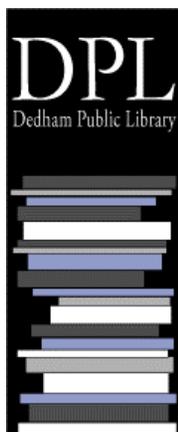


# Dedham Public Library

Massachusetts.

Tracy Discoll, Chair  
Rachel Forsyth Tuerck  
Brad Bauer  
Cecilia Emery Butler  
Monika Wilkinson



Dr. Mary Ann Tricarico Director  
Dedham Public Library  
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Dedham, MA 02026  
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The May 15, 2013 meeting of The Dedham Library Board of Trustees was called to order at 7:04 pm by Chairperson Ms. Driscoll at the Endicott Library.

Trustees in attendance: Tracy Driscoll Chair, Brad Bauer, Cecilia Emery Butler, Rachel Forsyth Tuerck, and Monika Wilkinson.

Public Attendees: Dianne Bauer, Marcia Withiam Wilson, Jeanette Evans, Mimi Harrington, Margo Wreta, Mike Chalifoux, Bob Desmond, and Daniel Barkowitz. Marcia, Mimi, Margo and Jeanette are members of the Friends of the Library.

Press: Elizabeth Martin, The Dedham Times

1. **PUBLIC INPUT:** Mr. Desmond congratulated the new Trustees and said it was much easier on that side of the table than the one on which the Trustees were sitting.
2. **MINUTES OF APRIL MEETING:** Mr. Bauer stated that minutes were correct as written, but the heading including Mr. D'Amico's name should be changed. Mr. Bauer made the motion to approve the minutes of April 23, 2013. Ms. Forsyth Tuerck seconded it. The motion passed unanimously.
3. **FINANCIAL REPORT: Attached:** Mr. Bauer inquired as to the last day that bills could be submitted for payment. Dr. Tricarico stated that the date has not been decided as of yet, it will be after the annual Town Meeting. Mr. Bauer made the motion to approve

the Financial Report of April 30, 2013, Ms. Wilkinson seconded the motion. The motion passed unanimously.

4. **DIRECTOR'S REPORT: Attached:** Dr. Tricarico stated that Danielle will integrate all the social media applications through Hoot suite. Dr. Tricarico met with Mr. Paul Reynolds the day before regarding the redesigning of the Library's Website.
  
5. **PRESENTATION BY THE FRIENDS:** All the Friends were present and introduced, Ms. Harrington had prepared a PowerPoint presentation until water was spilt on her computer. She made hard copies of the slides and shared the information with all of us. The Friends were formed in 1982 and in the last five years have donated \$47,000.00 to the library. About 100 people contribute to the Friends yearly. Ms. Wilkinson asked if there was a wish list for more Museum Passes. Museum passes are included in the circulation statistics that are reported to the MBLC. Dr. Tricarico said she reports yearly to the MBLC the Officers of the Friends as well as the amount of money that is raised.

**PRESENTATION BY DLIT:** Kristen Walker Overman stated that DLIT was started in the fall of 2010. The goal of DLIT is to make the Dedham Libraries a 5 Star Library. The components to a 5 star library are programming, technology, circulation and the percentage of residents that use the library. The last event of Dedham Reads is a Gala. DLIT works in partnership with the library as with Dedham Reads. They would like to be an advocacy group with Town Hall to increase staffing levels, and open the library on Sunday's. They have donated two laptops and two I pads to the library. DLIT is also meeting with the school libraries to find out what is on their wish list.

6. **PARKING LOT DISCUSSION** by Joe Flanagan: Mr. Flanagan brought with him the type of post that has been considered to replace the movable posts that are present now. No decision was made.

Next meeting: Tuesday June 18<sup>th</sup> at 10:00 am at The Main.

Mr. Bauer made the motion to adjourn at 8:27pm, Ms. Forsyth Tuerck seconded, all present approved.

