



Dedham Public Library

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

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

DPL TRUSTEES MEETING MINUTES	
NOVEMBER 13, 2012, MAIN LIBRARY, 7:00PM	
MEETING CALLED BY	DPL Trustees
TYPE OF MEETING	Monthly Meeting
CHAIRMAN	Joe D'Amico
SECRETARY	Rachel Tuerck
ATTENDEES	Joe D'Amico, Mike Chalifoux, Mary Ann Tricarico, Tracy Driscoll, Rachel Tuerck (arrived at 7:10pm)
PUBLIC ATTENDEES	Cecilia Butler
PRESS CONTACTS	Kate Martin, Dedham Times

1. PUBLIC INPUT:

None.

2. MINUTES:

Mr. Chalifoux made a motion to approve that both the regular October minutes as amended and the October Executive Session minutes. Ms. Driscoll seconded the motion. The motion passed unanimously.

3. FINANCIAL REPORT (ATTACHED):

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

4. DIRECTOR'S REPORT (ATTACHED):

5. UNFINISHED BUSINESS:

Charter meeting review: Mr. Bauer, Ms. Driscoll, and Dr. Tricarico attended the Charter Review meeting on October 24th. They represented the consensus of the trustees based on the discussion from the last meeting, and thought the meeting went well.

The Internet and Meeting Room policies were approved at the last meeting, but there was some confusion as to who was going to complete the process. The Trustees will ask Rosemarie to put those policies into the final formal format and return them to the Trustees as a Word document to review a final time. Assuming that works well for everyone, that will be the process going forward.

6. NEW BUSINESS:

Ms. Tuerck reported out and distributed handouts from the MBLC Trustee Training held on 9/19/12 and the Trustee/Friends conference held on 10/27/12.

The trustees reviewed the existing DPL Patron Behavior Policies and the introduction provided by Mr. Chalifoux. After some discussion, it was agreed that each trustee would review the policies and bring any sample policies from other libraries to the next trustee meeting. When a working draft is compiled into a single document, it will be sent to Rosemarie to be put into a formal format as a Word document for final review.

7. ACTION ITEM REVIEW:

Action Item	Person	Date Due
Ask Rosemarie to forward completed Internet Policy to Trustees for final review.	Ms. Tuerck	Before December Meeting
Send Meeting Room Policy to Rosemarie and ask her to forward final draft to trustees for final review.	Mr. Chalifoux	Before December Meeting
Notify tv coverage for future meetings	Ms. Tuerck	Before December Meeting
Review DPL behavior policy drafts and find samples of other policies as needed.	All Trustees	Before December Meeting
Read strategic plan and review "homework" for trustees	All Trustees	Completed November
Call tree warden regarding dead tree in front of Endicott	Mr. D'Amico	Before December meeting

For next meeting agenda:

Patron Behavior Policy

Set dates for future meetings:

Wednesday, December 12th at the Main, at 9am

The motion to adjourn was made by Mr. Bauer, and seconded by Ms. Driscoll. The motion passed and the meeting adjourned at 9:15pm.

Respectfully submitted,

Rachel Tuerck, Secretary

Attachments:

- ~ Agenda
- ~ Financial Report
- ~ Director's Report
- ~ Mr. Chalifoux's introduction to the Patron Behavior Policy

Director's Report for November 13, 2012 Library Trustees Meeting

1. Resources and Services

a) Statistics:

	July 2012	August 2012	Sept 2012	October 2012
Circulation:				
Main	6837	6880	5409	4868
Endicott	7239	7488	5680	5550
Total	14,076	14,368	11,089	10,418
Inter Library Loans (ILL):				
Items Borrowed from other libraries for:				
Main	1302	1154	983	955
Endicott	1359	1549	1088	1203
Total ILL items Borrowed	2661	2703	2073	2158
Items Loaned to other Libraries from:				
Main	2807	2687	2539	2482
Endicott	1060	1109	941	947
Total ILL items Loaned	3867	3796	3480	3429
Gate Count*:	July 2012	August 2012	Sept 2012	October 2012
Main –open 5 days/wk	4642	5794	4360	5736
Endicott -open 6 days/wk	6456	7805	5912	6563

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

b) Quarterly Circulation (July 1 to September 30, 2012) of Minuteman Overdrive Collection of downloadable books and audio items:

- 839 items:
 - a. Books: 708
 - b. Audio: 131

Overdrive Collection consists of 8,143 books and 3,650 audio items

c) October Circulation of Library's Deposit Collection of Books at Middle and High Schools:

- Dedham High School: 17 out of collection of 309 books
- Dedham Middle School: 9 out of collection of 431 books

d) Children's Programming

- Fall session Story Times will be held from October 9 through December 6 at 10:30 AM for all ages. 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.

