

**Dedham Public Library**  
**Meeting of the Board of Trustees**  
**Wednesday, October 10, 2012 at the Main @ 9:00 am**

**Agenda**

**Executive session—collective bargaining**

1. Public input
2. Minutes of the September meeting
3. Financial report
4. Director's report
5. Unfinished Business
  - a. DPL policies—internet and meeting room
  - b. Charter/Bylaw discussion and recommendation
6. New Business
  - a. Video/TV discussion
  - b. Action items

<b>DPL TRUSTEES MEETING MINUTES</b>	
<b>OCTOBER 10, 2012, MAIN LIBRARY, 9:00AM</b>	
<b>MEETING CALLED BY</b>	DPL Trustees
<b>TYPE OF MEETING</b>	Executive Session and Monthly Meeting
<b>CHAIRMAN</b>	Joe D'Amico
<b>SECRETARY</b>	Rachel Tuerck
<b>ATTENDEES</b>	Joe D'Amico, Mike Chalifoux, Mary Ann Tricarico, Tracy Driscoll, Rachel Tuerck (arrived at 9:15am)
<b>PUBLIC ATTENDEES</b>	None
<b>PRESS CONTACTS</b>	Hana Heald (Dedham Times), Tamara Starr (Dedham Patch)

### **1. PUBLIC INPUT:**

None.

### **2. MINUTES:**

Mr. Bauer made a motion to approve the September minutes. Mr. Chalifoux seconded. The motion passed unanimously; Ms. Tuerck was absent for the vote.

### **3. FINANCIAL REPORT:**

A motion to approve the Financial Report was made by Mr. Chalifoux, seconded by Ms. Driscoll, and was approved unanimously.

### **4. DIRECTOR'S REPORT (ATTACHED):**

Dr. Tricarico distributed a copy of the Strategic Plan to each trustee. No waiver application will be required for state aid.

## **5. UNFINISHED BUSINESS:**

### **Policies:**

Generally speaking, the trustees would like to add a “lead-off” introduction to each policy, explaining the overall purpose and intention behind the policy, with specific guidelines to follow. Ms. Driscoll created a lead-off introduction for the Internet Use Policy. Mr. Chalifoux made motion to accept Internet Policy, seconded by Mr. Bauer. The motion passed unanimously. The guidelines remain the same. Ms. Driscoll suggested the guidelines should be posted at each computer station.

Mr. Chalifoux read his proposed lead-off for the Meeting Room Policy, and made the motion that it be accepted, seconded by Ms. Tuerck. The motion passed unanimously. Mr. Chalifoux will send a final copy of the policy to Rosemarie.

### **Charter Review:**

The Charter Review meeting for the library is set for 10/24/12 at Town Hall at 7pm.

### **Discussion on Specific Items:**

- Propose amendment to Charter, section 4.0 to exclude the DPL from the “full jurisdiction.”

- Elected Board vs. Appointed Board.

Rachel Tuerck - for an elected board, saying an elected board keeps positions in the hands of the community and allows anyone with a passion for the library and the ability to run a campaign to serve. It's not based on “who you know.”

Joe D'Amico - for an elected board, saying that more people could possibly choose to run and that being an elected member makes you feel more accountable to the community at large.

Tracy Driscoll - for an elected board, stating that having appointed positions usually limits the pool of people being chosen, and elected people may have more diverse opinions. The person or group who would potentially appoint others may have a specific agenda and may only appoint people who agree with them on issues.

Mr. Bauer - for an elected board, stating that he researched to see if

one type of board was more effective than the other. He couldn't find anything regarding library trustees, but for school committees, there seemed to be no benefit either way for elected or appointed school committee members. In lack of evidence that appointed boards were better, Mr. Bauer said he'd prefer to leave it in the hands of the voters. Mr. Bauer also suggested that the trustee position might be a good "training" for future elected positions.

Mr. Chalifoux - for an appointed board, but chose not to state any specific reasons.

- The consensus is that the Trustees would recommend an elected board, with no term limits. The Trustees feel the current status of the libraries working independently of town hall for general day-to-day operations and collaboratively with Town Hall for larger scale capital projects to be working effectively.

## **6. NEW BUSINESS:**

Do we want to encourage tv coverage? If we can remain at the libraries for the meetings, they are welcome to tape meetings.

