



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

2-15-12 Endicott

DPL TRUSTEES MEETING ATTENDEES	
DATE, PLACE, TIME:	
PRESS: (NAME, PUBLICATION)	
RESIDENTS/GUESTS:	
<i>Cecilia Emery Butler</i>	
<i>Marcia St. William Wilson</i>	
<i>Jeanette Evans</i>	
<i>Margo Wickett</i>	

**Dedham Public Library
Meeting of the Board of Trustees
Wednesday, ‘
February 15, 2012 at Endicott @ 7:30 pm**

Agenda

1. Public input
2. Minutes of the January meeting
3. Financial report
4. Director's report
5. Unfinished Business
 - a. Building use policy
 - b. Fiscal '13 budget update
 - c. Snow policy
 - d. School/Library collaboration update
6. New Business
 - a. Action items
 - b. Any other new business
7. Executive session (if needed)



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DPL TRUSTEES MEETING MINUTES	
FEBRUARY 15, 2012, ENDICOTT 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, Beth Hoffer, Mary Ann Tricarico
PUBLIC ATTENDEES	Cecilia Butler, Marcia Wilson-, Margo Wereta, Hana Heald

1. DISCUSSION:

No public input.

2. MINUTES:

A motion to accept the minutes as written was made by Mr. Bauer, seconded by Ms. Tuerck. The motion passed.

3. FINANCIAL REPORT:

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

3. DIRECTOR'S REPORT (ATTACHED)

4. UNFINISHED BUSINESS:

Meeting/Function policy will be revisited once Ms. Tricarico has had a chance to settle in.

Snow closing policy was discussed and will be voted on next month; Ms. Tricarico will follow the guidelines discussed.

School collaboration update: Loan length of deposit collection needed to be determined. Suggestion from staff was to have the deposit collection come back in June, displayed as a distinct collection at the libraries over the summer months, and then checked out again in August to go back to the schools. Trustees agreed, and the process will move forward as discussed.

5. NEW BUSINESS:

Christopher Howell, financial analyst for the town, contacted the library to notify them of the Finance Committee budget hearings on Saturday, March 3, 9am at Town Hall.

Mr. D'Amico asked if anyone had opinion about adding staff names to library web site. The director will follow up with the staff and get their opinions.

Mr. Bauer made a motion to continue circulation of books to Franklin, since it was decertified recently. Ms. Tuerck seconded it. Motion failed. Mr. Chalifoux made motion to stop circulation of books to Franklin; Mr. Bauer seconded it. The motion failed (two ayes, two no's).

Sample director evaluation forms will be discussed at next meeting.

Mr. Chalifoux made the motion to give Ms. Hoffer an additional \$400 for a job well done, pending no legal entanglements. Mr. Bauer seconded it. Motion passed, three to one.

6. ACTION ITEM REVIEW:

Action Item	Person	Date Due
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
Mr. Chalifoux will update his draft of the snow day policy. Vote on final next month.	Mike Chalifoux	February Meeting
"Deposit Collection" school process to Mr.	Rachel Tuerck, Beth Hoffer, and Don	January Meeting (not covered - To be carried

Bauer	Langehorst	over to February)
Follow up with Town Hall (Bill Keegan & Mary Ellen Murphy) to make sure updated version from Beth's email is accurately reflected in FY2013	Mary Ann Tricarico	March Meeting
Contact Chris Howell on time for budget hearing.	Mary Ann Tricarico	Next few days (Feb 17 or so)
Write up snow policy to be voted on next meeting	Mike Chalifoux	March meeting
Ask employees about how they'd feel about listing names on library web site	Mary Ann Tricarico	Next staff meeting
Check with MLN to see if decertified libraries have access to Inter-Library Loan (ILL)	Mary Ann Tricarico	March Meeting
Bring in sample director evaluation forms and tools	Trustees, Mary Ann Tricarico	March Meeting
Check on validity of giving Beth Hoffer an additional \$400.	?	?

For next meeting agenda:

Mary Ann expressed interest in discussion of perceptions and direction of the library, compare the trustees' perceptions and staff's perceptions, as well as short term, long term planning goals.