- **The October Story Times and attendance were the following:**

<i>Day</i>	<i>Date</i>	<i>Location</i>	<i>Attendance</i>
Tuesday	October 9	Main	5
Wednesday	October 10	Endicott	18
Thursday	October 11	Main	5
Tuesday	October 16	Main	16
Wednesday	October 17	Endicott	11
Thursday	October 18	Main	5
Tuesday	October 23	Main	9
Wednesday	October 24	Endicott	11
Thursday	October 25	Main	5
Tuesday	October 30	Main	6
Wednesday	October 31	Endicott	14

- **Special children's events in October were the following:**

1. Saturday, October 6, Dedham Junior Women's Club Annual Halloween Costume Swap at Endicott: attendance: 40 -60 children plus parents.
2. Friday, October 12 – Miss Marsha's Tot Sing –'N Learn for ages 9 months to 3 years at Endicott. Attendance: 26
3. Tuesday, October 16, Susan Angevin, artist for the Bunny at Main spoke to the children about her design. Attendance 16
4. Tuesday, October 16 –Miss Marsha's Magic Carpet Book Club for Grades 1 – 5 at Endicott. Attendance: 11

5. Tuesday, October 23 – Miss Marsha’s Play ‘N Learn for ages 2 ½ to 5 at Main. Attendance: 6
6. Monday, October 29 – Halloween Games at Main for children ages 6 and older – cancelled due to Hurricane.
7. Tuesday, October 30 – Halloween Parade and Party at Endicott Branch, 6:30 PM. Attendance: 100

• **In addition to the regularly scheduled Story Times conducted by Patricia Reilly, Ms. Marsha will hold three programs in November:**

1. Magic Carpet Book Club for Grades 1-5 on Tuesday, November 6 from 4:00-5:00 p.m. at Endicott;
2. Tot Sing N Learn for ages 9 months to 3 years on Friday, November 9 from 10:30-11:15 a.m. at Endicott;
3. Play N Learn for preschoolers (2.5 to 5 years) on Tuesday, November 20 from 1:00-2:00 p.m. at Main.

e) Adult Programming:

○ **October Programs at the Main Library:**

1. October 3, 2012 - Next step living seminar; attendance: 2
2. October 10, 2012 – Author night with Hank Philippe Ryan; attendance: 25
3. October 15, 2012 – Murder Mystery Play Rehearsal attendance: 10
4. October 17, 2012 – Brattle Books Owner gave a very engaging talk with book appraisals; attendance: 12
5. October 20, 2012- Chronic Pain Seminar; attendance 6
6. October 24, 2012 – Genealogy Seminar; attendance: 12
7. October 28, 2012 – DLIT’s Murder at the Main event; attendance 50

○ **November Programs at the Main Library:**

- November 10, 2012- Dedham Square Circle Gala- 100 people expected
- November 14, 2012- Virginia LeClair Conservation Meeting
- November 26, 2012 – NE Advisory Group financial seminar for college-bound families

2. Staffing

1. The director and the staff invited the Library Trustees to attend a staff meeting on Thursday, October 11 from 8:30 AM to 10 AM, 3 Trustees attended. We did some introductory activities, enjoyed refreshments, and all got to know each other better. It was an enjoyable time!
2. With the resignation of Carolyn Dooman, we are restructuring the position to be a branch/children’s librarian position. The job description/job advertisement has been reviewed by the union representatives, the town solicitor, and the town administrator. We are awaiting final approval from the town before posting the position.
3. On October 17, I attended the wake for Town Treasurer Robin Reyes.
4. October 31 staff dressed in Halloween costumes and provided treats for all the patrons.
5. Lisa Ingemi is coordinating the process to learn to use the new iPads donated by DLIT and developing procedures for their use. The library’s lack of a technology coordinator on staff and the restrictions imposed by the town’s technology system will delay our full utilization of these new devices.

3. Facilities

- a) Neither library sustained any damage during the recent hurricane. John and Wally did a superb job cleaning up downed branches and leaves at both properties.

- b) The Dedham Square Circle will host their Annual Event at the Main Library on Saturday, November 10. Since neither of our custodians will be available to work that night, the Town Facilities Director has arranged for custodial coverage; the person who covered for John Flynn a few years ago when John was on extended medical leave will work the detail. Dedham Square Circle is responsible for paying the custodial coverage.

