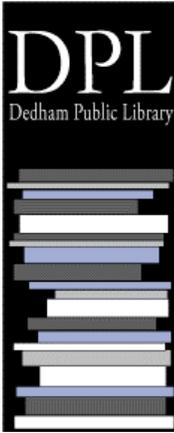


Dedham Public Library
Meeting of the Board of Trustees
Wednesday, February 13, 2013 at the Main @ 9:15 am

Agenda

1. Public input
2. Minutes of the January meeting
3. Financial report
4. Director's report
5. Unfinished Business
 - a. DPL Code of Conduct policy—final approval
 - b. Director evaluation forms
6. New Business
 - a. Director contract
 - b. Action items and April meeting date
7. Executive Session



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

DPL TRUSTEES MEETING MINUTES	
FEBRUARY 13, 2012, MAIN LIBRARY, 9:15AM	
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, Rachel Tuerck, Tracy Driscoll
PUBLIC ATTENDEES	Cecilia Butler, Monika Wilkinson, Rosemarie Shrewsbury, Maureen Hanlon (Finance Comm. representative)
PRESS CONTACTS	Electronically recorded for The Dedham Times

1. PUBLIC INPUT:

None.

2. MINUTES:

Mr. Bauer made a motion to approve the January minutes. Mr. Chalifoux seconded the motion. The motion passed unanimously.

3. FINANCIAL REPORT (ATTACHED):

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

4. DIRECTOR'S REPORT (ATTACHED):

5. UNFINISHED BUSINESS:

The Patron Code of Conduct policy was review in its final format. Mr. Bauer made the motion to accept the Code of Conduct policy, Mr. Chalifoux seconded. The motion passed unanimously.

6. NEW BUSINESS:

Dr. Tricarico's original signed contract has been misplaced by Town Hall, and the library doesn't have a copy of the contract with the required signatures. Since Dr. Tricarico has asked to revisit some items in her contract, the trustees will take the opportunity to revisit the contract and get a completed contract on file.

7. ACTION ITEM REVIEW:

Action Item	Person	Date Due
Email Evaluation Form to Trustees	Ms. Tuerck	COMPLETED IN JANUARY
Give Rosemarie draft of conduct policy & email draft to Trustees	Mr. D'Amico	COMPLETED IN FEBRUARY
Complete director's evaluation forms and email to Mr. D'Amico	All trustees	COMPLETED IN FEBRUARY
Updated policy review list	Mr. Chalifoux	COMPLETED IN FEBRUARY
Invite presidents of DLIT and The Friends to next meeting	Ms. Tuerck	Before March meeting

For next meeting agenda:

Director review

Budget updates, if any

DLIT and The Friends definition and relationship to library

Review policy list (bulletin board, free materials/brochures give-aways, emergency plan policy on deck for the future)

Set dates for future meetings:

Mar 13, Wed, 7:00pm, at Endicott

Apr 23, Tue, 7:00pm, at Main

Mr. Chalifoux made the motion to go into executive session for the purposes of collective bargaining. Mr. Bauer seconded the motion. By roll call vote, the motion passed unanimously at 10:30am. The trustees entered into Executive Session 10:45am.

Ms. Tuerck left the meeting at 11:55 am. The remaining trustees reached agreement on a new contract for the Director. Mr. Bauer moved to come out of executive session, seconded by Mr. Chalifoux. Mr. Bauer, Ms. Driscoll, Mr. Chalifoux, and Mr. D'Amico all voted in the affirmative.

Mr. Bauer then moved to adjourn the Trustees meeting, seconded by Ms. Driscoll. The motion passed unanimously @ 12:52 pm.

Respectfully submitted,

Rachel Tuerck, Secretary

Attachments:

- ~ Agenda
- ~ Financial Report
- ~ Director's Report
- ~ Final Patron Code of Conduct policy

Director's Report for February 13, 2013 Library Trustees Meeting

I. Resources and Services

- **Statistics:**

	Oct. 2012	Nov. 2012	Dec. 2012	January 2013
Circulation:				
Main	4868	5440	4614	5308
Endicott	5550	5690	5273	6083
Total	10,418	11,130	9,887	11,391
Inter Library Loans (ILL):				
Items Borrowed from other libraries for:				
Main	955	1151	969	1184
Endicott	1203	1150	145	1329
Total ILL items Borrowed	2158	2301	1114	2513
Items Loaned to other Libraries from:				
Main	2482	2401	2517	2885
Endicott	947	1045	1006	1055
Total ILL items Loaned	3429	3446	3523	3840
Gate Count*:	Oct.	Nov.	Dec.	January
Main –open 5 days/wk	5735	3563	5292	4138
Endicott -open 6 days/wk	6563	3567	3920	4819