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 motion to adjourn was made by Mr. Chalifoux, and seconded by Mr. Bauer. The meeting adjourned at 9:52pm.

Respectfully submitted,



Rachel Tuerck, Secretary

Attachments:

Agenda

Director's Report

Budget Report
Mike's Budget Report
FY2013 proposed budget

Modified FY 13 Budget for Library after presentation to TA 2/9/12
2/13/2012

Town Meeting Item	Town Account	Public Library	Account Number	Project Number	Account Names	FY 12 Approved	FY 13 Proposed 1st	FY 13 Proposed Revised
129	001	6610	5100		Personnel Services	\$ 758,760	\$ 815,500	\$ 786,511
130	001	6610	5120	5171	Overtime & Substitutes	\$ 10,100	\$ 10,100	\$ 7,751
131	001	6610	5700		Library Materials	\$ 134,500	\$ 160,000	\$ 154,274
				5770	Books	\$ 125,000	\$ 122,549	\$ 122,549
				5771	Periodicals	\$ 15,000	\$ 15,000	\$ 15,000
				5772	Videos	\$ 10,000	\$ 8,070	\$ 8,070
				5773	Audios	\$ 10,000	\$ 8,655	\$ 8,655
132	001	6610	5200		Purchase of Services	\$ 55,500	\$ 60,826	\$ 60,826
				5204	Telephone	\$ -	\$ -	\$ -
				5239	Security(Alarm Cable)	\$ 8,600	\$ 8,816	\$ 8,816
				5249	Repairs/Maint - Miscellaneous	\$ -	\$ 5,750	\$ 5,750
				5260	Library Network Maintenance	\$ 39,400	\$ 40,960	\$ 40,960
				5273	Water Bills	\$ -	\$ 800	\$ 800
				5278	Rent/ Lease Equipment	\$ -	\$ 4,500	\$ 4,500
				5609	Software Support Services	\$ 7,500	\$ -	\$ -
133	001	6610	5400		Supplies	\$ 12,000	\$ 13,000	\$ 13,000
				5401	General Office Supplies	\$ 12,000	\$ 7,000	\$ 7,000
				5430	Building & Custodial Supplies	\$ -	\$ 5,000	\$ 5,000
				5494	Uniforms	\$ -	\$ 1,000	\$ 1,000
134	001	6610	5700		Other Charges & Expenses	\$ 10,800	\$ 6,100	\$ 6,100
				5701	Dues & Memberships	\$ -	\$ 750	\$ 750
				5702	Meetings, Seminars, Conferences	\$ 2,000	\$ 750	\$ 750
				5703	Travel Expenses	\$ 8,800	\$ 4,600	\$ 4,600
Total Budget						\$ 981,660	\$ 1,065,526	\$ 1,028,462

1/2 time Branch Librarian @ \$22,869/yr
& 2 pages (\$14,094) above FY 12 Budget

Repairs/Maintenance Infrastructure
Minuteman Network fees

FY 13 MAR = \$1,028,462

Director's Report
February 2012

- Budget
Mariellen has indicated that she will approve a library budget that meets the MAR. That would mean a 5% increase over FY12. We put in for two pages and ½ time Branch Manager.

There is a central line item in the town budget that should be used to pay for overtime accrued due to snow removal. Rosemarie has been alerted.

- Book Budget
The book publishing industry is cyclical, with most books being published in spring and fall. Therefore, there will be a large number of not as yet published titles on order leading up to those seasons. The books will come in and be invoiced upon publication.
- Computer Desk
We are moving forward with the order for the public computer station that will be against the wall and will include an ADA compliant station.

- Visitor Count

	Main Front	Main Back	Endicott
Jan 3	4620	2613	4159
Jan 10	5985	3444	5580
Jan 17	7410	4194	7686
Jan 24	9264	5238	9850
Jan 31	11,087	6319	12,789

- Children's Programs

Storytimes by date:

1/3/12 (Pat) 15
1/10/12 (Carolyn) 12
1/17/12 (Carolyn) 15
1/24/12 (Pat) 29
1/31/12 (Carolyn) 16

Ms. Marsha's Programs

1/24/12 - 19
1/27/12 - 23

That makes 7 programs with a total attendance of 128 children.

