

Dedham Public Library
Meeting of the Board of Trustees
Wednesday, January 18, 2012 at Endicott @ 7:30 pm

Agenda

1. Public input
2. Minutes of the December meeting
3. Financial report
4. Director's report
5. Old Business
 - a. Meeting room or building use policy
 - b. Fiscal '13 budget update
6. New Business
 - a. Line item overview
 - b. Financial report format
 - c. Finalist interview date and time
 - d. Interview questions and format
7. Executive session (if needed)



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 ATTENDEES

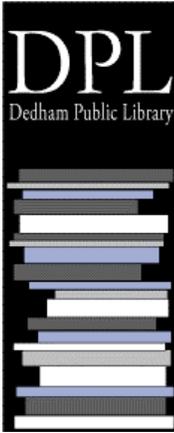
DATE, PLACE, TIME:

PRESS: (NAME, PUBLICATION)

Tim Roberts *or* PATRICK

RESIDENTS/GUESTS:

Cecilia Enay Butten
Greg Jundanian
ANNAS Healf



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DPL TRUSTEES MEETING MINUTES	
JANUARY 18, 2012, MAIN LIBRARY, 7:30PM	
MEETING CALLED BY	DPL Trustees
TYPE OF MEETING	Monthly Meeting
CHAIRMAN	Joe D'Amico
SECRETARY	Rachel Tuerck
ATTENDEES	Joe D'Amico, Rachel Tuerck, Brad Bauer, Mike Chalifoux
PUBLIC ATTENDEES	Tim Robertson, Cecilia Emery Butler, Greg Jundanian, Hanna Heald

1. DISCUSSION:

Greg Jundanian approached the board to ask about the Main being open on Saturdays, perhaps by closing another day during the week, to allow folks who work during the week access.

2. MINUTES:

A motion to accept the minutes as amended was made by Mr. Bauer, seconded by Ms. Tuerck. The motion passed. Mr. Chalifoux expressed concern over some missing attachments and the minutes not getting out in a timely manner.

3. FINANCIAL REPORT:

Ms. Hoffer added some info that was available online to the financial report (see attached).

Subtotal for Line Item 5700 should be the same as top number; Ms. Hoffer will follow up with Rosemarie to check Excel spreadsheet.

The FY2013 budget first draft is due by 1/27. Trustees need to meet to vote on it before it is presented. Ms. Hoffer will try to get an extension or let the trustees know if another meeting is necessary before the next regularly scheduled meeting.

There was a preliminary discussion about the FY2013 budget. Town hall has requested all departments to submit level funded budgets. Ms. Hoffer asked if that was inclusive of salary raises, and was told that last year, salaries were not included. Ms. Hoffer is leaning toward lobbying for a new position, perhaps a branch librarian. The trustees reviewed her suggestions for Line and Project number changes for the budget.

A motion to accept the Financial Report was made by Mr. Chalifoux, seconded by Mr. Bauer. The motion passed.

3. DIRECTOR'S REPORT (ATTACHED):

Meeting with Facilities Manager was productive.

4. OLD BUSINESS:

- a. Mr. Bauer presented a draft facility policy for functions outside of open library hours. After discussion, it was decided that the trustees will review the policy and will continue the conversation next month.
- b. Snow Policy: A draft was offered by Mr. Chalifoux. Some changes were made and will be discussed next month.
- c. Ms. Hoffer talked with Don Langenhorst about the concern over the cost of the professional books on the second batch for the schools. After deleting the professional books from the list and buying primarily paperback books, Ms. Hoffer was able to cover most of the second batch to keep the total spent in the ballpark of \$12,000.

5. NEW BUSINESS:

Mr. Bauer made a motion to reimburse the out of state candidate for travel expenses, up to \$600, with receipts. Ms. Tuerck seconded. Motion passed.

Interview questions for the final library candidates were discussed and compiled.

6. ACTION ITEM REVIEW:

Action Item	Person	Date Due
Start binder of past meeting minutes	Beth Hoffer	CLOSED 1/12
List of any missing attachments in previous minutes; town counsel letter on procurement.	Mike Chalifoux	Prior to February meeting
Fix subtotal for line item 5700	Beth Hoffer	Feb Meeting
Ask John Flynn about the dry wells.	Beth Hoffer	CLOSED 1/12
Include circulation numbers (next month), programs and number of program attendees.	Beth Hoffer	CLOSED 1/12
Function Policy draft	Mr. Bauer	CLOSED 1/12
Mr. Chalifoux will update his draft of the snow day policy. Vote on final next month.	Mr. Chalifoux	February Meeting
Contract from town hall to get Interim Director	Mr. D'Amico	CLOSED 1/12
"Deposit Collection" school process to Mr. Bauer	Rachel Tuerck, Beth Hoffer, and Don Langehorst	January Meeting (not covered - To be carried over to February)
Talk with Don L. on selections of remaining batch of books to reflect books for students (not professional books for school librarians)	Beth Hoffer	CLOSED 1/12
Building Usage Policy Draft	Mr. Bauer	CLOSED 1/12
Beth is going to review current policies for handouts & brochures	Ms. Hoffer	CLOSED 1/12
Budget proposal	Mike Chalifoux and Brad Bauer	CLOSED 1/12

For next meeting agenda:
 Follow up with Function policy
 Documentation of process for school deposit collection
 Snow policy

Set dates for future meetings:

February: 2/15/12 Wednesday at the Endicott
March: 3/13 Tuesday at the Main
April: 4/17 Tuesday at the Main

The meeting adjourned at 11:30pm.