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

- **Circulation of Library's Deposit Collection of Books at Middle and High Schools:**

Dedham High School collection: 309 books		Dedham Middle School collection: 431 books	
October	17	October	9
November	27	November	34
December	11	December	9
January	9	January	62

• **Children's Programming**

- Story times for all ages @ Main on Tuesdays in January:
 - Jan. 8 – attendance: 7
 - Jan. 15 – attendance: 6
 - Jan 22 – attendance: 8
 - Jan. 29 – attendance: 8
- Miss Marsha's January Programs:
 - Friday, Jan. 11, Tot Sing N Learn, ages 9 mos. -3 yrs @ Endicott. Attendance: 22
 - Tuesday, Jan .15, Magic Carpet Book Club, grades 1-5 @ Endicott. Attendance: 3
 - Tuesday, Jan. 22, Play N Learn, ages 2 ½ -5 yrs. @ Main. Attendance: 2
- Miss Marsha's February Programs:
 - Friday, Feb 8, 10:30 a.m. @ Endicott - Tot Sing N Learn, ages 9 mos. To 3 yrs.
 - Tuesday, Feb. 12, 4 p.m. @ Endicott - Magic Carpet Book Club, grades 1-5
 - Tuesday, Feb. 26, 1 p.m. @ Main – Play N Learn, ages 2 ½ - 5 yrs.

5. Adult Programming @ Main in February

- February 6 – Author night: Crime Time with McPhee & Lee - Two local mystery writers will describe the process of writing fiction from character development to publishing@ Main, 7 p.m.
- February 20 - Heart Health program
- February 25 – Nutrition program

II. Staffing

1. Union negotiations are on hold until further notice from the Town Administrator
2. Mary Ann attended the American Library Association Mid-Winter Conference in Seattle from January 24 to 30. Caroline Kennedy was a featured speaker discussing her newest book on children's poetry. Also, Mary Ann gathered information on electronic books from various publishers and e-book distributors to begin plans for expanding our e-book collection.
3. Danielle Conklin, the new Branch Children's Librarian began on Monday, February 4. We are delighted to have her with us!
4. Janice Crowley is taking 4 days of emergency vacation leave to attend the funeral of her mother in England.
5. Mary Ann submitted her annual review material to the Trustees on February 1.

III. Facilities

1. John Flanagan, DPW Director, has arranged for the removal of two large diseased trees at the Endicott Branch Library. Removal date is scheduled for Tuesday morning February 12 when the library is closed to the public. He will be replanting two new trees in the spring.

IV. Operations

1. Per our Strategic Plan objectives, we have now implemented a system to record and tabulate reference and informational questions asked. The January statistics are the following:

i. Endicott – reference transactions:	511
ii. Main Circ Dept. – reference transactions:	311
iii. Main Reference Dept. – reference transactions:	219
iv. Main Children’s Dept. reference transactions:	192

Total January reference transactions: 1233
2. The Friends held their February Book Sale on February 2 and 4. It was an extremely successful event. The hard work, conscientiousness, and dedication of our Friends group is truly an asset for our library. We thank them sincerely for their commitment and contributions.

3. Budget for FY14:

The time line for the Budget is the following:

- January 10, Library Director submitted two budget proposal to Trustees for their review, one MAR compliant, and the other with one additional professional librarian
- January 15 – Trustees voted on budgets presented by library director
- January 23 – both budget proposals submitted to Chris Howell and Bill Keegan
- February 4 - Town Administrator and Finance Director met with Library Director
- Fin Com Member Maureen Hanlon will attend the Trustees meeting on Feb 13.
- March 9 (Saturday) Fin Com meeting with all Department Heads will be held at Town Hall – all day meeting
- March 18 – Fin Com deliberations on budget proposals
- May 20 – Town Meeting

Respectfully submitted by
Dr. Mary Ann Tricarico
Library Director
February 5, 2013



