



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	
JANUARY 10, 2019, ENDICOTT LIBRARY, 6:00 PM	
MEETING CALLED BY	Board of Library Trustees, Dedham
TYPE OF MEETING	Monthly Meeting
CHAIRMAN	Margaret Connolly
SECRETARY	Monika Wilkinson and Mary Ann Sliwa
ATTENDEES	Margaret Connolly, Tracy Driscoll, Sarah Santos, Mary Ann Sliwa, Monika Wilkinson, and Bonnie Roalsen
PUBLIC ATTENDEES	Richard Pierce

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

Public Input:

Mr. Pierce stated that the Friends of the Dedham Library has an open dialogue with the Trustees and the Library Director. He notes the Friends group has been moving forward on decisions. He thanked Ms. Connolly for attending meetings and being liaison, and Ms. Roalsen for her input at the meetings.

Action Items:

Discussion and Vote: Minutes of December 13, 2018

A motion to accept the minutes of December 13, 2018 was made by Ms. Wilkinson; Ms. Sliwa seconded; all voted in favor.

Discussion and Vote: Financial Report December 2018

A motion to accept the financial report dated December 2018 was made by Ms. Driscoll; Ms. Sliwa seconded; all voted in favor.

Discussion and Vote: Meeting Room Policy

The Meeting Room Policy has been presented by Ms. Connolly, Ms. Wilkinson, and Ms. Roalsen. Ms. Sliwa praised the clarity of the policy and form, and she suggested revising as needed. A motion to accept was made by Ms. Sliwa; Ms. Wilkinson seconded; all voted in favor. Ms. Santos asked if the form can be filled out

electronically, and Ms. Roalsen said that it could be. It will be active next week. Some discussion was held about the process. Ms. Roalsen stated that Library would add Library meetings so others would be aware of them.

Discussion and Vote: Professional Development for Director

Ms. Sliwa explained that there are two programs that align with the Director's goals: Internet of Things and Digital Business Strategy. Both are in high demand; Ms. Roalsen is not certain which program will be available. Ms. Roalsen explained the relevance of both programs to what the Library is currently undertaking. A motion was made by Ms. Sliwa to approve \$2800 from State Aid for a MIT/Sloan Executive Education course. Ms. Driscoll seconded; all voted in favor.

Ms. Sliwa and Ms. Santos met with Ms. Roalsen and presented a proposed set of Director's Goals. Discussion ensued. Ms. Driscoll asked a question about the numbering of goals which Ms. Sliwa explained were connected to the numbers on the Strategic Plan. The absence of consecutive occurs because there are goals that couldn't be measured and ones that rely on the Town government which we don't govern. A decision was made to put the goals in parentheses to indicate the match to the items of the Strategic Plan. Ms. Sliwa made a motion to accept the Director's Goals for March 31, 2019 to April 1, 2020 document. Ms. Connolly seconded; all voted in favor.

Ms. Santos reminded the Board that we will be reviewing the previous year's goals this spring. The board discussed the timing. Ms. Connolly will meet with Ms. Roalsen in February to begin the process; it will be completed before the next board is formed after the April 13, 2019 Town Elections.

Director's Report:

Ms. Roalsen gave a report on the following:

Collections:

The Dedham Public Library is continuing to tag its materials with Radio-frequency identification (RFID). The staff is working on all existing collections. Mapping of collections and materials is in process as well.

There is a great new publicity program called "High Five on the Fives" featuring great new reads from our collections on the 5th, 15th, and 25th of each month.

Facilities:

Ms. Roalsen is meeting with the Town of Dedham Facilities Department to discuss options for the placement of the awning over back entrance of the Main Library.

Conferences & Continuing Education

Ms. Roalsen will be presenting at Computers in Libraries 2019 conference in the Artificial Intelligence and Libraries track on the topic of "Robots, AI, and Challenges".

Computers in Libraries provides a unique, annual opportunity for library and information professionals from all over the world to gather together and discuss the myriad of ways technology continues to impact libraries and the people who use them. Professionals learn, share, and celebrate the technologies and people that are shaping the future of libraries.

Programming Highlights:

The #Trashtalk program is planning a soft launch on February 1, 2019 from 5:30 -7:30 pm at the Main Library of the community conversation and art exhibit.

Technology:

Training on the new automated systems has started. The Augmented Reality App has been upgraded.

Additional:

We are hiring part-time Community Engagement and Dialog Catalysts. We are thrilled to have them join the library team. Interviewing continues for the Youth and Teen Librarian position.

A request has been made from Dedham Library Innovation Team (DLIT) for use of the Endicott Branch Library on Friday, April 12, 2019 for their annual fundraising gala. There was some concern about noise and parking during last year's event. Flyers inviting the neighbors and directions for parking were mentioned as potential improvements. Ms. Roalsen is going to be meeting with organizers this month.

Ms. Driscoll asked for more signage about where to go for returns and book check outs in the new configuration on the first floor of the Main Library (the large circulation desk is no longer) Ms. Roalsen said that she has taken measurements and is having signs printed to give these directions.

Old/New Business:

At the February meeting some residents may attend for feedback about book availability for book group members and others. Discussion ensued about meeting the needs of library patrons.

Ms. Sliwa conveyed a request from Livable Dedham to host a program from 1:00 to 3:00 Open Tech support with a plan to recruit volunteers and use library facilities beginning March 4, 2019.

Ms. Connolly made a motion to adjourn the meeting at 6:59 pm. Ms. Wilkinson seconded; all voted in favor. A roll call vote to go into Executive Session

Under Section 21 of the Open Meeting Law: Executive Session: Exemption 3 to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares.

Under Section 21 of the Open Meeting Law: Executive Session: Exemption 2 to conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel

occurred with the following votes: Ms. Driscoll-aye; Ms. Connolly-aye; Ms. Santos-aye; Ms. Sliwa-aye; Ms. Wilkinson-aye.

The Board of Library Trustees returned to Open Meeting at 8:58 pm and discussed investigating security companies. Ms. Sliwa made a motion to appropriate monies from CBWade trust fund until the Town of Dedham provided reimbursement up to the amount of \$10,000 if security was necessary. Ms. Connolly seconded; Ms. Connolly, Ms. Driscoll, Ms. Santos, and Ms. Sliwa voted in favor; Ms. Wilkinson has left the meeting at 8:22 pm.

Action Item Table:

Action Item	Person	Date Due
Director's Goals	Ms. Connolly	Send out summary from meeting with Ms. Roalsen in February; compile Board member comments in March; present summary at April Trustee meeting
Signage for new systems	Ms. Roalsen	Winter 2019
Article regarding presentations for local media coverage	Ms. Roalsen	January-March, 2019
Quarterly Professional Development information	Ms. Roalsen	Spring/Summer 2017 Anticipated end date September 2017
Policy Working Group: Social Media	Ms. Wilkinson, Ms. Santos, Ms. Roalsen	Winter 2019
Policy Working Group: library groups	Ms. Wilkinson, Ms. Connolly, Ms. Roalsen	January 2019
Donors Working Group	Ms. Wilkinson, Ms. Driscoll, Ms. Roalsen, and staff	On going

Respectfully submitted,

Monika Wilkinson and Mary Ann Sliwa