Respectfully submitted,

Rachel Tuerck, Secretary

Attachments:

Agenda

Director's Report

Budget Report

Proposed budget spreadsheet

Proposed director questions from Ms. Hoffer

Director's Report
January 2012

- School/Library Collaboration

40 books circulated in December

I was given a revised list of book titles for the second batch of book orders. Of those, I removed, with Don's knowledge, about 15 titles. The books were removed from the list for the following reasons: reference title; professional development title; out-dated.

Pat Reilly reviewed the list for possible titles for the children's collection. Tech Services has begun ordering the second selection of books and some titles have been received. The dollar amount of the order will most likely be higher than what was discussed at last month's trustee meetings. As the minutes showed that the trustees approved a total number of books and not a dollar amount, Joe gave me the go ahead to order the new books. In some instances paperbacks are being ordered.

Once the second group of books go to the school, they will start sending back the first group so tech services can enter the titles into MLN, etc. When the school receives them back, they will then set up an area dedicated to the deposit collection.

- Circulation Report

Main Library

November 2011	5107	November 2010	5401
December 2011	4976	December 2010	4498

Endicott

November 2011	5155	November 2010	5318
December 2011	4751	December 2010	4103

432 Ebooks were "circulated"

- Highlights of Staff Meeting January 5.

Amber and Lisa will be creating a Facebook page for the library with Lisa doing the ongoing posts.

We discussed improvements for the web site which Amber will work on.

Amber will be leading staff training sessions on the use of "overdrive", the ebook software that is available through minuteman. Reference staff and an Endicott staff person will be in the first group of trainees in order that staff are capable in assisting patrons in downloading ebooks, etc.

The library is spending \$5,000 on newspapers. The staff was in agreement that all subscriptions should be continued.

- We are on Facebook! The library now has a Facebook page and has already gotten "friends". I have asked the staff to contribute postings. All postings will be going through Lisa.

- Town Department Head Meeting

Budget packets will be going out next week. The budget request process will be done online (paper free) this year.

Town Departments will be joining the school department in a purchasing cooperative for office and custodial supplies which will offer a cost savings. The library will be given a packet of information and application.

- Counter

Brad has requested that I come up with an allowance that would take in to account non-patron comings and goings. I have given this much thought and am at a bit of a loss. I do not know how to quantify John's and Walter's coming and goings. While we can assume that they come and go for lunch and Endicott, there are days when they are working out of doors, John has been going to the food pantry once a week, etc. The newspapers are picked up daily, the mail carrier comes daily, UPS comes two or three times a week, Rosemarie goes to town hall, a staff person takes cigarette breaks, trustees come in to sign payroll and bills, I leave for town hall, Endicott, meetings, and such. We get ILL deliveries daily. Some of this is quantifiable, but some of it is not.

	<u>Church Street Front</u>	<u>Back</u>	<u>Endicott</u>
12/6	dead battery	4281	14,245
12/13	1022	4995	16,517
12/20	1810	1154*	18,162
12/27	N/A	N/A	N/A

*new battery installed

All counters now have lithium batteries.

- “Dedham Info on the Go”

Janice expressed the desire to make the Endicott library “more of an information center.” She expressed the idea of having various documents typically available at town hall available at the Endicott Library for the convenience of library patrons. Toward that end, I have contacted various department and commission heads. There is much interest in the idea and the following have agreed to participate (I have not as yet contacted everyone): Town Clerk, Director of Assessing, Director of Public Works, Council of Aging, Parks and Rec, Youth Commission, Endicott Estate, Environmental Coordinator, Fire Dept, Police Dept, Veterans Services.

I will come up with a means of organization and upkeep.

- Minutes

A binder of the minutes has been created and is shelved in the Reference area.

- Buildings & Grounds

I realized that the phone number for the Main Library was not listed in the Verizon phone book. I made several phone calls and the number should appear in the 2012-2013 edition.

The lengths of copper down spout and strainers were returned by Willard and are now in the library's possession.

The non-functioning furnace pump has been replaced. The bill came in under estimate as two town employees did the work. Even though we were charged at over time rates, it was less expensive than outsourcing.

I called a meeting with the Facilities Manager, Taissier Alani, to discuss the following projects which I identified as being most in need of attention. I met with him, in part, to prioritize and set a time line for the projects. The projects discussed were:

Front Steps: It is possible that the caulking job that was done will be sufficient repair for the steps. He advises waiting until spring to reassess.