Respectfully submitted,

Cecilia Emery Butler

**Attachments:**

**Agenda**

**Financial Report**

**Director's Report**

**Presentation by the Friends**

**These minutes were approved by the Library Board of Trustees as written on Tuesday June 18 2013, but in the future use a different header and include an Action Item List.**

**Cecilia Emery Butler**

## Library Director's Report for May 15, 2013 - Trustees Meeting

### Resources and Services:

- **Statistics**

<b>2013</b>	<b>Jan.</b>	<b>Feb.</b>	<b>March</b>	<b>April</b>
<b>Circulation:</b>				
Main	5308	5233	5180	5354
Endicott	6083	5655	6113	5756
<b>Total</b>	<b>11,391</b>	<b>10,888</b>	<b>11,293</b>	<b>11,110</b>
<b>Inter Library Loans (ILL):</b>				
Items <b>Borrowed from</b> other libraries for:				
Main	1184	1063	1102	1142
Endicott	1329	1106	1233	1258
<b>Total ILL items Borrowed</b>	<b>2513</b>	<b>2169</b>	<b>2335</b>	<b>2400</b>
Items <b>Loaned to</b> other Libraries from:				
Main	2885	2472	2924	2675
Endicott	1055	1077	1165	1102
<b>Total ILL items Loaned</b>	<b>3840</b>	<b>3549</b>	<b>4089</b>	<b>3777</b>
<b>Gate Count*:</b>	<b>Jan.</b>	<b>Feb.</b>	<b>March</b>	<b>April</b>
<b>Main</b> –open 5 days/wk	4138	5860	4261	3920
<b>Endicott</b> -open 6 days/wk	4819	5978	5261	5249

*\*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
February	20	February	32
March	8	March	22
April	9	April	22

- **Children's Programming - April 2013**

<b>Date</b>	<b>Program Title</b>	<b>Age Range</b>	<b>Location</b>	<b>#</b>	<b>#</b>
4/01	Storytime	Pre-school	Endicott	9	
4/02	Storytime	Pre-school	Main		10
4/03	Storytime	Pre-school	Endicott	7	
4/04	Storytime	Pre-school	Main		6
4/08	Storytime	Pre-school	Endicott	12	
4/08	Book Crafters	Ages 3 -6	Main		0
4/09	Storytime	Pre-school	Main		17
4/09	Ms. Marsha Magic Carpet	Children Grades 1-5	Endicott	4	
4/09	Story Sleuths	Grades 2-4	Main		0
4/10	Storytime	Pre-school	Endicott	9	
4/11	Storytime	Pre-school	Main		9
4/11	Reading Matters	Grades 4-6	Endicott	0	
4/12	Ms. Marsha Tots	Children 9 months to 3 years	Endicott	22	
4/16	Storytime	Pre-school	Main		5
4/16	Lego Program	Children Grades 1 and Up	Endicott	7	
4/17	Storytime	Pre-school	Endicott	13	
4/17	Spring Craft	Ages 6 and older	Main		6
4/18	Mystery Bag Craft	Children Grades 1 and Up	Endicott	4	
4/18	Storytime	Pre-school	Main		7
4/19	Spring Craft	Ages 3-6	Main		9
4/19	Lego Program	Grades 1 and older	Main		6
4/22	Storytime	Pre-school	Endicott	15	
4/22	Book Crafters	Ages 3-6	Main		5
4/23	Storytime	Pre-school	Main		11
4/23	Story Sleuths	Grades 2-4	Main		0
4/23	Teen Travel Program	Teens	Endicott	0	
4/24	Storytime	Pre-school	Endicott	6	
4/25	Storytime	Pre-school	Main		4
4/24	Ms. Marsha Play N Learn	Ages 2.5 – 5	Main		2
4/25	Youth Book Club	Children Grades 4-6	Endicott	2	
4/25	Reading Matters	Grades 4-6	Endicott	2	
4/29	Storytime	Pre-school	Endicott	11	
4/30	Storytime	Pre-school	Main		5
<b>TOTAL Attendance MAIN:</b>					<b>102</b>
<b>TOTAL Attendance ENDICOTT:</b>				<b>123</b>	

