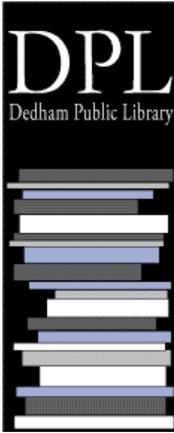


Dedham Public Library
Meeting of the Board of Trustees
Wednesday, May 16, 2012 at Endicott @ 7:00 pm

Agenda

1. Public input
2. Minutes of the April meeting
3. Financial report
4. Director's report
5. Unfinished Business
 - a. DPL policies
 - b. Director evaluation tools
6. New Business
 - a. DPL long range plan
 - b. Action items
7. Executive session (if needed)



Dedham Public Library

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

Joseph D'Amico, Chair
Brad Bauer
Michael Chalifoux
Rachel Tuerck
Tracy Driscoll

DPL TRUSTEES MEETING MINUTES	
MAY 16, 2012, ENDICOTT LIBRARY, 7:00PM	
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, Tracy Driscoll, Mike Chalifoux, Mary Ann Tricarico
PUBLIC ATTENDEES	Cecelia Butler, Laura Connell, Ian Connell, Dianne Bauer, Bob Desmond
PRESS CONTACTS	

1. POST-ELECTION REORGANIZATION:

Mr. Chalifoux made the motion that all trustees be on the Finance Committee; Ms. Driscoll seconded. The motion passed.

2. PUBLIC INPUT:

None

3. MINUTES:

Mr. Bauer made the motion to accept the minutes for April 2012 as written (with location of meeting corrected); seconded by Ms. Driscoll. The motion passed.

The motion to accept the minutes for the 11/21 Executive Session as written was made by Mr. Bauer, and seconded by Ms. Tuerck. Mr. Chalifoux suggested more details should be included and then opt to not make them public until after union negotiations are settled. A vote was not taken on the minutes. Mr. D'Amico will follow up with Town Counsel for guidance and revisit next month.

4. FINANCIAL REPORT:

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

5. DIRECTOR'S REPORT (ATTACHED)

6. UNFINISHED BUSINESS:

Continuing last month's discussion on the need to review the DPL's set of policies, it was decided that Collection Development policy should take priority, followed by policies for programs/meeting rooms/promotional materials/bulletin board use. Trustees will review current collection development policies, as well as "best practice" policies from other local libraries (Norwell, Wellesley) and be prepared to discuss at the next meeting.

7. NEW BUSINESS:

none

8. ACTION ITEM REVIEW:

Action Item	Person	Date Due
Get library key from former trustee	Mr. D'Amico	June Meeting
Check with Town Counsel on Executive Session minutes	Mr. D'Amico	June Meeting
Change Ms. Peluso's name to Ms. Driscoll's and add approval date at the end of "After Hours Library Use" policy	Dr. Tricarico	CLOSED MAY
DLIT rep for citizen's group - meet in June setting up survey instrument, tallying, setting goals (4 meetings throughout the summer)	Ms. Tuerck	June Meeting or before
Update web site with new town email addresses	Dr. Tricarico (with Amber)	June Meeting
Deposit collection document to Ms. Tricarico	Ms. Tuerck	June Meeting
Four pillar goals	Dr. Tricarico	CLOSED MAY
Send out preferred	Dr. Tricarico and Ms.	June Meeting

director evaluation tool to trustees	Tuerck	
Policy category headings, rate High, Medium, Low	All trustees	MAY CLOSED
Consider which categories should be reworked	All trustees	MAY CLOSED
Add Ms. Driscoll to email dist list	Dr. Tricarico to initiate request at town IT dept.	MAY CLOSED
Add Ms. Driscoll's name to library letter head template & distribute to trustees	Dr. Tricarico	MAY CLOSED
New trustee MBLC packet /binder, training	Ms. Tuerck	June Meeting
Town Charter Review meeting dates	Ms. Driscoll	MAY CLOSED

For next meeting agenda:

- Continue work on collection development policy
- Talk about how/when to review mission and vision

Set dates for future meetings:

June: Tu 6/19/12 7:00pm, Main
 July: Wed 7/18/12 7:00pm Endicott
 August: Tu 8/14/12 7:00pm, Main

The motion to adjourn was made by Ms. Tuerck, and seconded by Mr. Chalifoux. The meeting adjourned at 8:59pm.