Ramp: Facilities Mgt (FM) will get a quote to replace the crumbling exterior surface of the ramp. It is currently an artificial stone and should be replaced with granite.

Exterior Painting: FM will price out the cost for town employees to prime and paint. Taissier thinks that even at overtime rate, the cost will be below the \$14,000 estimate. If he can keep it below \$10,000, we will not have to go out to bid and would need only to get three written quotes. I suggest considering changing the trim color to a dark brown, although that would have to be approved by the Historical Commission (I am guessing).

Dry Wells and Down Spouts: FM will meet with Joe Flanagan from DPW to assess the job. The thought is to connect the downspouts to the sewers so they drain directly into the sewers. This would be a long term solution to the problem. It will mean that the parking lot (which needs repair anyway) and some of the grounds will be dug up.

Flaking Lead Paint Basement: The flaking paint is on the sloping areas directly below the windows. FM thinks the best way to deal with this problem is to "encase" each area with a wooden build out that would then be painted. FM would do the work and then bill us. This solution would eliminate the need for Hazmat as no scraping would be done.

The Library Director would be kept informed and involved as each project progresses.

Taissier is of the opinion that all projects need to be completed FY13 as they all need immediate attention.

Taissier has offered to be present when the capital outlay requests are made to the town to answer technical questions and offer support for the projects.

- Friends

The Friends have considered for purchase two items on the library's wish list. They will be purchasing a play table to replace the cube that is covered in blue shag rag in the children's room.

They are also considering purchase of two chairs to replace the gold arm chairs circa 1970 at Endicott. They are thinking of purchasing chairs similar to the wooden upholstered ones that are in the periodical area of Church St. Since those were purchased at Jordan's Furniture, they are approaching Jordan's to see if they will make a donation.

- Policies

I sifted through what I could find that looked to be Dedham Library Policy and this is what I found:

Policies

Rules and Procedures for Computer Use with Internet User Agreement requiring signature

Adopted 5/14/03

Dedham P L Collection Dev. Manual 2006 No Approval Date

Circulation Policy # 2 ND

DPL Adult Video/DVD Collection Dev Policy 3/03

Bulletin Board Usage Policy ND

Children's Room Policy 2002 (needs to be revisited)

Emergency Closing Procedures "Last Updated Oct 03" (No vote recorded)

Emergency Closing procedures "Last Updated Nov 2002" (No vote recorded)

Emergency Closing Procedures ND, No vote recorded

Emergency Closing Procedures Approved 3.1.04

Policy Use of Exhibit/Display Space Approved 3/25/03

Gift Policy accepted 2003

Circulation Policy approved 2003

Adult Video/DVD Collection Dev Policy Proposed Policy 3/26/03

Mission Statement Approved 11/01

Internet Policy Adopted 11/01

Policy for Public Use of Computer Terminals Approved 1/19/06

Dedham Public Library Business Plan dated 5/18/04 no note of approval "Respectfully Submitted"

Collection Development Policy ND

Freedom to View Statement "Approved Board of Library Trustees" no date no mention of Dedham

Collection and Service Authority for Branch Note: this document has lines scratched out. It states "Approved BLT" with a hand written date of 8/16/07

Emergency Evacuation Plan Approved Handwritten: 8/16/07

Paying and Replacing Lost Material Again, line scratched out by hand. "Approved LBT" handwritten: 8/16/07

Guidelines for Types of Donations to the Library ND (no date)

Policy Meeting Room Space 2001

DPL Public Library Patron Rights and Responsibilities ND

Community Room Policy Endicott 2006

Note: There is no policy governing food or drink in the library

- Budget

I received a print out from town hall concerning State Aid and gift account info. However, I want to be sure that it is accurate before reporting the figures. I am waiting

for a call back to review the information that was received. I hope to have the numbers for you in time for the meeting.

I have spent time pouring over the line items to determine what has been charged to which project numbers, etc. I will have review material with me at the meeting to explain the green sheets and my recommendations.

I have placed a summary/outline of the various line items in the Trustees notebook for referral purposes when signing off on the bills.

The overall budget is at 50% expended (we are half way through the budget year)

Meeting Room Policy Summary

Created December 5, 2011

I reviewed the policies of 23 Minuteman member libraries. The statistics and notes that I have compiled reflect the question at hand concerning use of the Dedham Public Library for events by outside groups. There are other aspects of meeting room policy that are not reflected here. I have copies of the complete policies should anyone like to look at them.

The statistics reflect those policies that specifically mention the topic. For example, if a policy states neither that alcohol is allowed nor that alcohol is not allowed, it was not counted in the final tally. Similarly, if the policy did not specifically state “regular hours of operation” or “after-hour use” they were not tallied. Where hours were not specifically mentioned, I think it is safe to assume that “regular hours” are inferred.

