



# Dedham Public Library

Massachusetts

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

<b>DPL TRUSTEES MEETING MINUTES</b>	
<b>FEBRUARY 24, 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>	Cecilia Emery Butler, Rachel Tuerck, Tracy Driscoll, Monika Wilkinson
<b>PUBLIC ATTENDEES</b>	Margaret Connolley, Lisa Ingemi, Rosemarie Shrewsbury

The February 24, 2014 meeting of The Dedham Library Board of Trustees was called to order at 9:40 am by Chairperson Ms. Driscoll.

- 1. Public:** No public input.
- Ms. Emery-Butler moved to accept the December 9, 2013, and January 27, 2014, minutes. Ms. Tuerck seconded the motion. All voted to accept.

3. Financial report: Decision to postpone discussion until March meeting.

4. Library Director's report:

Dr. Tricarico reported that she met recently with Tassir Alaini. March 14 will be his last day. The two met and will meet regarding some high priority facilities and capital expenditure requests that have been submitted to Capital Expenditures. One issue is changing the Main locks over from keys to swipe cards.

Dr. Tricarico also recently met with Dedham Police and did a safety walkthrough. They are preparing a presentation/workshop for the April staff meeting regarding security and safety.

The Library received a letter from the Ethics Commission. Kristen Overman, president of DLIT, wants to give staff a ticket to DLIT finale event. A request was made to verify whether this would be in violation of ethics. State Ethics Commission stated that staff can receive a ticket but staff has to fill out disclosure form before the event. Dr. Tricarico has to fill out an approval and file with HR at Town.

Minuteman Network is upgrading system to Sierra. Staff must attend mandatory workshops. Closure of library would be required unless a train-the-trainer model is used. Dr. Tricarico will investigate whether webinars will be available. Lisa Ingemi and Dr. Tricarico will work with Minuteman to check program schedule and coordinate training. An update will be given at our next meeting.

Dr. Tricarico submitted wording to Nancy Baker for review by Town attorney for warrant article for Town Meeting. Ms. Tuerck pointed out a need to do outreach before then to share with community.

Dr. Tricarico will give information about grant to Representative McMurtry.

Dr. Tricarico discussed report data format change for making arguments for what the Library needs.

We have applied to the Digital Commonwealth out of the BPL for a grant. First priority is to digitize yearbooks. Second priority is to digitize newspapers. Third is other historical documents. We are not eligible for LSTA grants unless we write a grant for an assessment. Dr. Tricarico acted under advisement from Commissioners to go to the Digital Commonwealth directly.

The Library will present at Fin Com from 11:15-11:45 on Saturday at March 8.

Ms. Driscoll and Mr. Bauer presented at the Preliminary Budget Review meeting at Town Hall on Wednesday, February 19, with Bill Keegan, Chris Howell, Nancy Baker, Maureen Hanlon, Susan Shaw present. They shared our need to increase staffing and shared how many positions the Library is currently down. Some of this was disputed at the meeting. Bill Keegan announced that no new staff would added to the budget. Ms. Driscoll now has information to refute claim made by Town that positions have not been lost. Ms. Tuerck suggested sending information on changes in staffing that we have researched to Selectman and Town administrator and others present from Town Hall. We wish to send message that we are trying to recover positions. Discussion of when professional staff was lost, positions changed/decreased. Ms. Shrewsbury confirmed that history of staff is very poorly organized before 2011.

Ms. Tuerck reported progress on Marketing Committee to promote public support and awareness. The committee is discussing a rebranding strategy, including development of taglines and logo used electronically and in print as well as campaigning. Dr. Tricarico commented that Worcester just went through a rebranding. Ms. Ingemi reported that she reached out to Jackie Tilks at Dedham Savings. They are very open to collaborating. We have started making announcements through their marketing efforts. Discussion of ways to get information out and to appeal to interests of community, as well as collaborating with others for off-site (ex. 50 Days of fitness with Youth Commission). Ms. Ingemi talked about offerings that can't continue because of staffing (ex. Hebrew Senior Life and middle school book groups). She has a list of things the staff have suggested offering. Discussion of bundling themes to present a calendar with planning several months ahead and branding to promote. Ideas to promote through Dedham TV. Meetings and deadlines will be set.