Wednesday - 10/17/12 Warrant will be voted on at 6pm. The library seeks to move unexpended salary money, due to unexpected resignation, to supplies.

Ms. Tuerck will report back on Trustee training and Annual Trustee/Friends meeting held on 10/27/12.

## **7. ACTION ITEM REVIEW:**

<b>Action Item</b>	<b>Person</b>	<b>Date Due</b>
Review discrepancies of charter & bylaws regarding library	All Trustees	COMPLETED OCTOBER
Notify tv coverage for future meetings	Ms. Tuerck	Before November Meeting

Read strategic plan and review “homework” for trustees	All Trustees	Before November meeting
Submit recipes for library cookbook fundraiser	All Trustees	COMPLETED OCTOBER

For next meeting agenda:

Patron Behavior Policy

Review Trustee training and Annual Trustee/Friends meeting

Review of Charter meeting

Set dates for future meetings:

Tuesday, November 13<sup>th</sup> at the Main

Tuesday, December 12<sup>th</sup> at the Main

Mr. Chalifoux made motion to enter into Executive Session under Purpose 3 with respect to strategy for collective bargaining, and Mr. Bauer to enter into Executive Session. The board will be adjourning right afterwards.

The Executive Session was held in Dr. Tricarico’s office, from 10:50am - 11:50am. The motion to come out of Executive Session made by Ms. Tuerck, seconded by Mr. Bauer. By unanimous roll call, the motion passed at 11:50am.

The motion to adjourn was made by Mr. Bauer, and seconded by Mr. Chalifoux. The motion passed and the meeting adjourned at 11:50am.

Respectfully submitted,

Rachel Tuerck, Secretary

Attachments:

~Agenda

~Financial Report

~ Director's Report

~2012 Strategic Plan (The document is about 100 pages long. It will be available online on the library website, as well as on file with the Massachusetts Board of Library Commissioners)

~ Ms. Driscoll's introduction to the Internet Policy

~ Mr. Chalifoux's introduction to the Meeting Policy

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## 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  
Rachel Tuerck  
Tracy Driscoll

## Director's Report for October 10, 2012 Library Trustees Meeting

### 1. Resources and Services

- Statistics:

	July 2012		August		Sept	
<b>Circulation:</b>						
Main	6837		6880		5409	
Endicott	7239		7488		5680	
<b>Total</b>	14,076		14,368		<b>11,089</b>	
<b>Inter Library Loans (ILL):</b>						
Items <b>Borrowed from</b> other libraries for:						
Main	1302		1154		983	
Endicott	1359		1549		1088	
<b>Total ILL items Borrowed</b>	2661		2703		<b>2073</b>	
Items <b>Loaned to</b> other Libraries from:						
Main	2807		2687		2539	
Endicott	1060		1109		941	
<b>Total ILL items Loaned</b>	3867		3796		<b>3480</b>	
<b>Gate Count*:</b>	<b>July 2012</b>		<b>August 2012</b>		<b>Sept 2012</b>	
	<b>Total count*</b>	<b>Per Day estimate</b>	<b>Total</b>	<b>Daily estimate</b>	<b>Total</b>	<b>Daily estimate</b>
<b>Main –open 5 days/wk</b>	4642	928	4778	955	<b>5368</b>	1074
<b>Endicott-open 6 days/wk</b>	6456	1076	5939	989	<b>7777</b>	1296

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

- **Children's Programming**

- **Fall session story times will be held from October 9 through December 6 at 10:30 AM for all ages. The October schedule is the following:**

- Tue, Oct. 9 – Main
- Wed, Oct 10 – Endicott
- Thurs, Oct 11 – Main

- Tue, Oct 16 – Main
- Wed, Oct 17 – Endicott
- Thurs, Oct 18 – Main
- Tue, Oct 23 - Main
- Wed, Oct 24 - Endicott
- Thurs, Oct 25 - Main
- Tue, Oct 30 – Main
- Wed, Oct 31 – Endicott
- Thurs, Nov 1 - Main

- There will be no story times Thanksgiving week and there will be a holiday party at the Endicott Estate on Saturday, December 8 from 10 a.m. to noon.