Respectfully submitted,

Rachel Tuerck, Secretary

Attachments:

- Agenda
- Director's Report
- Budget Report
- Policies (from previous meeting)

**Dedham Public Library Budget Status Report
FY 2012 - 2nd Version Created by Brad Bauer**

Fund	Dept.	Line Item	Project	Account Name	Adjusted Budget	Actual 11	Jul Actual Aug - 11	Actual Sept. - 11
001	6610	5100		Regular Personnel Services	758,760.00	57,323.36	55,603.08	86,923.76
		5120	5171	Overtime	10,100.00	0	0	551.96
001	6610	5700	5770	Library Materials	134,500.00	0.00	10,813.51	7,117.70
001	6610	5200		Purchase of Services	55,500.00	0.00	40,069.22	0.00
			5239	Infrastructure - Misc	8,600.00	0.00	1,750.22	0.00
			5260	Network-MLN	39,400.00	0.00	38,319.00	0.00
			5610	Software/Hardware	7,500.00	0.00	0.00	0.00
001	6610	5400		Supplies	12,000.00	0.00	914.30	0.00
001	6610	5700		Other Charges & Expenses	10,800.00	725.00	725.00	725.00
			5702	Meetings, Seminars & Conferences	2,000.00	0.00	0	0.00
			5703	Travel Expenses	8,800.00	725.00	725.00	725.00
				Totals	981,660.00	58,048.36	108,125.11	95,318.42

**Dedham Public Library
Budget Status Report
FY-2012**

<u>Fund</u>	<u>Dept.</u>	<u>Line Item</u>	<u>Project</u>	<u>Account Name</u>
001	6610	5100		Regular Personnel Services
			5120	Overtime
			5999	Arbitration Award
				Subtotal:
001	6610	5200		Purchase of Services
			5239	Infrastructure - Misc
			5260	Network-MLN
			5610	Software/Hardware
				Subtotal:
001	6610	5400		Supplies
001	6610	5700		Other Charges & Expenses
			5702	Meetings, Seminars & Conferences
			5703	Travel Expenses
			5770	Library Materials
				Subtotal:
				Totals

**Dedham Public Library
Budget Status Report
FY-2012**

Adjusted Budget	Yr. to Date Jul - 11	Yr. to Date Aug - 11	Yr to Date Sept. - 11	Yr to Date Oct - 11
758,760.00	57,323.36	112,926.44	199,850.20	251,368.02
10,100.00	681.44	0	551.96	681.44
0	0	0	0	0
768,860.00	58,004.80	112,926.44	200,402.16	252,049.46
55,500.00	45,351.51	40,069.22	40,069.22	45,372.95
8,600.00	2,467.22	1,750.22	1,750.22	2,467.22
39,400.00	39,333.77	38,319.00	38,319.00	39,333.77
7,500.00	3,550.52	0.00	0.00	3,571.96
55,500.00	45,351.51	40,069.22	40,069.22	45,372.95
12,000.00	2,547.65	914.30	914.30	3,452.45
145,300.00	35,950.08	12,263.51	20,106.21	50,117.96
2,000.00	46.00	0	0	46.00
8,800.00	2,175.00	1,450.00	2,175.00	2,525.00
134,500.00	33,729.08	10,813.51	17,931.21	47,546.96
145,300.00			20,106.21	50,117.96
981,660.00	141,854.04	166,173.47	261,491.89	350,992.82

**Dedham Public Library
Budget Status Report
FY-2012**

Yr to Date Nov. 25 - 11	Yr to Date Dec. 30 - 11	Budget Balance	Budget %
304,848.16	390,336.86	368,423.14	51.4%
681.44	790.46	9,309.54	7.8%
0	0	0	0%
305,529.60	391,127.32	377,732.68	49%
46,237.71	48,313.99	7,186.01	87.1%
3,246.66	4,786.98	3,813.02	55.7%
39,333.77	39,333.77	66.23	99.8%
3,657.28	4,193.24	3,306.76	55.9%
46,237.71	48,313.99	7,186.01	
5,462.80	6,122.40	5,877.60	51.0%
74,656.90	87,247.42	58,052.58	60.0%
78.08	95.29	1,904.71	5%
2,875.00	3,225.00	5,575.00	35.6%
71,703.82	83,927.13	50,572.87	62.4%
74,656.90	87,247.42	58,052.58	
431,887.01	532,811.13	377,774.68	50.0%

