2018**

Motion to accept made by Ms. Sliwa; Ms. Wilkinson seconded; all voted in favor.

#### **Discussion and Vote: Financial Report August 31, 2018**

Ms. Roalsen confirmed the ongoing work to reconcile the new Town system to the library's needs. Ms. Sliwa made a motion to accept the report; Ms. Wilkinson seconded; all voted in favor.

Ms. Wilkinson left the meeting at 6:04 pm.

#### **Discussion and Vote: Friends of the Dedham Public Library Requests continued**

Mr. Pierce brought up the issue of dropping off books for donation to the book sales. The trustees and director proposed several solutions based on best practices at other libraries while acknowledging that no system is perfect. Concerns including the condition of donated books (mold, for instance), safety, and library staff duties were brought up.

Mr. Pierce spoke of the mission of the Friends-to generate income for the library-and that there are significant other sources of income (besides the book sales) from individual and corporate donations. The trustees affirmed their support of the Friends mission to raise money for the library and requested further input and discussion of alternative drop off solutions.

### **Public Input**

Mr. Pierce spoke of the issue where the shelves become disorganized if the area is always open to the public. He also specified that a large percentage of the book sales income is from dealers.

### **Director's Report:**

#### **Programming Updates:**

The Library will be offering bilingual/sign language story programs on Thursday mornings. The Library is launching a teen book club on September 27, 2018 with discussions shared on Instagram Stories. The Library has established a robust foundation for community programming over the past few months which continues into the fall and winter months.

In addition, special events are currently being planned out for the next 6 months including several author events. One which is notable is a visit from author William Martin on October 17, 2018 for a discussion of his new book *Bound for Gold: A Novel of the California Gold Rush*.

The Library is collaborating with the Historical Society, hosting their Fall program on women's suffrage at the Main Library on October 16, 2018. The Library will be live streaming the event and offering related programming and displays in the weeks prior to this event. Additionally, we are exploring collaborative ways to make Dedham's history more accessible and interactive.

### **Summer Free Breakfast and Lunch Program:**

The total meals served to food vulnerable children this summer: 3400 breakfast and lunches over the ten-week period from June 25 through August 31, 2018. Free camp-like activities were offered every day and well attended.

### **Tech and Collection Updates:**

Library is now offering 3D printed assisted technology for people with Amyotrophic Lateral Sclerosis (ALS).

Library is now offering a Drone Racing League on Thursday evenings at the Endicott Branch.

Overdrive is now offering digital magazines to all Minuteman patrons.

We are shifting collections in the Main and are in the process of mapping them as well, internally for patron experience, and externally for browsability.

We will begin augmenting library materials and spaces this fall.

The historic collection has been digitized and will be available on line.

Library guides will be in use soon with QR codes on incoming materials pointing to annotated recommendations for further readings from library professionals. This helps grow readers.

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

Ms. Connolly noted the antiquated policies of the Dedham Public Library which need to be updated. She and Ms. Wilkinson are working on the Exhibit Policy and the Meeting Room policy along with the Meeting Room application.

Ms. Sliwa noted that she, Ms. Santos, and Ms. Roalsen are meeting on September 17, 2018 to create the document for Director's Goals. Ms. Sliwa proposed after that date there be a rotating of policies to all members, perhaps in small working groups, to update the policies of the library. She indicated her availability.

The next meeting of the Board is set for Thursday, October 11, 2018 at 6:00 pm at the Endicott Library. The November meeting is planned for Thursday, November 8, 2018 at 6:00 pm at the Endicott Library.

A motion to adjourn was made by Ms. Sliwa at 7:08 pm; Ms. Santos seconded; all present voted in favor; (Ms. Wilkinson was absent).

<b>Action Item</b>	<b>Person</b>	<b>Date Due</b>
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

Respectfully submitted,

Mary Ann Sliwa