Most important to note is that I did **not** find any policy covering the use of the library for any function that did not confine itself to a meeting room. All policies cover meeting rooms. No mention is made of the type of use that Dedham is considering.

However, Boston Public Library (which is not a part of minuteman) has such a policy and I will bring a copy of that policy to the upcoming meeting.

Statistics gleaned from 23 minutem policies:

- 4 Residents Only
- 15 Non-Profit Only
- 17 No Sales or Promotion (excluding library, friends)
- 14 Meetings must be open to the public
- 3 Charge for non-profit to use meeting room
- 7 Charge for-profit for use of room
- 12 Regular hours of operation only
- 1 1 of 2 meeting rooms may be booked after hours
- 3 All mtgs to terminate 15 mins. prior to closing
- 16 All meetings must be free of charge (no admission fee)
- 16 No Alcohol

Note: Alcohol is a liability. I suggest that any group serving should have a certified bartender that has passed the state requirements.

- 3 Specifically state, “no social or private gathering”
- 12 For “civic, cultural or educational purposes”
- 1 Fee for non-profit us1 allows for private and individual use for fee

Notes:

Cambridge: Community room and Lecture Hall may be booked for after-hours, but the events cannot begin before the library closes. Groups will be charged \$100 per hour fee for after hours use.

Meeting rooms used during library business hours must conclude 30 minutes before the library closes; failure to evacuate the space 15 mins. Before closing will result in a fee of \$25...

Other libraries:

More than one library mentions the possibility of the group needing to pay the cost of police detail.

No fundraising is mentioned in more than one policy.

If a meeting is held at a time when the library is normally closed, a person or persons employed by the library or a trustee must be present.

The group sponsoring the meeting will pay an hourly fee for any extra staffing and will reimburse the library for any other significant expense.

Permission to use the room may be denied if the nature of the scheduled activity is deemed to be physically inappropriate for the character of the room or disruptive to regular library function

Restrictive pre-registration is prohibited.

Meetings in the Common Room or the Meeting hall must coincide with library hours unless permission has been granted and arrangements made to begin earlier or remain later. Meetings held in other areas must always coincide with library hours.

Groups may stay up to 30 minutes past closing but must arrange to do so in advance and will pay a \$20 custodial fee

Meetings must adjourn 15 mins. before closing and at the latest, unless arrangements have been made in advance for the custodian to stay later. A custodial fee of \$25 hr...

All meetings to terminate 15 mins prior to closing. Any mtg extending after the library's public hours must have prior arrangements with the library's custodial staff person, have advance permission of the Director or designate and will be charged the custodian's overtime rate per hr or any portion thereof.

One meeting room regular hours only. Other meeting room available for use when library is closed, must pay a supervised closing fee.



[Welcome to the Library](#)

[From the Director](#)

[Mission Statement](#)

[Library Policies](#)

[Library Board](#)

[Library Staff](#)

[Library History](#)

[Comments, Questions and Suggestions](#)

[Contact Administration](#)

BETHEL PUBLIC LIBRARY EXHIBITS AND DISPLAYS POLICY

It is part of the Bethel Public Library's function to provide access to intellectual and cultural resources to the community. The display space in the Bethel Public Library shall be used for artistic, cultural, and information purposes in keeping with these library goals.

Exhibits of library materials and activities will be given first consideration. Local artists and community organizations are encouraged to offer exhibits of artistic, cultural or informational merit. Persons and groups outside of Bethel are invited to exhibit, when their work would be of general interest to the Bethel community.

The Library is not responsible and will not be held liable for any items owned by the exhibitor while they are being displayed at the Library.

POLICY EFFECTIVE DATE, AMENDMENTS, AND REVISIONS

This policy is effective upon approval of the Library Board of Directors. Amendments and/or revisions to this policy shall be formulated and recommended to the Board by the Policy Committee. The policy may then be amended and/or revised at the regular meeting of the Board, following the meeting at which the amendment and/or revision was proposed.

Approved by the Library Board of Directors
July 22, 2002

Revised and approved 9/23/02

[webmaster](#)

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This page last updated 8/10/2010

Click here to make a donation to the Library's Capital Campaign.



Draft 1/17/12

Dedham Public Library Policy for Using the Library for a Function

Application should be submitted to the Library Director at least two months in advance of date the premises are needed. All applications must be approved by the Library Board of Directors at a regular board meeting.

Library sponsored activities take precedence over outside requests for use of the space. Outside groups may use the facilities under the following conditions:

1. Use is limited to groups whose objectives are educational, cultural, or civic in nature.
2. The Library Board of Trustees must approve all fees charged to the public, whether for admission, materials, or other reasons.
3. The group must assign one person to be responsible for proper use of the facility in accordance with the Dedham Public Library Use Policy and with these guidelines.
4. The facility must be left in the original condition in which it was found. The applicant will be held responsible for loss or damage resulting from use.
5. Trash or remains from activities must be placed in receptacles provided by the Library. Smoking is not permitted inside the buildings.
6. The applicant is responsible for the preservation of order by those in attendance.
7. If alcohol is to be served, permission must be obtained for the Dedham Board of Selectmen and all liquor use policies on town property must be observed.
8. A custodian must be on duty whenever the library is used by an outside group other than the Friends of the Dedham Public Library. The custodian shall be compensated at the rate of time and one half for each hour or portion thereof which he/she works.
9. The Library Director will recommend to the Library Board of Trustees whether to grant the permission. The Board must approve of the use.