Library Director's Report – May 16, 2012

Dedham Public Library

Trustees Meeting – May 16, 2012

Dr. Mary Ann Tricarico

I. Resources and Services

A. Statistics Summary

	February 2012	March 2012	April 2012
Circulation:			
Main	4438	4681	5286
Endicott	4394	4887	5343
Total	8832	9568	10,629
Inter Library Loans (ILL):			
Items Borrowed from other libraries for:			
Main	1114	1037	1131
Endicott	1113	1211	1091
Total ILL items Borrowed	2227	2248	2222
Items Loaned to other Libraries from:			
Main	3042	3064	2726
Endicott	841	925	866
Total ILL items Loaned	3883	3989	3592
Gate Count*:			
Main –open 5 days/wk	n/a	Average 197/day	Average 125/day
Endicott-open 6 days/wk	n/a	Average 166/day	Average 105/day

**Gate Counts represent the approximate number of people entering the libraries.*

B. Programming:

1. Adult Programming @ Main:

- April 11 – Author's Night – *Fenway Fiction* by Adam Pachter, 17 attended. Great program with lots of enthusiasm with the audience sharing Fenway stories and memorabilia.
- April 25 – Open Mic Poetry Night, 9 attended. It was an excellent program led by Dedham's Poet Lauriat Christopher Reilly. Audience members also did readings of their own original poems.
- April 25 – Wellness Program on treatments for head injuries presented by Dr. Jolene Ross, 7 attended this informative presentation.

Library Director's Report – May 16, 2012

- May 9 – Author's Night – *Driving Curiosity* by Maria Termini, 10 attended. The author presented a lively and insightful slide program about her travels through Central America and her work as a carpenter with Habitat for Humanity.

2. Children's Programming at Main and Endicott April 1 to May 9, 2012 :

Children's Programming	Number of Programs	Attendance
Main	14	146
Endicott	7	71
Total	21	217

Programs:

1. April 3 @Main – Spring Story Time (to age 2): 14 attended
2. April 3 @Endicott – Miss Marsha's Magic Carpet Book Club (Grades 1-5): 12 attended
3. April 4 @ Endicott – Spring Story Time Session (ages 3 ½ -5): 2 attended
4. April 5 @ Main Spring Story Time Session (ages 2 ½ -3 ½): 18 attended
5. April 12 @ Main Spring Story Time Session (ages 2 ½ -3 ½): 4 attended
6. April 12 @ Endicott Story time for Mariposa Child Care Center (to age 5): 10 attended
7. April 17 @ Main Spring Story time Session (to age 2): 10 attended
8. April 17 @ Main - School Vacation Week Special –Origami Bird Mobile Craft (ages 7 and up): 7 attended
9. April 18 @ Endicott – Spring Story time session (ages 3 ½ -5): 2 attended
10. April 18 @ Main – School Vacation Week Special – Pajama Story time for Young Children: 16 attended
11. April 19 @ Main – Spring Story time session (ages 2 ½ – 3 ½): 8 attended
12. April 19 @ Main – School Vacation Week Special – Poetry Workshop (ages 7 and up): 2 attended
13. April 20 @ Endicott – Miss Marsha's Tot Sing N Learn (ages 9 mos. - 3 yrs): 18 attended
14. April 20 @ Main – School Vacation Week Special – Readers' Theatre (ages 7 and up): 2 attended
15. April 24 @ Main – Spring Story time session (to age 2): 14 attended
16. April 24 @ Main – Miss Marsha's Play N Learn (ages 2 ½ - 5): 14 attended
17. April 24 @ Endicott – Miss Marsha's Magic Carpet Book Club : 5 attended
18. April 25 @ Main – Miss Marsha's Music & Movement (ages 2 ½ -5): 28 attended
19. April 26 @ Main – Spring Story time session (ages 2 ½ -3 ½): 4 attended
20. May 8 @ Endicott – Miss Marsha's Magic Carpet Book Club (grades 1-5): 15 attended
21. May 9 @ Main – Children's Book Week Book & Craft – Inspired by *The Very Hungry Caterpillar* Paper Plate Puppet Craft (ages 3 ½ -7): 5 attended

Children's programming up-coming in May:

- May 10 @ Main – Children's Book Week Book & Craft – Inspired by *The Rainbow Fish* –Rainbow Fish Decorative Ornament (ages 5 and up)

Library Director's Report – May 16, 2012

- May 18 @ Endicott – Miss Marsha's Tot Time
- May 22 @ Main – Miss Marsha's story time for preschoolers
- May 24 @ Endicott – Story program for Mariposa Child Care Center children (infants to age 5)
- May 25 @ Endicott – Avery School Visit – 3 first grade classes will visit Endicott for story time, a tour of library and introduction to library resources,