- **Children’s Programming Scheduled for May 2013**

- May 1 – Preschool Storytime @ Endicott, 10:30 a.m.
- May 2 - Preschool Storytime @ Main, 10:30 a.m.
- May 5 – Book Crafters, ages 3-6 @ Main, 4 p.m.
- May 7 - Preschool Storytime @ Main, 10:30 a.m.
- May 7 – Ms. Marsha Book Club @ Endicott 4 p.m.
- May 8 - Preschool Storytime @ Endicott, 10:30 a.m.
- May 8 - Preschool Storytime @ Main, 10:30 a.m.
- May 13 – Children’s Book Week –Book & Craft, ages 4 and older, 3:45 p.m.
- May 14 - Preschool Storytime @ Main, 10:30 a.m.
- May 15 – Ms. Marsha, Tot Sing n Learn @ Endicott, 10:30 a.m.
- May 16 - Preschool Storytime @ Main, 10:30 a.m.
- May 20 – Book Crafters, ages 3-6 @ Main, 4 p.m.
- May 21 - Preschool Storytime @ Main, 10:30 a.m.
- May 23 - Preschool Storytime @ Main, 10:30 a.m.
- May 28 - Preschool Storytime @ Main, 10:30 a.m.
- May 29 – Ms. Marsha Play N Learn, ages 2 ½ -5, @ Main, 1:30 p.m.
- May 30 - Preschool Storytime @ Main, 10:30 a.m.

- **Adult Programming - April 2013**

4/02	Women’s Book Club	Endicott	10
4/13	Friends of the Library Book Sale for Children’s and YA Books	Endicott	
4/16	Co-Ed Book Group	Endicott	10

- **Adult Programming Scheduled for May 2013**

- May 7 @ Endicott, Women’s Book Club, 7 p.m.
- May 14 @ Main, 10:30 a.m. to 12 noon– Job Search Resume Workshop – Conducted by Angela Rowe of the Braintree non-profit agency, One Life @ a Time.
- May 15 @ Main, 7 p.m. to 8:30 p.m. – Author Night with Dedham writer John Nardizzi, an investigator, lawyer, and author of the new crime novel *Telegraph Hill*. Mr. Nardizzi will be reading from his work and discussing how he started his career as a private investigator. He is the founder of a Boston-based investigation firm and has led numerous high profile investigations.
- May 18 @ Endicott, Pain Clinic, a.m.
- May 21 @ Endicott, Co-Ed Book Club, 7 p.m.

- May 22 @ Main, 6:30 to 8 p.m. *Music of the Golden Years* by musician and educator John Root. Mr. Root's program will feature a repertoire of songs and piano pieces from the 1920s and 1930s. His selections offer insight into American popular culture of that era.

### **Facilities:**

1. The old wooden fencing on the side of the Endicott Branch nearest the greenhouse is in a state of serious disrepair. We received a price quote from Bradbury Fence Company of Dedham, the company that installed it originally. They can replace the fence with an exact duplicate for \$1340. We are fully budgeted for this because we had planned on replacing the fence this year. After consulting with Trustees Brad and Tracy, I have authorized Bradbury to proceed. Work will be completed in the next few weeks.

### **Staffing:**

1. Mary Ann and Tracy Driscoll attended a Trustee Focus on April 6 at the Leominster Public Library. Speakers included Advisors from the Massachusetts Library System and Massachusetts Board of Library Commissioners.
2. The Library participated in the annual Student Government Day on April 9. Student Librarian Rachel Barkowitz shadowed Mary Ann for a day and joined the library staff in children's programming and circulation services.
3. Library staff and Trustees participated in the Jog for Jobs event at the Dedham High School track on Saturday, May 4. Great fun and for a great cause!
4. Danielle Conklin gave birth to her daughter on May 5; this was 5 weeks earlier than anticipated. We are rearranging schedules and programs to accommodate her earlier-than-expected maternity leave. Danielle will be on unpaid leave for 8 weeks, returning approximately July 8. And, baby and mother are doing well!
5. Lisa Ingemi will be representing the library at the Dedham Shines event on May 14 and preparing packages of library information for the Welcome Wagon.
6. Mary Ann will be in the hospital on Friday May 17 for a medical procedure and will be back to work on Monday, May 20.
7. Mary Ann will be on vacation for two week from May 27 to June 7. During that time Rosemarie will be in charge of library operations.