~~XXXXXXXXXX~~

Draft 1/17/12

Dedham Public Library Building Use Application

Date of Application:

Name of Organization:

Street Address of Organization:

City: State: Zip Code:

Name of Contact Person responsible:

Email:

Phone:

Purpose of Meeting:

Number of people expected:

Date Needed:

Time Needed:

Approval from Board of Selectmen for Alcohol Use:

Approval of Library Board of Trustees:

	FY12 Final	FY 2013 MAR	FY 2013 Proposal 1	Proposal 2	P3
personnel	\$758,732.00	\$1,028,462.17	\$777,700.30	\$777,700.30	777,700.30
Pages			\$14,000.00	\$14,000.00	
Sunday OT			\$19,200.00		
Librarian (entry lvl)					30,000.00
absenteeism/ OT	\$10,056.00		\$5,000.00	\$6,000.00	
books	\$134,500.00		\$157,269.33	\$154,269.33	154,269.33
purchase of services	\$55,500.00		\$55,000.00	\$55,000.00	45,000.00
supplies	\$12,000.00		\$12,000.00	\$12,000.00	\$12,000.00
other	\$10,800.00		\$9,800.00	\$9,800.00	\$9,800.00
Total	\$981,588.00		\$1,049,969.63	\$1,028,769.63	1,028,769.63
		Above MAR	21,507.46	307.46	307.46

JAN 27th due

Budget Line Items

Line Project #

5100 Salaries and Wages \$758,760
 Branch Librarian

- Pages - separate Project 5147

5120 Overtime and Substitutes \$10,100

R = suggestion to remove item

5200 Purchase of Services

R 5202 Postage 0

R 5203 Printing 0

R 5204 Telephone 0

R and transfer 5239 Infrastructure: Security (Alarm)

\$8,600

boiler, security alarm, etc...