Library Trustee Budget Report to 1/31/13

Fiscal Year to Date 01/31/13

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	7,276.50	.00	54,573.75	40,384.25	57	.00
5110-610	Wages, Perm. Library Director	81,062.00	.00	81,062.00	6,153.84	.00	46,153.80	34,908.20	57	.00
5110-613	Wages, Perm. Professional Librarian	226,874.00	.00	226,874.00	93,082.50	.00	106,380.00	120,494.00	47	.00
5110-614	Wages, Perm. Circulation Supervisor	50,337.00	.00	50,337.00	26,667.98	.00	30,459.98	19,877.02	61	.00
5110-615	Wages, Perm. Library Assistant	242,831.00	.00	242,831.00	(83,316.20)	.00	139,698.75	103,132.25	58	.00
5110-618	Wages, Perm. Library Page	21,141.00	.00	21,141.00	1,437.75	.00	8,511.75	12,629.25	40	.00
5110-619	Wages, Perm. Administrative Assistant I	42,869.00	.00	42,869.00	3,285.00	.00	24,637.50	18,231.50	57	.00
	5110 - Wages, Perm. Totals	\$760,072.00	\$0.00	\$760,072.00	\$54,587.37	\$0.00	\$410,415.53	\$349,656.47	54%	\$0.00
5120	Wages, Temp.									
5120-610	Wages, Temp. Substitutes	11,000.00	.00	11,000.00	1,304.00	.00	5,340.46	5,659.54	49	.00
	5120 - Wages, Temp. Totals	\$11,000.00	\$0.00	\$11,000.00	\$1,304.00	\$0.00	\$5,340.46	\$5,659.54	49%	\$0.00
5140	Differentials									
5140-610	Differentials Longevity	3,663.00	.00	3,663.00	150.00	.00	2,010.00	1,653.00	55	.00
	5140 - Differentials Totals	\$3,663.00	\$0.00	\$3,663.00	\$150.00	\$0.00	\$2,010.00	\$1,653.00	55%	\$0.00
5190	Other									
5190-192	Other Car Allowance	5,600.00	.00	5,600.00	1,050.00	.00	2,450.00	3,150.00	44	.00
5190-199	Other Personnel Services	15.00	.00	15.00	.00	.00	.00	15.00	0	.00
	5190 - Other Totals	\$5,615.00	\$0.00	\$5,615.00	\$1,050.00	\$0.00	\$2,450.00	\$3,165.00	44%	\$0.00
5270	Rent/Lease									
5270-270	Rent/Lease Equipment	6,000.00	.00	6,000.00	525.56	6.05	4,136.97	1,856.98	69	.00
	5270 - Rent/Lease Totals	\$6,000.00	\$0.00	\$6,000.00	\$525.56	\$6.05	\$4,136.97	\$1,856.98	69%	\$0.00
5300	Prof/Tech									
5300-221	Prof/Tech Alarm Testing / Inspection	15,608.00	.00	15,608.00	.00	.00	1,499.00	14,109.00	10	.00
5300-300	Prof/Tech Professional / Technical	4,000.00	.00	4,000.00	.00	.00	325.00	3,675.00	8	.00
5300-330	Prof/Tech Meeting & Conference Fees	2,750.00	.00	2,750.00	.00	.00	759.53	1,990.47	28	.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	\$41,479.57	\$21,838.43	66%	\$0.00
5420	Office Supplies									
5420-420	Office Supplies General	20,800.00	.00	20,800.00	707.12	.00	10,312.81	10,487.19	50	.00
	5420 - Office Supplies Totals	\$20,800.00	\$0.00	\$20,800.00	\$707.12	\$0.00	\$10,312.81	\$10,487.19	50%	\$0.00
5580	Other									
5580-581	Other Uniforms	1,000.00	.00	1,000.00	.00	.00	291.98	708.02	29	.00
	5580 - Other Totals	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$291.98	\$708.02	29%	\$0.00
5710	Travel									
5710-710	Travel Expenses	1,000.00	.00	1,000.00	(700.00)	.00	34.21	965.79	3	.00
	5710 - Travel Totals	\$1,000.00	\$0.00	\$1,000.00	(\$700.00)	\$0.00	\$34.21	\$965.79	3%	\$0.00



Dedham Public Library

Massachusetts

Dr. Mary Ann Tricarico
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Joseph D'Amico Chair
Michael Chalifoux
Rachel Tuerck
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Patron Code of Conduct Policy

The Library Board of Trustees believes that library patrons and employees have the right to an environment that is secure and comfortable and that library patrons have the right to use library resources and services without being disturbed by other library users.

- The Library staff will encourage patrons toward acceptable library behavior.
- The staff will give warning of inappropriate behavior.
- In case of minor disruption, and after an explanation and warning, a patron may be asked to leave the library for the rest of the day.
- If the offending patron refuses to follow the requests of the staff, or the staff feels there is a potential danger to patrons or staff, the police will be called.
- In medical emergency situations, 911 will be called.
- Smoking (or use of tobacco products in any form) and the use of controlled substances are not permitted in the library.
- No soliciting or distributing of leaflets with the library.
- Animals are not permitted (except for guide or assist animals).
- Appropriate attire, including shirts and shoes must be worn at all times.
- Staff is not responsible for patrons personal belongings left unattended.
- Bicycles should be placed in the bike rack and locked. Bikes may not be left inside the library or on the handicap ramp leading into the library.
- Any sports equipment brought into the library must be left at the area facing the circulation desk (i.e. skateboards, basketballs, tennis rackets etc.) and not interfere with foot traffic and clear passage.