### **Operations:**

1. April was technology month at the Library. We now have Overdrive e-book titles available exclusively for Dedham patrons; four Kindles with 20 books on each available for circulation; two iPads for two-hour in-library usage, two laptops for in-library usage, and one wireless printer at Main for printing from personal mobile devices.
2. Mary Ann toured the Rustcraft Road facility on April 10 with the other Town Department Heads. The Library Trustees will tour the site on May 8.

- 3. Thanks to Danielle, we are now actively participating in web-based marketing and social media. She is establishing cross-platform social media presence for us with Hootsuite, a social media management system, or dashboard, to integrate and monitor all of our social media connections. The Library is now on Facebook, Twitter, Dedham Patch, Library-Thing, Google+, and Google Alerts. When Danielle returns in July, she will continue with this project and investigate other social media for us such as Flickr, Pinterest, and You Tube. Library events, news, and programs will be announced on these social media sites and Google Alerts will keep track of who’s talking about us on the web and in what context.
  
- 4. The library website has been adjusted to reflect the changes in Children’s programming due to the early maternity leave of the Branch Children’s Librarian.
  
- 5. The Friends of the Library have received donations totaling \$915 for the Dr. Paul Gates Memorial Fund. The family requested that the money be used to purchase books for the Endicott Branch on American history, military history, medicine, scientists, and inventors. We sincerely thank the Friends and the donors for this gift and have begun acquiring books in those categories for the Branch.
  
- 6. Town Meeting will be held on Monday, May 20. The MAR-compliant library budget submitted to the Town officials has been approved by the Fin Com and will be voted on that night. The FY14 Library budget is as follows:

• Personnel Services:	\$783,352
• Overtime:	11,000
• Books, Library materials:	156,905
• Services:	66,569
• Supplies:	16,865
• Other charges and expenses:	<u>11,100</u>
Total:	\$1,045,791