Add \$ and split in to two lines 5249 Infrastructure Repairs/Maint Miscel 0

5260 Computers & Related Charges (Minuteman) \$39,400

↳ painting

R 5270 Electricity 0

Add \$ 5273 Water Bills 0

7500 + 8600 to be split among repairs

R 5277 Utilities 0

R 5279 Rentals 0

R 5609 Computers/Software Support 0

R and transfer 5610 Computers & Related Charges Software/Hardware \$7,500

Add Equipment Lease and Equipment

5400 Supplies

R 5400 Specialized Forms 0

Transfer some to 5430 & 5464 5401 General Office Supplies \$12,000

stetor

Add \$ 5430 Building & Custodial 0

R 5464 Groundskeeping Supplies 0

Add \$ 5479 Shoes 0

Combine with 5479 5494 Uniforms 0

5700 **(Change Heading)** Other Charges and Expenses

***Add \$** 5701 Professional Dues and Memberships 0

*5702 Professional Development, Meetings, Seminars \$2,000

* **Transfer partial amount** 5703 Travel Expenses \$8,800

5770 Books/Materials \$134,500

5771 Periodicals 0

5773 Microforms 0

5774 Computer Software 0

5775 Videos 0

5776 Audios 0

5777 Compact Disk 0

Match up to State Aid requests

* **Create New Line Item:** Professional Development and Travel

____ Professional Dues and Membership

____ Professional Development, Meetings, Seminars

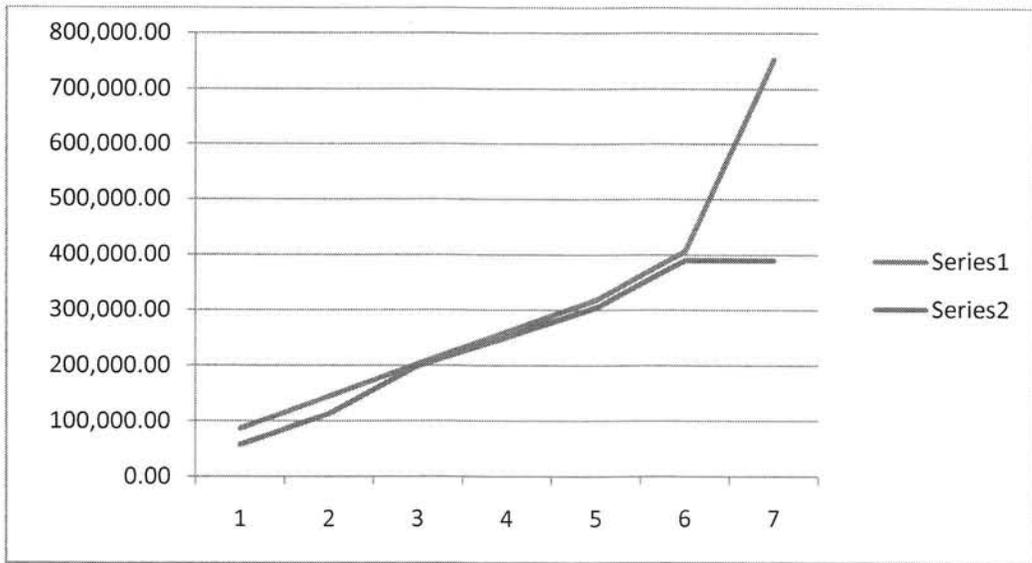
____ Travel Expenses

Mike's Proposed New
Financial Report
Format
1-18-12

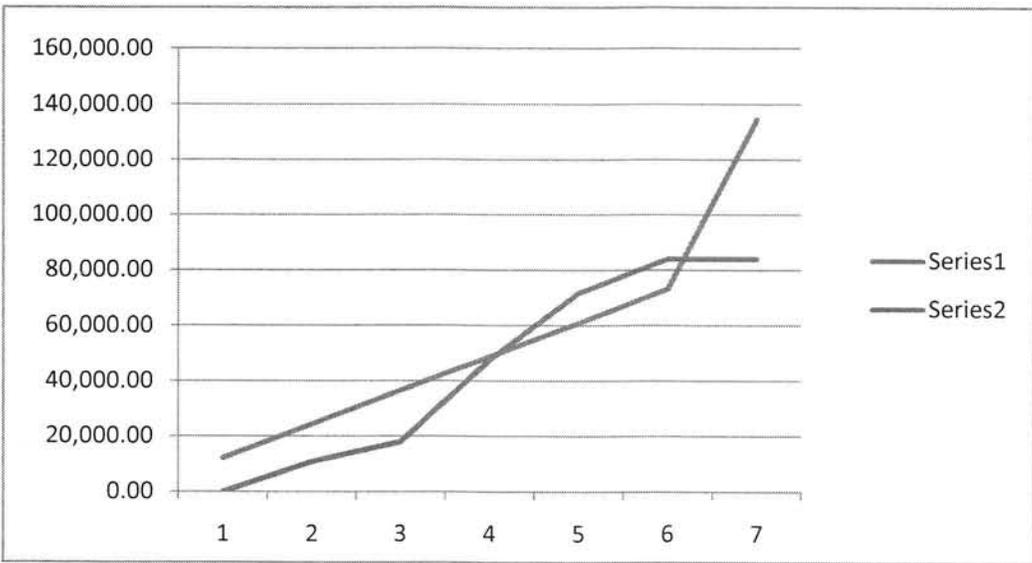
Project	Account Name	Adjusted Budget	Actual Jul - 11	Actual Aug - 11	Actual Sept. - 11	Actual Oct - 11	Actual Nov. 25 - 11	Actual Dec	Actual Jun	Expended %
	Regular Personnel Services estimate	758,732.00	57,323.36	55,603.08	86923.76	51517.82	53480.14	85,488.70		51%
	Running Sub Total	29,182.00	87,000.00	145,000.00	203,000.00	261,000.00	319,000.00	406,000.00	753,000.00	
			57,323.36	112,926.44	199,850.20	251,368.02	304,848.16	390,336.86	390,336.86	
5120	Overtime estimate	10,100.00	0	0	551.96	129.48	0	109.02		8%
	Running Sub Total		800	1600	2400	3200	4000	4800	9600	
			0	0	551.96	681.44	681.44	790.46	790.46	
5770	Library Materials estimate	134,500.00	0.00	10,813.51	7,117.70	29,615.75	24,156.86	12223.18		62%
	Running Sub Total		12,200.00	24,400.00	36,600.00	48,800.00	61,000.00	73,200.00	134,500.00	
			0.00	10,813.51	17,931.21	47,546.96	71,703.82	83,927.00	83,927.00	
	Purchase of Services	55,500.00	0.00	40,069.22	43,619.74	738.44	864.76	659.20	0.00	
5239	Infrastructure - Misc	8,600.00	0.00	1,750.22	1,750.22	717.00	779.44			
5260	Network-MLN	39,400.00	0.00	38,319.00	38,319.00	0.00	0.00			
5610	Software/Hardware	7,500.00	0.00	0.00	3,550.52	21.44	85.32	659.20		
	Running Sub Total	55,500.00	0.00	40,069.22	43,619.74	44,358.18	45,222.94	45,882.14	45,882.14	83%
							46,952.46			
	Supplies estimate	12000.00	0.00	914.30	0.00	2,538.15	2,010.35	659.60		51%
	Running Sub Total		1000.00	2,000.00	3,000.00	4,000.00	5,000.00	6,000.00	12,000.00	
			0.00	914.30	914.30	3452.45	5462.80	6122.40	6122.40	
	Other Charges & Expenses	10,800.00	35,950.08	12,263.51	2,175.00	46.00	32.08	-	-	0%
5702	Meetings, Seminars & Conferences	2,000.00	46.00	0	0	46.00	32.08			0%
5703	Travel Expenses	8,800.00	2,175.00	1,450.00	2,175.00					0%
	Running Sub Total				2,175.00	46.00	32.08	-	-	
	Monthly Total									
	Annual Total	981,632.00	#REF!	#REF!	265,042.41	346,901.09	427,269.80	526,377.42	526,268.40	54%