C. Resources note:

1. We have met our state requirements for acquisitions expenditures.

New items added to the collection between 07/01/2011 – 05/10/2012:

Books:	6225	(56% adult, 34% juvenile, 10% young adult books)
Periodicals:	1909	
DVDs:	671	
Large print books:	132	
Music CDs:	113	
Spoken CDs:	79	
3-D Objects:	34	
JUV Book with CD	<u>6</u>	
Total:	9203	items

2. The Boston Professional Hockey Association has donated to Main and Endicott libraries copies of the book *The inside Story of the 2011 Stanley Cup Champion Boston Bruins*.

II. Facilities

1. Update: Karp Woodworks Corporation is constructing the new computer tables for the Main Library public computer workstations. The tables will match the wood used for the shelving and reference desks located in that area. The project installation date is scheduled for May 17.

2. On May 11 an elderly woman fell on the main staircase and injured her ankle. She reported only a sore ankle, no other injuries. We called 911, an ambulance came, EMT staff examined her, and then transported her to Glover Hospital for x-rays. I filed an incident report and submitted it to Town Hall.

III. Staffing

1. Patricia Cronin will be returning from medical leave on May 21.
2. John Flynn will be on medical leave the week of May 21.
3. Staff meetings have been held weekly since April 19. We are actively involved in doing a SWOT Analysis to identify our strengths and weaknesses, and researching current Trends in library services and resources. Staff members were divided into teams and each team selected a team leader. Each team then researched current trends, came to consensus, and then presented their findings to the entire staff. We are currently evaluating and ranking the

Library Director's Report – May 16, 2012

trends. The trends will be included in our strategic plan. In addition, the staff members are suggesting possible questions to include in a community survey. We are also compiling a list of community members to invite to participate in the strategic planning process.

4. I met with Town Administrator Bill Keegan on May 11.
5. I will be attending Directors' Group of the Minuteman Library Network on May 16. Other meetings I have attended recently include: the Town Administrator's Monthly Department Heads meeting, and DLIT and Friends events. I made a presentation to the DLIT group on May 3 identifying the four pillars of a library and my views on emphasizing quality over quantity in our vision for the future.

IV. Operations

1. All Dedham Library employees have now been successfully added to the town's email system. All staff members have been issued Dedham-ma.gov email accounts. I am pleased to report that this is working successfully. It has helped to streamline communications between staff members and with town departments.
2. On April 30, we received notification from the Town that the second installment of the State Aid to Public Libraries grant from the Massachusetts Board of Library Commissioners was received. The amount is \$7471.64.
3. Conversion to the Town's new financial accounting system, New World, is scheduled for July 1, 2012. Rosemarie Shrewsbury is actively involved in the initial training for this new system and will be one of the lead people to train other town employees. A new set of line item numbers will be used, the monthly status of appropriation "green sheets" will be discontinued to be replaced by a customized reporting document available for retrieval on demand.
4. As part of our strategic planning process, we will be examining and evaluating library operations. The first analysis is library card holder demographics, in other words – who uses the library. According to the available data the following information can be extrapolated:
 - The town population is approximately 24,729
 - There are approximately 11,115 Dedham registered borrowers (library-card holders) in the Minuteman database. That means that 45% of the Dedham citizens have Dedham library cards
 - Of those 11,115 library card-holders, 6,012 of them, or 54% of the total card holders, have been active users since January 1, 2011.
 - The 6,012 library card holders represent 24% of the citizens of Dedham.
 - **In summary, 24%, or approximately one-quarter of the population of Dedham, have actively used the library since January of 2011.**
 - Further examination of the available data provides an analysis of library card-holders by age group:

Library Director's Report – May 16, 2012

Decade of Birth	Age Range	% of Library Card Holders
2010	2	0.03%
2000	2-12	9.14%
1990	13-22	12.97%
1980	23-32	6.14%
1970	33-42	7.60%
1960	43-52	7.46%
1950	53-62	5.35%
1940-1910	63-93	6.27%

- The following chart shows a snapshot by age demographics of library borrowers. In the month of April 2012; individuals born in the 1970s circulated the highest number of items. Further examination of data is needed to determine what type of items they borrowed. As we work on the strategic plan and analyze more data, we will be able to construct a clearer picture of who are users are, what types of materials they borrowed, and who we are not reaching in the community. More to come as we proceed in our strategic planning process...