4. Operations

- a) Union negotiations were held on October 17 and the town and library trustee proposals were submitted to the library staff union. The staff union did not have proposals to submit at that time. The October 31 negotiation meeting was cancelled to allow the town administrator to meet with the selectmen. The next session is yet to be scheduled.
- b) On October 22, I attended the Neighborhood Precinct meeting at the Avery School. The Town Administrator and all town department heads were present to meet with the citizens and answer questions. The session was moderated by Selectman Carmen Dellolacono who praised the library's strategic plan.
- c) On October 23, I attended the Fin Com meeting and requested a transfer of funds from the library's salary account for unexpended Carolyn Dooman salary to the library supplies account. The request will then be presented at the November 19 Special Town Meeting.
- d) On October 24, I attended the Town Charter Committee meeting with Trustees Brad Bauer and Tracy Driscoll.
- e) On October 25, I meet with the new high school librarian, Alice Johnson, and discussed collaborative activities, such as a school initiative to register students for library cards at the public library. When a new branch/children's librarian is hired, that person will be the liaison for school-library cooperative ventures.
- f) On October 27, my husband and I attended DLiT's *Murder at the Main* mystery and social night. John Flynn worked that night for custodial coverage
- g) At the October 27 event, DLiT presented the library with a donation of two PC laptop computers, two iPads, and a new portable projector. We have graciously accepted the donation and will write a thank letter to the group. As mentioned above, our lack of a technology staff member will delay the full utilization of these devices. I plan to meet with the Town Administrator to discuss ways that the library can have administrative rights or technology support for the multi-media devices we need to advance the library and our services to the community.
- h) Strategic Plan – we have developed a color-coded calendar of activities for each staff member for the monthly tasks and assignments each person or work team is responsible for completing. All staff members will report at our November 15 staff meeting on the progress or problems they are encountering with their November assignments.

***Respectfully submitted by
Dr. Mary Ann Tricarico
Library Director
November 7, 2012***



Library Trustee Budget Report to 10/31/12

Fiscal Year to Date 10/31/12

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										
5110	Wages, Perm.									
5110-193	Wages, Perm. Custodial Personnel	94,958.00	.00	94,958.00	3,638.25	.00	25,467.75	69,490.25	27	.00
5110-610	Wages, Perm. Library Director	81,062.00	.00	81,062.00	3,076.92	.00	21,538.44	59,523.56	27	.00
5110-613	Wages, Perm. Professional Librarian	226,874.00	.00	226,874.00	6,648.75	.00	6,648.75	220,225.25	3	.00
5110-614	Wages, Perm. Circulation Supervisor	50,337.00	.00	50,337.00	1,896.00	.00	1,896.00	48,441.00	4	.00
5110-615	Wages, Perm. Library Assistant	250,831.00	.00	250,831.00	9,610.40	.00	122,628.80	128,202.20	49	.00
5110-618	Wages, Perm. Library Page	21,141.00	.00	21,141.00	697.50	.00	2,961.00	18,180.00	14	.00
5110-619	Wages, Perm. Administrative Assistant I	42,869.00	.00	42,869.00	1,642.50	.00	11,497.50	31,371.50	27	.00
	5110 - Wages, Perm. Totals	\$768,072.00	\$0.00	\$768,072.00	\$27,210.32	\$0.00	\$192,638.24	\$575,433.76	25%	\$0.00
5120	Wages, Temp.									
5120-610	Wages, Temp. Substitutes	11,000.00	.00	11,000.00	.00	.00	1,555.52	9,444.48	14	.00
	5120 - Wages, Temp. Totals	\$11,000.00	\$0.00	\$11,000.00	\$0.00	\$0.00	\$1,555.52	\$9,444.48	14%	\$0.00
5140	Differentials									
5140-610	Differentials Longevity	3,663.00	.00	3,663.00	310.00	.00	1,045.00	2,618.00	29	.00
	5140 - Differentials Totals	\$3,663.00	\$0.00	\$3,663.00	\$310.00	\$0.00	\$1,045.00	\$2,618.00	29%	\$0.00
5190	Other									
5190-192	Other Car Allowance	.00	.00	.00	.00	.00	700.00	(700.00)	+++	.00
5190-199	Other Personnel Services	15.00	.00	15.00	.00	.00	.00	15.00	0	.00
	5190 - Other Totals	\$15.00	\$0.00	\$15.00	\$0.00	\$0.00	\$700.00	(\$685.00)	4667%	\$0.00
5270	Rent/Lease									
5270-270	Rent/Lease Equipment	6,000.00	.00	6,000.00	525.56	6.05	2,560.29	3,433.66	43	.00
	5270 - Rent/Lease Totals	\$6,000.00	\$0.00	\$6,000.00	\$525.56	\$6.05	\$2,560.29	\$3,433.66	43%	\$0.00
5300	Prof/Tech									
5300-221	Prof/Tech Alarm Testing / Inspection	15,608.00	.00	15,608.00	.00	.00	1,449.00	14,159.00	9	.00
5300-300	Prof/Tech Professional / Technical	4,000.00	.00	4,000.00	.00	.00	190.00	3,810.00	5	.00
5300-330	Prof/Tech Meeting & Conference Fees	2,750.00	.00	2,750.00	.00	.00	389.28	2,360.72	14	.00
5300-611	Prof/Tech Minuteman Network	40,960.00	.00	40,960.00	.00	.00	38,896.04	2,063.96	95	.00
	5300 - Prof/Tech Totals	\$63,318.00	\$0.00	\$63,318.00	\$0.00	\$0.00	\$40,924.32	\$22,393.68	65%	\$0.00
5420	Office Supplies									
5420-420	Office Supplies General	12,800.00	.00	12,800.00	997.31	.00	5,690.30	7,109.70	44	.00
	5420 - Office Supplies Totals	\$12,800.00	\$0.00	\$12,800.00	\$997.31	\$0.00	\$5,690.30	\$7,109.70	44%	\$0.00
5580	Other									
5580-581	Other Uniforms	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	.00
	5580 - Other Totals	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%	\$0.00
5710	Travel									
5710-710	Travel Expenses	6,600.00	.00	6,600.00	.00	.00	384.21	6,215.79	6	.00
	5710 - Travel Totals	\$6,600.00	\$0.00	\$6,600.00	\$0.00	\$0.00	\$384.21	\$6,215.79	6%	\$0.00