Proposed "Worm" Chart

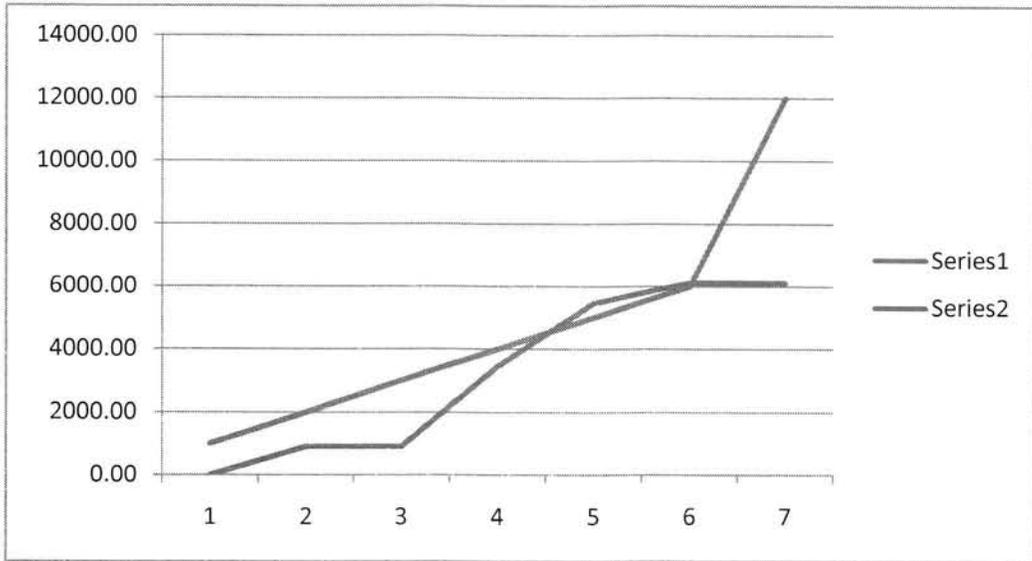
Salary



Books



supplies



Hi Beth:

These are a few questions I would ask.

1. You have two employees who are not team players and do not get along. How would you handle this situation?
2. Describe your greatest success - your greatest challenge.
3. Describe a difficult situation that was not handled well. How would you have handled it differently.
4. How do you feel about developing your staff and how would you go about it.
5. What do you see as your greatest challenge in working for the Dedham Public Library?
6. If someone were to describe your managerial style - what would they say.
7. Do you prefer to work alone or with a group?
8. Why do you think you are the best candidate for this position?
9. How do you envision your role as Director of the Dedham Public Library?
10. Describe what you think may be a typical day working at the Dedham Public Library.
11. What is most important to you in your role as Director?
12. What do you think is the most important role of the Library to its Patrons?
13. What are your strengths - areas of development?

Rosemarie

Suggested Director Interview Questions

From: Beth Hoffer <bhoffer@dedham-ma.gov>

Subject: Interview questions

Date: January 17, 2012 11:38:13 AM EST

To: DPL Trustees

At Joes' request, I have compiled some sample interview questions. These are my suggestions:

If you were to list the responsibilities and tasks of a public library director, what would they be?

Which tasks and responsibilities would be solely those of the staff?

Keeping in mind that services can always be improved, how would you go about improving children's services?

How would you go about implementing change?

What do you consider the role of the library board of trustees to be?

Could you tell us of specific experiences you have had working within the framework of municipal government?

How would you go about keeping a balanced budget?

What is your experience with budget preparation as it relates to a public library?

What defense do you make for the importance of public libraries during the age of universal internet use, ebooks and the like? Why should the public library be funded when people can download just about anything from home?

How do you go about being sure that the library is meeting

community needs?

What is your experience with writing long range plans for a public library?

Do you think it is important for a public library to have policies in place? why or why not? What policy do you think is the most important for a public library to have in place? Which would be the least important?

This is info gleaned from the internet:

SELECTING THE CANDIDATE

1. Basic qualities

Regardless of the library's size, there are five basic characteristics that should be evident in a good library director:

Common sense – This characteristic is often overlooked and yet is absolutely essential to good leadership. Common sense plays a critical part in policy development and implementation. It determines whether a person is rigid or flexible in library operations and can successfully manage the day-to-day running of the library.