***Respectfully submitted by  
Dr. Mary Ann Tricarico  
Library Director  
May 8, 2013***



# Library Trustee Report 4/30/13

Fiscal Year to Date 04/30/13

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 <b>001 - General Fund</b>										
EXPENSE										
Department <b>610 - Library</b>										
Division/Location <b>610 - Administration / Operations</b>										
<b>5110</b>	<b>Wages, Perm.</b>									
5110-193	Wages, Perm. Custodial Personnel	94,958.00	.00	94,958.00	7,276.50	.00	76,403.25	18,554.75	80	.00
5110-610	Wages, Perm. Library Director	81,062.00	.00	81,062.00	6,461.54	.00	65,338.35	15,723.65	81	.00
5110-613	Wages, Perm. Professional Librarian	226,874.00	.00	226,874.00	17,385.00	.00	157,513.13	69,360.87	69	.00
5110-614	Wages, Perm. Circulation Supervisor	50,337.00	.00	50,337.00	3,922.50	.00	42,227.48	8,109.52	84	.00
5110-615	Wages, Perm. Library Assistant	242,831.00	.00	242,831.00	19,220.80	.00	197,361.15	45,469.85	81	.00
5110-618	Wages, Perm. Library Page	21,141.00	.00	21,141.00	1,275.75	.00	12,973.50	8,167.50	61	.00
5110-619	Wages, Perm. Administrative Assistant I	42,869.00	.00	42,869.00	3,285.00	.00	34,492.50	8,376.50	80	.00
	<b>5110 - Wages, Perm. Totals</b>	<b>\$760,072.00</b>	<b>\$0.00</b>	<b>\$760,072.00</b>	<b>\$58,827.09</b>	<b>\$0.00</b>	<b>\$586,309.36</b>	<b>\$173,762.64</b>	<b>77%</b>	<b>\$0.00</b>
<b>5120</b>	<b>Wages, Temp.</b>									
5120-610	Wages, Temp. Substitutes	11,000.00	.00	11,000.00	522.84	.00	8,440.37	2,559.63	77	.00
	<b>5120 - Wages, Temp. Totals</b>	<b>\$11,000.00</b>	<b>\$0.00</b>	<b>\$11,000.00</b>	<b>\$522.84</b>	<b>\$0.00</b>	<b>\$8,440.37</b>	<b>\$2,559.63</b>	<b>77%</b>	<b>\$0.00</b>
<b>5140</b>	<b>Differentials</b>									
5140-610	Differentials Longevity	3,663.00	.00	3,663.00	.00	.00	2,470.00	1,193.00	67	.00
	<b>5140 - Differentials Totals</b>	<b>\$3,663.00</b>	<b>\$0.00</b>	<b>\$3,663.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,470.00</b>	<b>\$1,193.00</b>	<b>67%</b>	<b>\$0.00</b>
<b>5190</b>	<b>Other</b>									
5190-192	Other Car Allowance	5,600.00	.00	5,600.00	350.00	.00	3,500.00	2,100.00	62	.00
5190-199	Other Personnel Services	15.00	.00	15.00	.00	.00	.00	15.00	0	.00
	<b>5190 - Other Totals</b>	<b>\$5,615.00</b>	<b>\$0.00</b>	<b>\$5,615.00</b>	<b>\$350.00</b>	<b>\$0.00</b>	<b>\$3,500.00</b>	<b>\$2,115.00</b>	<b>62%</b>	<b>\$0.00</b>
<b>5270</b>	<b>Rent/Lease</b>									
5270-270	Rent/Lease Equipment	7,000.00	.00	7,000.00	.00	.00	5,197.85	1,802.15	74	.00
	<b>5270 - Rent/Lease Totals</b>	<b>\$7,000.00</b>	<b>\$0.00</b>	<b>\$7,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,197.85</b>	<b>\$1,802.15</b>	<b>74%</b>	<b>\$0.00</b>
<b>5300</b>	<b>Prof/Tech</b>									
5300-221	Prof/Tech Alarm Testing / Inspection	14,608.00	.00	14,608.00	.00	.00	2,570.25	12,037.75	18	.00
5300-300	Prof/Tech Professional / Technical	4,000.00	.00	4,000.00	230.00	.00	1,860.00	2,140.00	46	.00
5300-330	Prof/Tech Meeting & Conference Fees	2,750.00	.00	2,750.00	607.55	.00	2,576.89	173.11	94	.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>\$62,318.00</b>	<b>\$0.00</b>	<b>\$62,318.00</b>	<b>\$837.55</b>	<b>\$0.00</b>	<b>\$45,903.18</b>	<b>\$16,414.82</b>	<b>74%</b>	<b>\$0.00</b>
<b>5420</b>	<b>Office Supplies</b>									
5420-420	Office Supplies General	20,700.00	.00	20,700.00	1,526.35	.00	16,920.55	3,779.45	82	.00
	<b>5420 - Office Supplies Totals</b>	<b>\$20,700.00</b>	<b>\$0.00</b>	<b>\$20,700.00</b>	<b>\$1,526.35</b>	<b>\$0.00</b>	<b>\$16,920.55</b>	<b>\$3,779.45</b>	<b>82%</b>	<b>\$0.00</b>
<b>5580</b>	<b>Other</b>									
5580-581	Other Uniforms	1,100.00	.00	1,100.00	.00	.00	1,019.24	80.76	93	.00
	<b>5580 - Other Totals</b>	<b>\$1,100.00</b>	<b>\$0.00</b>	<b>\$1,100.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,019.24</b>	<b>\$80.76</b>	<b>93%</b>	<b>\$0.00</b>
<b>5710</b>	<b>Travel</b>									
5710-710	Travel Expenses	1,000.00	.00	1,000.00	.00	.00	34.21	965.79	3	.00
	<b>5710 - Travel 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>\$34.21</b>	<b>\$965.79</b>	<b>3%</b>	<b>\$0.00</b>