Library Trustee Budget Report to 10/31/12

Fiscal Year to Date 10/31/12

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
	5730 - Dues/Memberships Totals	\$1,750.00	\$0.00	\$1,750.00	\$0.00	\$0.00	\$0.00	\$1,750.00	0%	\$0.00
	Division/Location 610 - Administration / Operations Totals	\$874,218.00	\$0.00	\$874,218.00	\$29,043.19	\$6.05	\$245,497.88	\$628,714.07	28%	\$0.00
Division/Location 611 - Library Materials										
5581	Library Materials									
5581-611	Library Materials Books	110,549.00	.00	110,549.00	6,849.05	.00	35,253.03	75,295.97	32	.00
5581-612	Library Materials Periodicals	15,000.00	.00	15,000.00	1,383.00	.00	2,798.00	12,202.00	19	.00
5581-614	Library Materials DVDs	5,000.00	.00	5,000.00	377.17	.00	1,177.45	3,822.55	24	.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	.00	.00	3,645.21	4,424.79	45	.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	2,590.00	.00	4,402.53	597.47	88	.00
5581-619	Library Materials Other	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	.00
	5581 - Library Materials Totals	\$154,274.00	\$0.00	\$154,274.00	\$11,199.22	\$0.00	\$47,288.91	\$106,985.09	31%	\$0.00
	Division/Location 611 - Library Materials Totals	\$154,274.00	\$0.00	\$154,274.00	\$11,199.22	\$0.00	\$47,288.91	\$106,985.09	31%	\$0.00
	Department 610 - Library Totals	\$1,028,492.00	\$0.00	\$1,028,492.00	\$40,242.41	\$6.05	\$292,786.79	\$735,699.16	28%	\$0.00
	EXPENSE TOTALS	\$1,028,492.00	\$0.00	\$1,028,492.00	\$40,242.41	\$6.05	\$292,786.79	\$735,699.16	28%	\$0.00
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	40,242.41	6.05	292,786.79	735,699.16	28	.00
	Fund 001 - General Fund Totals	(\$1,028,492.00)	\$0.00	(\$1,028,492.00)	(\$40,242.41)	(\$6.05)	(\$292,786.79)	(\$735,699.16)		\$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	40,242.41	6.05	292,786.79	735,699.16	28	.00
	Grand Totals	(\$1,028,492.00)	\$0.00	(\$1,028,492.00)	(\$40,242.41)	(\$6.05)	(\$292,786.79)	(\$735,699.16)		\$0.00