- **Special children’s events in October are the following:**

1. Tuesday, October 16, Susan Angevin, artist for the Bunny at Main will speak to the children about her design. (Arrangements are being made for the artist for the Endicott Bunny to speak with the children, too)
2. Monday, October 29 – Halloween Games at Main for children ages 6 and older
3. Tuesday, October 30 – Halloween Parade and Party at Endicott Branch, 6:30 PM.

- **Miss Marsha Programs in October:**

1. Friday, October 12 – Tot Sing – ‘N Learn for ages 9 months to 3 years at Endicott.
2. Tuesday, October 16 – Magic Carpet Book Club for Grades 1 – 5 at Endicott.
3. Tuesday, October 23 – Play ‘N Learn for ages 2 ½ to 5 at Main.

- **Adult Programming:**

- Well-know Boston TV investigative reporter and novelist, Hank Philippi Ryan, will discuss her newest book, *The Other Woman*, at the Friends of the Library *Author Night* on Wednesday, October 10 from 7 PM to 8:30 PM at the Main Library.

## 2. Staffing

- Children’s Librarian Carolyn Dooman has relocated to New Jersey and resigned from her position.
- The job description is in the process of being examined and revised.
- The director and the staff have invited the Library Trustees to attend a staff meeting on Thursday, October 11 from 8:30 AM to 10 AM.

## 3. Facilities

- The painters are concluding their work on painting the library window trims and doors.
- The lounge chairs at the Main Library have been professionally cleaned.
- Main Library will be the location for the DLIT event, *Murder at the Main*, on Saturday, October 27.

#### 4. Operations

- The Library's Strategic Plan was submitted to the Massachusetts Board of Library Commissioners before the October 1 due date. We have been notified that they have received it.
- The Strategic Plan was also submitted to the Town Administrator, all of the Selectmen, and the Chair of the Finance Committee. The Plan has been posted on the Library and Town websites.
- The Library Director will meet with the Town's Finance Committee Members on October 17 beginning at 6 PM to discuss the line item transfer request for November Special Town Meeting.
- The Library Director will participate with the Town Administrator and the other town department heads in the Neighborhood Meeting at the New Avery School on Monday, October 22 beginning at 7 PM.
- Staff Union negotiations have commenced. An introductory meeting was held on October 2. The next meetings will be October 17 and October 31. Proposals are requested for October 17; no additional proposals will be allowed following October 31. Staff union representatives are Pam Fadden, Lisa Ingemi, and Amber Socci.
- The FY13 State Aid to Public Libraries Application and Compliance Form and the FY13 State Aid Financial Report were submitted to the Massachusetts Board of Library Commissions on October 4, 2012; the due date was October 12. No waiver petition was needed since the library meets the MAR for FY13 and the library met the mid-level materials expenditure requirement for FY12.