# Library Trustee Report 4/30/13

Fiscal Year to Date 04/30/13

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 <b>001 - General Fund</b>										
EXPENSE										
Department <b>610 - Library</b>										
Division/Location <b>610 - Administration / Operations</b>										
<b>5730</b>	<b>Dues/Memberships</b>									
5730-730	Dues/Memberships Dues & Memberships	1,750.00	.00	1,750.00	130.00	.00	130.00	1,620.00	7	.00
	<b>5730 - Dues/Memberships Totals</b>	<b>\$1,750.00</b>	<b>\$0.00</b>	<b>\$1,750.00</b>	<b>\$130.00</b>	<b>\$0.00</b>	<b>\$130.00</b>	<b>\$1,620.00</b>	<b>7%</b>	<b>\$0.00</b>
	Division/Location <b>610 - Administration / Operations</b> Totals	\$874,218.00	\$0.00	\$874,218.00	\$62,193.83	\$0.00	\$669,924.76	\$204,293.24	77%	\$0.00
Division/Location <b>611 - Library Materials</b>										
<b>5581</b>	<b>Library Materials</b>									
5581-611	Library Materials Books	110,549.00	.00	110,549.00	4,309.06	.00	103,269.73	7,279.27	93	.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	18,070.00	.00	18,070.00	616.93	.00	11,673.90	6,396.10	65	.00
5581-615	Library Materials Ebooks	1,000.00	.00	1,000.00	.00	.00	237.07	762.93	24	.00
5581-617	Library Materials Audio	3,655.00	.00	3,655.00	.00	.00	1,252.84	2,402.16	34	.00
5581-618	Library Materials Databases	5,000.00	.00	5,000.00	.00	.00	4,839.16	160.84	97	.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>\$4,925.99</b>	<b>\$0.00</b>	<b>\$134,836.74</b>	<b>\$19,437.26</b>	<b>87%</b>	<b>\$0.00</b>
	Division/Location <b>611 - Library Materials</b> Totals	\$154,274.00	\$0.00	\$154,274.00	\$4,925.99	\$0.00	\$134,836.74	\$19,437.26	87%	\$0.00
	Department <b>610 - Library</b> Totals	\$1,028,492.00	\$0.00	\$1,028,492.00	\$67,119.82	\$0.00	\$804,761.50	\$223,730.50	78%	\$0.00
	<b>EXPENSE TOTALS</b>	<b>\$1,028,492.00</b>	<b>\$0.00</b>	<b>\$1,028,492.00</b>	<b>\$67,119.82</b>	<b>\$0.00</b>	<b>\$804,761.50</b>	<b>\$223,730.50</b>	<b>78%</b>	<b>\$0.00</b>
Fund <b>001 - General Fund</b> Totals										
	<b>REVENUE TOTALS</b>	.00	.00	.00	.00	.00	.00	.00	+++	.00
	<b>EXPENSE TOTALS</b>	1,028,492.00	.00	1,028,492.00	67,119.82	.00	804,761.50	223,730.50	78	.00
	Fund <b>001 - General Fund</b> Totals	(\$1,028,492.00)	\$0.00	(\$1,028,492.00)	(\$67,119.82)	\$0.00	(\$804,761.50)	(\$223,730.50)		\$0.00
Grand Totals										
	<b>REVENUE TOTALS</b>	.00	.00	.00	.00	.00	.00	.00	+++	.00
	<b>EXPENSE TOTALS</b>	1,028,492.00	.00	1,028,492.00	67,119.82	.00	804,761.50	223,730.50	78	.00
	Grand Totals	(\$1,028,492.00)	\$0.00	(\$1,028,492.00)	(\$67,119.82)	\$0.00	(\$804,761.50)	(\$223,730.50)		\$0.00