Decision-making ability – The person should be self-confident enough to make tough, informed decisions independently and on the spot

People skills – Communication skills, fairness, friendliness, empathy, sense of humor and, most significantly, being customer focused are all essential.

Vision – A good director has the ability to scan the

environment in
the library profession and the world at large to see how
change
and innovation might improve library service in the
community and
to spot opportunities to move the library toward with a
commitment
to excellence.

Integrity – The individual must demonstrate a
commitment to ethical
behavior

In addition to the above listed characteristics, a good
director will have
the following skills:

Financial management skills to develop, implement, and
stay within
a budget

Human resources skills that show the ability to hire, fire,
and manage
people effectively

Organizational skills and the ability to multi-task

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Questions should be developed to help determine the
candidates'

competencies regarding the following:

Strategic thinking

Dealing with stress

Customer service attitude

Workplace politics

Cultural sensitivity

Problem solving

Multi-tasking abilities

Suggested interview questions need to be phrased so that candidates talk about real experiences. A list of suggested questions can be found at the conclusion of this guide.

STEP THREE: Evaluating

A consistent rating process should be in place. Numerical ratings are not intended to be the basis for hiring, but comparisons that a numbered chart provides can help make the evaluation process more objective for the entire group of interviewers.

Do not hesitate to reopen the search if current candidates do not meet the qualifications in any capacity. The position is too important to settle for second best.

Sample Interview Questions for Library Director Candidates

1. Tell us about your background, including your education, work experience, special skills and knowledge.
2. Why did you apply for this position? What distinguishes you so that you are the right person for this job?
3. What do you like most about your present position?
4. What do you like least about your present position?
5. What strengths do you have that would serve you best in this position?
6. What is an area of improvement that you would like to make in your professional life?
7. How would you describe your management / supervision style?

8. How would your colleagues briefly describe you as a director? What qualities

would they talk about most?

9. If you had control over creating the ideal work environment for you, what

would it be like? What would the people that you work with be like? What would the people that you work with be like and what qualities would you like the board and library to have?

10. Tell us about a situation that you had difficulty with as an administrator. How did you resolve the difficult situation and deal with the persons involved?

11. Tell us about a project or accomplishment of which you are very proud and

why. This can be related to experience that you are seeking, such as grants

writing, building renovation, automation, etc.

12. What do you think are the major issues facing libraries today?

13. Are you able to meet the requirements for this job? When could you begin work here?

14. What questions do you have for us? Is there anything else that you would like to add?

4. Why did you apply for this job?

5. What is your philosophy of collection development?

Press release from Easthampton, MA

EASTHAMPTON – [Emily Williston Memorial Library](#) corporators hope to begin interviewing candidates for the director's position later this month and be ready to offer the job to a candidate by the first of February.

The library has been without a permanent director since July when the corporators decided against renewing the contract of Francis Dimenno. "He just didn't comprehend the program of what we wanted," said corporator president Ronald Bednarz. Youth librarian Barbara Diamond Goldin, who lives in the Leeds section of Northampton, has been the interim director but she leaves Wednesday to become the director of the Edwards Library in Southampton.

Bednarz said the board received 21 applications for the position and the search committee has narrowed the field to 15. He expects the search committee to interview five from that pool. "We had qualified people from all over the country," he said. They even had an applicant from Germany.

The salary was listed on the job posting as competitive without providing a range. Bednarz said the corporators meet next week and will ask staff to take on the director's responsibilities until a new one is hired.

He said they will not appoint a youth librarian but rather have staff take on those duties. The corporators were looking for a ["creative and energetic leader"](#) with excellent interpersonal skills" with responsibilities including "but are not limited to, overseeing Library operations, personnel, collections, services and financial matters to include developing and managing budgets, grants and fund raising," according to the posting.

I recently had a job interview where the interview panel asked several personality questions. Here are my suggestions for how to answer the questions.

“What is your hobby?” Give a professional response by talking about your volunteering activities and how you grow your professional skills.

“What would your supervisor say about you?” If you have a reference letter from your supervisor, read the letter to the interview panel or summarize the supervisor’s complements to you for a job well done.

“Have you worked with different personalities?” Explain that you have worked with individuals who have different personalities and with diverse groups from other cultures.

“How would your friends describe you?” If you have completed a Myers-Briggs personality test or another personality test, tell the interview panel about your personality traits that were revealed in the test results. If you have not taken a personality test, explain how reliable you are. You are available to work long hours, travel, attend conferences and learn new skills.

“What would you do if you have a problem with a co-worker?” If you want to play it safe, give a neutral response by stating, I recognize that employers have different personnel policies to handle conflicts, and I would follow the policy procedures as stated in the personnel handbook. However, if you feel strongly about what you would do to resolve conflict with a co-worker then give a precise response.

The two most common questions asked in an interview are What are your weaknesses? and What are your strengths? I think Martin Yate, CPC and author of [Knock](#)