



# Dedham Public Library

Massachusetts

Dr. Mary Ann Tricarico  
Director  
Dedham Public Library  
43 Church Street  
Dedham, MA 02026  
781.751.9281  
mtricarico@dedham-ma.gov

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

<b>DPL TRUSTEES MEETING MINUTES</b>	
<b>JANUARY 27, 2014, MAIN LIBRARY, 9:15 AM</b>	
<b>MEETING CALLED BY</b>	DPL Trustees
<b>TYPE OF MEETING</b>	Monthly Meeting
<b>CHAIRMAN</b>	Tracy Driscoll
<b>SECRETARY</b>	Monika Wilkinson
<b>ATTENDEES</b>	Brad Bauer, Cecilia Emery Butler, Rachel Tuerck, Tracy Driscoll, Monika Wilkinson
<b>PUBLIC ATTENDEES</b>	

The January 27, 2014 meeting of The Dedham Library Board of Trustees was called to order at 9:22 am by Chairperson Ms. Driscoll.

- 1. Public:** No public input.
- Mr. Bauer moved to accept the December 9 minutes. Ms. Wilkinson seconded the motion. All voted to accept.

3. Discussion and vote financial report. Mr. Bauer pointed out lines missing and requested postponing vote until next month to include other charges transportation and travel (lines 5305, 5710).
4. Library Director's report: Mr. Bauer, Ms. Emery Butler, and Ms. Driscoll will attend legislative library meeting at the Westwood Public Library on Friday, Jan. 31.

Discussion of change made by HR director regarding charging employees for prearranged day off on storm day. Dr. Tricarico expressed concern about this change in practice that has been announced by Town HR. This would impact three people for the last storm day. Ms. Driscoll questioned reaction from others and pointed out that this will be a union issue. Some discussion of Trustee's role in addressing the issue. January 3 date preceded the directive from HR on January 15. Dr. Tricarico will send an email to staff notifying of the HR directive and will contact Bill Keegan to express concern and position about retroactively charging employees.

Review of Budget Report. Dr. Tricarico pointed out that it expresses the MAR compliant budget at \$1.54 million with materials required at \$158,174. Suggested personnel increases the budget by \$85,000. This would bring the MAR budget to \$1.69 million. Mr. Bauer questioned whether upgrade at Branch would be an increase in income. Dr. Tricarico confirmed it would mean expanded responsibilities and more community-oriented. Full-time at Main and part-time at Endicott would be additional. Mr. Bauer asked if we want to treat libraries as two separate organizations. Dr. Tricarico said that the nature of work is site specific. Ms. Tuerck asked what the benefit is to upgrading administrative assistant to assistant director for administration at Main. Dr. Tricarico explained that she needed an assistant who can take on added responsibilities. She also expressed need for IT person and wish to start communicating that need now to work toward a full-time position. Trustees agreed that part-time IT specialist should be added to budget request. Dr. Tricarico will write a TAMI budget reflecting additional positions. Currently we have 9.5 FTEs.

Discussion of car allowance number (5192). Total needs to be recalculated. Numbers for Library Services don't reflect FY14 budget. Variation reflects difficulty in fitting expenses to categories, although totals are consistent. Discussion of increase in e-books.

Discussion of capital improvements and Library Facilities Report. Some discussion of library facilities #9 and #17 at Main and #2 at Endicott. Trustees and Dr. Tricarico discussed removing improvements that might be impacted by state grant. Mr. Bauer

stressed importance of #17. Ms. Tuerck suggested inviting someone from police to do a walkthrough and discuss procedures. Ms. Emery Butler asked for estimate for bent gutter at Endicott.

Trustees discussed strategy to market budget. Ms. Driscoll said we need a schedule and suggested presenting a PowerPoint to FinCom. Ideas include having meeting with budget presentation to share circulation figures, give tours, and have discussion with FinCom members.

Ms. Driscoll reported on meeting. Care and Custoday. Meeting was focused on gathering what property is out there. Discussion of Charter Review Committee process. Ms. Tuerck will put in written request for minutes.

Ms. Wilkinson expressed confusion and concern with Senior Site Committee's consideration of Endicott Library. She is willing to attend meetings as a representative. Ms. Driscoll will contact Carmen Dello Iacono regarding our role in the discussions.

Ms. Tuerck reminded Trustees of need to revive conversation to establish liaisons. FinCom, Selectman, Schools, Senior Site Committee, BPC. Ms. Emery Butler is interested FinCom, Ms. Wilkinson would attend Schools and Senior Site Committee. Ms. Tuerck can act as a liaison for Selectmen meetings.

Ms. Wilkinson will attend School Committee meeting on Wednesday to thank you parents and students and express appreciation to Schools for partnering.

Ms. Tuerck will collect samples of memo of understandings from other communities for next meeting.

Mr. Bauer motioned to adjourn at 11:39. Ms. Emery-Butler seconded.

Items for next agenda: Snow policy.

Respectfully submitted,

Monika Wilkinson

**Attachments:**

Agenda

Finance Report  
Library Facilities Report  
Director's Report  
Library Budget

**Future Meetings:**

Feb. 24, 9:15 am Main