

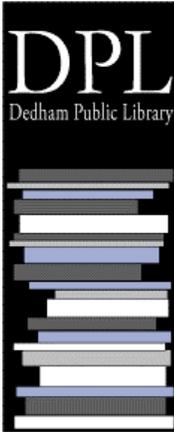
**Dedham Public Library  
Meeting of the Board of Library Trustees  
Wednesday, October 26, 2011 at Town Hall @ 10:00 am**

**Agenda**

**Executive Session: Interim Director interviews**

**Other Business**

- 1. School/Library collaboration decision**
- 2. Mitigation application decision**
- 3. Possible election of Interim Director**
- 4. John Flynn's "to do" list**
  - a. Threshold at Endicott**
  - b. Batteries for emergency lights**
  - c. Repair slate roof, point front stairs, and clean windows at the Main**



# Dedham Public Library

Massachusetts. Minuteman. You.

43 Church St.  
Dedham, MA 02026  
781.751.9284  
<http://library.dedham-ma.gov/>

Joseph D'Amico, Chair  
Brad Bauer  
Michael Chalifoux  
Rebecca Peluso  
Rachel Tuerck

## DPL TRUSTEES MEETING MINUTES

### OCTOBER 26, 2011, TOWN HALL, 10:00 AM

<b>MEETING CALLED BY</b>	DPL Trustees
<b>TYPE OF MEETING</b>	Supplemental Meeting, Executive Session
<b>CHAIRMAN</b>	Joe D'Amico
<b>SECRETARY</b>	Rachel Tuerck
<b>ATTENDEES</b>	Joe D'Amico, Rachel Tuerck, Brad Bauer, Mike Chalifoux
<b>PUBLIC ATTENDEES</b>	Hana Healy

### 1. DISCUSSION:

A supplemental meeting was called primarily to interview Interim Director candidate.

At 10:03am, Mr. Bauer made the motion to go into Executive Session under Purpose 8; Ms. Tuerck seconded it. Mr. Chalifoux abstained from voting, but the motion passed.

At 10:52am, Mr. Bauer moved to come out Executive Session, Ms. Tuerck seconded. The motion passed; Mr. Chalifoux abstained again.

Ms. Tuerck had to leave at 11:00am.

### 3. OTHER BUSINESS:

a. School Collaboration Update:

Mr. Chalifoux expressed confusion about a PowerPoint presentation that was sent to the MLN from Ms. Tuerck. Since Ms. Tuerck wasn't present and the

other trustees didn't have a copy on hand, the discussion will be continued at the next meeting.

- b. Mitigation application decision
- c. Possible election of "Interim Director"  
The vote was taken to offer Ms. Hoffer the Interim Director.
- d. John Flynn's "To Do" list from Lisa Ingemi
  - a. Threshold at Endicott
  - b. Batteries for emergency lights
  - c. Repair of slate roof, point for stairs, clean windows at Main

Action Item	Person	Date Due
Follow up with Town Hall and get status on various account line items.	Rosemarie Shrewsbury	11/14/11
Offer Ms. Hoffer position and follow up with Town Hall for necessary paperwork to get her on payroll.	Joe D'Amico	Immediately
Talk with John about items on "to do" list and get some cost estimates	Joe D'Amico	11/14/11

Future meetings:

November: Monday, November 14, 2011, 7:30pm Endicott  
(later rescheduled for 11/21/11)

December: Tuesday, December 12, 2011 7:30pm, at the Main

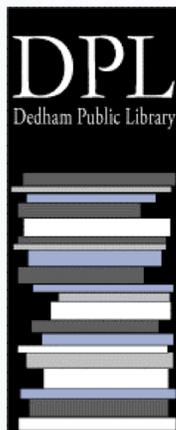
January: Wednesday, December 18, 2012, 7:30pm at the Main

A motion to adjourn was made by Mr. Chalifoux, seconded by Mr. Bauer, and the meeting adjourned at 11:37am.

Respectfully submitted,

Rachel Tuerck, Secretary

Attachments: agenda, presentation for MLN



# DPL and Dedham Public School Libraries

Collaboration Proposal

# Possible Collaboration

- Library has a strong “new materials” budget this year FY2012
- The public school libraries need new materials
- Win / Win:
  - Library can boost circulation numbers and improve customer service (one-stop for kids)
  - Schools boost library offerings, improve its circulation numbers, improve stats for NEASC, cultivate new generation of readers, likely increase student performance

# Criteria for Success

- Individuals in both the schools and library are committed, and there is a process in place to meet regularly and communicate
- Both sides have independent mission statement and goals, and agreed upon shared goals
- The public library isn't used as a substitute for the school library, but used to enhance the school libraries and support students.
- Consistent, independent financial support for each organization is critical for long term success.