- Computers and radios or other audio devices with headphones may be used in the library if the volume is not audible to others.
- Cell phone conversations are disruptive to patrons and staff. Patrons should turn off cell phones before entering the library, or set ringers to vibrate. All cell phone conversations should be conducted outside the buildings.
- The telephone at the circulation desk is a business phone. It may be used by patrons (with permission of staff) in cases of emergency or to call for rides if no other means is available.
- Loud and intrusive behavior that disturbs others is prohibited.
- Physical or verbal harassment of others, including library staff is prohibited and may result in referral to the police.
- The material and equipment in the library are here for patron and staff use; any purposeful damage done to material, equipment, furniture, building or property of the library is against the law and will be reported to the police.
- The library cannot supply materials such as tape, paper, envelopes, etc. Patrons are expected to provide their own.
- The library's fax machine is for library communications only; patrons will be referred to local businesses which offer this service.

Children and the Dedham Public Library

Children are expected to observe the same rules as stated for all patrons with the following additions:

- Parents or guardians are responsible for the behavior of their children in the library and may not leave young children unattended.
- If a problem arises with children of any age and we are unable to locate the parent(s) or if the library is closing and the parent(s) cannot be located, the police will be called at the discretion of the staff.
- A child's disruptive behavior will be brought to the attention of his or her parent or guardian.
- If unattended, the parents will be contacted and asked to pick up their child immediately.
- Staff members will not transport children from the library to any other location.
- When children are attending library programs parent(s) must be aware of the times of the programs.

Voted and approved by the Board of Library Trustees

2/13/13

Effective Date:

2/13/13



Library Trustee Budget Report to 1/31/13

Fiscal Year to Date 01/31/13

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		\$872,468.00	\$0.00	\$872,468.00	\$57,624.05	\$6.05	\$476,471.53	\$395,990.42	55%	\$0.00
Division/Location 611 - Library Materials										
5581	Library Materials									
5581-611	Library Materials Books	110,549.00	.00	110,549.00	4,311.52	.00	55,440.72	55,108.28	50	.00
5581-612	Library Materials Periodicals	15,000.00	.00	15,000.00	.00	.00	13,564.04	1,435.96	90	.00
5581-614	Library Materials DVDs	13,070.00	.00	13,070.00	4,140.42	.00	7,737.05	5,332.95	59	.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	.00	.00	.00	(3,645.21)	.00	.00	.00	+++	.00
5581-617	Library Materials Audio	8,655.00	.00	8,655.00	20.00	.00	1,149.29	7,505.71	13	.00
5581-618	Library Materials Databases	5,000.00	.00	5,000.00	.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	\$4,826.73	\$0.00	\$82,293.63	\$71,980.37	53%	\$0.00
Division/Location 611 - Library Materials Totals		\$154,274.00	\$0.00	\$154,274.00	\$4,826.73	\$0.00	\$82,293.63	\$71,980.37	53%	\$0.00
Department 610 - Library Totals		\$1,026,742.00	\$0.00	\$1,026,742.00	\$62,450.78	\$6.05	\$558,765.16	\$467,970.79	54%	\$0.00
EXPENSE TOTALS		\$1,026,742.00	\$0.00	\$1,026,742.00	\$62,450.78	\$6.05	\$558,765.16	\$467,970.79	54%	\$0.00
Fund 001 - General Fund Totals										
REVENUE TOTALS		.00	.00	.00	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS		1,026,742.00	.00	1,026,742.00	62,450.78	6.05	558,765.16	467,970.79	54	.00
Fund 001 - General Fund Totals		(\$1,026,742.00)	\$0.00	(\$1,026,742.00)	(\$62,450.78)	(\$6.05)	(\$558,765.16)	(\$467,970.79)		\$0.00
Grand Totals										
REVENUE TOTALS		.00	.00	.00	.00	.00	.00	.00	+++	.00
EXPENSE TOTALS		1,026,742.00	.00	1,026,742.00	62,450.78	6.05	558,765.16	467,970.79	54	.00
Grand Totals		(\$1,026,742.00)	\$0.00	(\$1,026,742.00)	(\$62,450.78)	(\$6.05)	(\$558,765.16)	(\$467,970.79)		\$0.00