***Respectfully submitted by  
Dr. Mary Ann Tricarico  
Library Director  
October 5, 2012***



# Library Trustee Budget Report 9/30/12

Fiscal Year to Date 09/30/12

Include Rollup Account and Rollup to Object & Classification

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 001 - General Fund										
EXPENSE										
Department 610 - Library										
Division/Location 610 - Administration / Operations										
<b>5110</b>	<b>Wages, Perm.</b>									
5110-193	Wages, Perm. Custodial Personnel	94,958.00	.00	94,958.00	7,276.50	.00	21,829.50	73,128.50	23	.00
5110-610	Wages, Perm. Library Director	81,062.00	.00	81,062.00	6,153.84	.00	18,461.52	62,600.48	23	.00
5110-613	Wages, Perm. Professional Librarian	226,874.00	.00	226,874.00	.00	.00	.00	226,874.00	0	.00
5110-614	Wages, Perm. Circulation Supervisor	50,337.00	.00	50,337.00	.00	.00	.00	50,337.00	0	.00
5110-615	Wages, Perm. Library Assistant	250,831.00	.00	250,831.00	36,310.30	.00	113,018.40	137,812.60	45	.00
5110-618	Wages, Perm. Library Page	21,141.00	.00	21,141.00	1,399.50	.00	2,263.50	18,877.50	11	.00
5110-619	Wages, Perm. Administrative Assistant I	42,869.00	.00	42,869.00	3,285.00	.00	9,855.00	33,014.00	23	.00
	<b>5110 - Wages, Perm. Totals</b>	<b>\$768,072.00</b>	<b>\$0.00</b>	<b>\$768,072.00</b>	<b>\$54,425.14</b>	<b>\$0.00</b>	<b>\$165,427.92</b>	<b>\$602,644.08</b>	<b>22%</b>	<b>\$0.00</b>
<b>5120</b>	<b>Wages, Temp.</b>									
5120-610	Wages, Temp. Substitutes	11,000.00	.00	11,000.00	301.60	.00	1,555.52	9,444.48	14	.00
	<b>5120 - Wages, Temp. Totals</b>	<b>\$11,000.00</b>	<b>\$0.00</b>	<b>\$11,000.00</b>	<b>\$301.60</b>	<b>\$0.00</b>	<b>\$1,555.52</b>	<b>\$9,444.48</b>	<b>14%</b>	<b>\$0.00</b>
<b>5140</b>	<b>Differentials</b>									
5140-610	Differentials Longevity	3,663.00	.00	3,663.00	620.00	.00	735.00	2,928.00	20	.00
	<b>5140 - Differentials Totals</b>	<b>\$3,663.00</b>	<b>\$0.00</b>	<b>\$3,663.00</b>	<b>\$620.00</b>	<b>\$0.00</b>	<b>\$735.00</b>	<b>\$2,928.00</b>	<b>20%</b>	<b>\$0.00</b>
<b>5190</b>	<b>Other</b>									
5190-192	Other Car Allowance	.00	.00	.00	350.00	.00	700.00	(700.00)	+++	.00
5190-199	Other Personnel Services	15.00	.00	15.00	.00	.00	.00	15.00	0	.00
	<b>5190 - Other Totals</b>	<b>\$15.00</b>	<b>\$0.00</b>	<b>\$15.00</b>	<b>\$350.00</b>	<b>\$0.00</b>	<b>\$700.00</b>	<b>(\$685.00)</b>	<b>4667%</b>	<b>\$0.00</b>
<b>5270</b>	<b>Rent/Lease</b>									
5270-270	Rent/Lease Equipment	6,000.00	.00	6,000.00	525.56	6.05	2,034.73	3,959.22	34	.00
	<b>5270 - Rent/Lease Totals</b>	<b>\$6,000.00</b>	<b>\$0.00</b>	<b>\$6,000.00</b>	<b>\$525.56</b>	<b>\$6.05</b>	<b>\$2,034.73</b>	<b>\$3,959.22</b>	<b>34%</b>	<b>\$0.00</b>
<b>5300</b>	<b>Prof/Tech</b>									
5300-221	Prof/Tech Alarm Testing / Inspection	15,608.00	.00	15,608.00	848.00	.00	1,449.00	14,159.00	9	.00
5300-300	Prof/Tech Professional / Technical	4,000.00	.00	4,000.00	190.00	.00	190.00	3,810.00	5	.00
5300-330	Prof/Tech Meeting & Conference Fees	2,750.00	.00	2,750.00	34.41	.00	51.28	2,698.72	2	.00
5300-611	Prof/Tech Minuteman Network	40,960.00	.00	40,960.00	.00	.00	38,896.04	2,063.96	95	.00
	<b>5300 - Prof/Tech Totals</b>	<b>\$63,318.00</b>	<b>\$0.00</b>	<b>\$63,318.00</b>	<b>\$1,072.41</b>	<b>\$0.00</b>	<b>\$40,586.32</b>	<b>\$22,731.68</b>	<b>64%</b>	<b>\$0.00</b>
<b>5420</b>	<b>Office Supplies</b>									
5420-420	Office Supplies General	12,800.00	.00	12,800.00	2,090.80	.00	4,438.27	8,361.73	35	.00
	<b>5420 - Office Supplies Totals</b>	<b>\$12,800.00</b>	<b>\$0.00</b>	<b>\$12,800.00</b>	<b>\$2,090.80</b>	<b>\$0.00</b>	<b>\$4,438.27</b>	<b>\$8,361.73</b>	<b>35%</b>	<b>\$0.00</b>
<b>5580</b>	<b>Other</b>									
5580-581	Other Uniforms	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	.00
	<b>5580 - Other Totals</b>	<b>\$1,000.00</b>	<b>\$0.00</b>	<b>\$1,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,000.00</b>	<b>0%</b>	<b>\$0.00</b>
<b>5710</b>	<b>Travel</b>									
5710-710	Travel Expenses	6,600.00	.00	6,600.00	.00	.00	384.21	6,215.79	6	.00
	<b>5710 - Travel Totals</b>	<b>\$6,600.00</b>	<b>\$0.00</b>	<b>\$6,600.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$384.21</b>	<b>\$6,215.79</b>	<b>6%</b>	<b>\$0.00</b>