- Capital Projects
(Taisir Alani)
We were informed that the Facilities Manager will be assisting the town in prioritizing capital projects town wide. He will then present the projects to the capital projects committee. The trustees may want to attend the committee meetings. The facilities manager will be responsible for quotes and hiring.

- Girl Scouts
Lisa has booked meetings for the Girl Scouts in the downstairs room.
- Dedham Info on the Go

Mission Statement Dedham Info on the Go Display Area

In meeting the role of library as information center, "Dedham Info on the Go" offers Dedham residents the convenience of finding town related information at one location. The information center is housed at the Endicott Library on Mt. Vernon St.

The intended purpose is to make available hard copy of literature published by various Town of Dedham Departments, Agencies, Committees and Boards. In some instances, state produced literature will also be included.

Informational pamphlets and flyers, voter registration materials, local maps, environmental and safety information, sanitation schedules, library notices, recreation and park applications, pamphlets on fire and personal safety, and other town produced literature form the core of the collection.

The collection of materials will be loosely catalogued and an index will be provided for ease of use. Outdated materials will be removed and an inventory taken to insure that specific items are replenished as needed.

Emails will be sent three or four times per year to participating town departments inquiring if updated information is available. Town departments may drop off literature at any time to either library location to the attention of the staff person responsible for the upkeep of the information center.

Flyers and informational literature from groups not affiliated with town government will not be included in the collection. Those groups are referred to the Dedham Public Library's policies on bulletin board use and material hand-outs.

The Information Center has been set up and is awaiting the literature hand-outs. There was no cost to the library for set up. John and Walter were instrumental in putting it together. I asked for and was given a large zoning map that is being laminated. Needham Bank donated two plastic literature racks that have been affixed to the wall. I am thinking that it would be nice to invite Mr. O'Brien from the bank to Endicott once everything is in place. Perhaps a photographer could be taken for the newspaper of Mr. O'Brien in front of the racks to publicize the donation and the information center. I have ordered a "Gift of" plaque to be placed above the racks. I hope to put the literature in place on Wednesday and perhaps continue to assist with the center on a volunteer basis.

- School Library Collaboration
58 books circulated in January 2012
We will be deciding on loan periods at this week's meeting.

- Circ Stats
January 2012 Circ Stats (check outs)
Main - 5609
Endicott - 5271

January 2011 (Check outs only)
Main-5281
Endi - 5160

Mike's Budget Status Report

From Corcoran
Sh

Project	Account Name	Budget	Actual Dec 30, 2011	Actual Jan 27, 2012	Expended	Remaining	Expended %
	Regular Personnel Services Budget	758760					
	Regular Personnel Services		85488.70	56258.80	446595.66	312164.34	59%
	Sub Total		390336.86	443817			
			15663.14	20183			
5120	Overtime Budget	10100					
	Overtime		109.02	0	790.46	9309.54	8%
	Sub Total		790.46	790.46			
5770	Library Materials Budget	134500					
	Library Materials		12223.31	7678.52	91605.65	42894.35	68%
	Sub Total		83927.13	91605.65			
	Purchase of Services Budget	55500					
	Purchase of Services		2076.28	585.56	47026.6	8473.4	85%
5239	Infrastructure - Misc	8600	1,540.32	60			
5260	Network-MLN	39400	0	0			
5610	Software/Hardware	7500	535.96	525.56			
	Sub Total		46,441.04	47,026.60			
	Supplies Budget	12000					
	Supplies		659.6	2016.99	8139.39	3860.61	68%
	Sub Total		6122.40	8139.39			
	Other Charges & Expenses Budget	10800					
	Other Charges & Expenses		350	350	3575	7225	33%
5702	Meetings, Seminars & Conferences	2000	17.21	17.87			18%
5703	Travel Expenses	8800	350	350			37%
	Sub Total		3225	3575			
	Monthly Total		100906.91	66889.87	597732.76	383927.24	
	Cumulative Total		530842.89	594954.1			61%
	Budget Total	981660					