# Team

- DPL:
  - Library Director, TBD
  - DPL: Rachel Tuerck, Trustee
- School Library: Don Langenhorst
- School Committee: Mayanne Briggs
- School Administration: Cindy Kelly
- Town:
  - Bill Keegan, Town Administrator
  - Paul Reynolds, Selectman
- Capital Committee Member: TBD
- Meet almost quarterly: August, November, February, late March/early April, June

# Missions & Goals

## Dedham Public Library

- The mission of the Dedham Public Library is to provide for the informational, educational, cultural and entertainment needs of the community. The library seeks to promote knowledge, understanding, and wisdom by providing all residents with free access to a variety of materials and services. **Special emphasis is placed on stimulating an interest in and appreciation for reading in young children.**

## Dedham School Libraries

- The school libraries exist to support the curriculum needs of teachers and students, **provide access to valuable learning resources, and promote a love of reading.** As part of the school community, the libraries create a welcoming atmosphere in which they encourage students to utilize the full scope of resources offered.



# Current State

## High School

- 18 books per student\*
- 36% less than 10 years old
- 6.7 books per student less than 10 years old

## Middle School

- 12 books per student
- 58% less than 10 years old
- 7 books per student less than 10 years old

\*Collection needs serious purging

**The Department of Education and School Library Association recommends 20 books per student, with 70% of collection having a publication date less than 10 years old (14 out of 20 books per student should be less than 10 years old).**

Since every year some books “age out” past 10 years, more than one book per student needs to be purchased to improve student/book ratio.

# Proposed Plan: Purchase Two Books Per Student Decreasing Library's % Over Time

	FY2012	FY2013 (3% inflation)	FY2014 (3% inflation)	FY2015 (3% inflation)	FY2016 (3% inflation)
Required Book Budget	\$48,000	\$49,440	\$50,923	\$52,450	\$54,023
% from library:	<b>60%</b>	<b>55%</b>	<b>50%</b>	<b>40%</b>	<b>30%</b>
	<b>\$28,800</b>	<b>\$27,192</b>	<b>\$38,192</b>	<b>\$20,980</b>	<b>\$16,207</b>
Schools:	23%	25%	25%	25%	25%
Fundraising:	17%	18%	19%	20%	20%
Capital:	0%	2%	6%	16%	26%
Books per student <10 years old	8 books  (Buy 2 per student to net 1*)	9 books	10 books	11 books	12 books
Increase in books < 10 years old	40%	45%	50%	55%	60%

**\* Since every year some books “age out” past 10 years, more than one book per student needs to be purchased to improve student/book ratio.**

# DPL, Schools, and MLN: Aligned Goals

Dedham Public Library:	Dedham Public Schools Libraries:	Minuteman Library Network's Vision:
<p>The mission of the Dedham Public Library is to provide for the informational, educational, cultural and entertainment needs of the community. The library seeks to promote knowledge, understanding, and wisdom by providing all residents with free access to a variety of materials and services. <b>Special emphasis is placed on stimulating an interest in and appreciation for reading in young children.</b></p>	<p>The school libraries exist to support the curriculum needs of teachers and students, <b>provide access to valuable learning resources, and promote a love of reading.</b> As part of the school community, the libraries create a welcoming atmosphere in which they encourage students to utilize the full scope of resources offered.</p>	<p>The vision of the Minuteman Library Network is to foster a strong community of libraries <b>providing people with optimal access to resources and information.</b> This vision is realized through the Network's mission to strengthen member libraries <b>through innovative and economical technologies</b>, efficient resource sharing, collaboration and shared expertise.</p>

# Why Include Books on MLN?

- The cooperative agreement between the schools and the DPL is not permanent. The library doesn't want the town or the schools to become dependent on the public library for supplying materials. Books should be tagged as DPL property.
- One central location will help maintain accurate records of entire holdings in one place.
- School professionals, library professionals, and trustees come and go. Having one, seamless database will avoid confusion during future transitions.
- MLN member libraries are expected to fully participate in resource sharing. Even if patrons can't view records online, librarians can still see the records. If books located at the schools are needed, arrangements can be made to obtain the books via phone calls and emails.

# Process

- Schools give list of desired books to library
- Library purchases books at discount, tags them as DPL, assigns call number, puts them in MLN (using suppress code so other MLN patrons can't view record), checks them out to the schools. Duplicate copies of title may be considered to be housed at the library for public & MLN patron use.
- Schools tag them in their systems (separate non-MLN bar code). Students check out books with school library card / student ID number.
- Schools report circulation numbers monthly to library. The number of books checked out to schools is deducted from circ numbers; circulation from schools will be added to circ numbers.
- Ongoing partnership. Evaluate in November, document procedures, participate in February budget planning process.
- As books age (2-3 years for technology books, up to 10 years for others), books will be reviewed by school librarians and DPL librarians on an annual basis to decide if books should be returned to DPL, stay at the school, or taken out of circulation.