# Library Trustee Budget Report 9/30/12

Fiscal Year to Date 09/30/12

Include Rollup Account and Rollup to Object & Classification

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 001 - General Fund										
EXPENSE										
Department 610 - Library										
Division/Location 610 - Administration / Operations										
5730	Dues/Memberships									
5730-730	Dues/Memberships Dues & Memberships	1,750.00	.00	1,750.00	.00	.00	.00	1,750.00	0	.00
	<b>5730 - Dues/Memberships Totals</b>	<b>\$1,750.00</b>	<b>\$0.00</b>	<b>\$1,750.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,750.00</b>	<b>0%</b>	<b>\$0.00</b>
	Division/Location 610 - Administration / Operations Totals	\$874,218.00	\$0.00	\$874,218.00	\$59,385.51	\$6.05	\$215,861.97	\$658,349.98	25%	\$0.00
Division/Location 611 - Library Materials										
5581	Library Materials									
5581-611	Library Materials Books	110,549.00	.00	110,549.00	7,089.65	.00	20,629.64	89,919.36	19	.00
5581-612	Library Materials Periodicals	15,000.00	.00	15,000.00	.00	.00	1,415.00	13,585.00	9	.00
5581-614	Library Materials DVDs	5,000.00	.00	5,000.00	.00	.00	.00	5,000.00	0	.00
5581-615	Library Materials Ebooks	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	.00
5581-616	Library Materials Video	8,070.00	.00	8,070.00	413.38	.00	3,462.85	4,607.15	43	.00
5581-617	Library Materials Audio	8,655.00	.00	8,655.00	.00	.00	12.69	8,642.31	0	.00
5581-618	Library Materials Databases	5,000.00	.00	5,000.00	.00	.00	1,812.53	3,187.47	36	.00
5581-619	Library Materials Other	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	.00
	<b>5581 - Library Materials Totals</b>	<b>\$154,274.00</b>	<b>\$0.00</b>	<b>\$154,274.00</b>	<b>\$7,503.03</b>	<b>\$0.00</b>	<b>\$27,332.71</b>	<b>\$126,941.29</b>	<b>18%</b>	<b>\$0.00</b>
	Division/Location 611 - Library Materials Totals	\$154,274.00	\$0.00	\$154,274.00	\$7,503.03	\$0.00	\$27,332.71	\$126,941.29	18%	\$0.00
	Department 610 - Library Totals	\$1,028,492.00	\$0.00	\$1,028,492.00	\$66,888.54	\$6.05	\$243,194.68	\$785,291.27	24%	\$0.00
	<b>EXPENSE TOTALS</b>	<b>\$1,028,492.00</b>	<b>\$0.00</b>	<b>\$1,028,492.00</b>	<b>\$66,888.54</b>	<b>\$6.05</b>	<b>\$243,194.68</b>	<b>\$785,291.27</b>	<b>24%</b>	<b>\$0.00</b>
Fund 001 - General Fund Totals										
	REVENUE TOTALS	.00	.00	.00	.00	.00	.00	.00	+++	.00
	EXPENSE TOTALS	1,028,492.00	.00	1,028,492.00	66,888.54	6.05	243,194.68	785,291.27	24	.00
	Fund 001 - General Fund Totals	(\$1,028,492.00)	\$0.00	(\$1,028,492.00)	(\$66,888.54)	(\$6.05)	(\$243,194.68)	(\$785,291.27)		\$0.00
Grand Totals										
	REVENUE TOTALS	.00	.00	.00	.00	.00	.00	.00	+++	.00
	EXPENSE TOTALS	1,028,492.00	.00	1,028,492.00	66,888.54	6.05	243,194.68	785,291.27	24	.00
	Grand Totals	(\$1,028,492.00)	\$0.00	(\$1,028,492.00)	(\$66,888.54)	(\$6.05)	(\$243,194.68)	(\$785,291.27)		\$0.00