Language currently in charter is "to have full jurisdiction over the rental and use of all town facilities and property under the control of the school or the conservation commission. The town administrator shall be responsible for the maintenance and repair of all town buildings and facilities placed under the town administrators control by the charter/bylaw by vote of the town or otherwise. "

The change would include excepting from control the Library Board of Trustees and Parks and Recreation Commission along with School Committee and Conservation as well as changing the word "rental" and using the term "lease". The Library wants to be

included in exceptions in both the first and second sentences. Ms. Driscoll will communicate this wish tonight. Ms. Wilkinson made a motion to exclude the Library from jurisdiction of the Town for both the lease and the maintenance and repair. Ms. Emery Butler seconded.

Discussion of snow policy. This has become evident in a particularly difficult winter. Despite other policies clearly defined, this is not. Ms. Driscoll explained that concern is when Town closure doesn't match Library. Last year plowing at Library didn't happen during storm. Current procedure is that Chair calls Town Administrator to. Guidelines made to protect the safety of staff and patrons without penalizing Library. Majority of other towns close based on Trustee decisions. Some towns do follow Town Hall closing schedules. There is a need to have timely information to make decisions. Ms. Driscoll proposed an MOU with Town Hall and will try a first draft that condenses our concerns. Ms. Emery Butler will research what other libraries are doing.

Mr. Bauer's last meeting will be in March. Dr. Tricarico's evaluation will be done before Mr. Bauer leaves.

March 10 next meeting. 9:15 am at Main.

Ms. Tuerk motioned to adjourn at 11:24. Ms. Driscoll seconded.

Respectfully submitted,

Monika Wilkinson

**Attachments:**

Agenda  
Director's Report  
Town Charter language change

**Future Meetings:**

March 10, 9:15 am, Main  
April 16, 7:00 pm, Endicott

**Trustees Meeting February 24, 2014**  
**Dt. Mary Ann Tricarico, Library Director**

**Statistics:**

<b>Circulation FY14</b>	<b>Main</b>	<b>Endicott</b>	<b>Total</b>
July	6785	7367	14152
August	6433	7029	13462
September	3682	4240	7922
October	5528	5693	11221
November	4209	5801	10010
December	4556	5080	9636
January	4447	5595	10042
February			
March			
April			
May			
June			
<b>Total Circulation</b>	<b>35640</b>	<b>40805</b>	<b>76445</b>

<b>Gate Count FY14</b>	<b>Main</b>	<b>Endicott</b>	<b>Total</b>
July	4085	5230	9315
August	5823	7287	13110
September	4055	4471	8526
October	4257	5107	9364
November	4686	5172	9858
December	4553	6009	10562
January	3399	4008	7407
February			
March			
April			
May			
June			
<b>Total Gate Count</b>	<b>30858</b>	<b>37284</b>	<b>68142</b>

<b>Inter Library Loans FY14</b>			
<b>Borrowed from Other Libraries For</b>	<b>Main</b>	<b>Endicott</b>	<b>Total</b>
July	1234	1338	2572
August	1166	1396	2562
September	1128	1225	2353
October	1100	1215	2315
November	957	1181	2138
December	1016	1210	2226
January	1021	1361	2382
February			
March			
April			
May			
June			
<b>Total Items Borrowed</b>	<b>6388</b>	<b>7588</b>	<b>13976</b>

<b>Inter Library Loans FY14</b>			
<b>Loaned to Other Libraries From</b>	<b>Main</b>	<b>Endicott</b>	<b>Total</b>
July	2721	1291	4012
August	1659	585	2244
September	2406	1043	3449
October	1713	524	2237
November	2366	937	3303
December	2532	1091	3623
January	2408	968	3376
February			
March			
April			
May			
June			
<b>Total Items Loaned</b>	<b>15805</b>	<b>6439</b>	<b>22244</b>

**Staffing:**

1. Barbara Bowman has submitted her retirement notice; she has worked at the Dedham Public Library for 24 years. Her last working day will be Monday, February 24. The Branch will have a drop-in open house for the public, staff, trustees on Monday, Feb 24. Plans for a dinner celebration are being developed and will take place in March.
2. HR Director Miriam Johnson has posted this union vacancy; applications are due to her February 28. We anticipate one internal candidate.
3. Since the position of Senior Building custodian will be fully off the payroll soon. HR Director Miriam Johnson has posted that union position. Applications are due to her Friday, February 21. We anticipate one internal candidate.
4. The professional vacancy at the Branch is being rewritten and reviewed by the town labor attorney as is an upgraded position for administrative assistant.

**Facilities:**

1. Town Facilities Director, Taissir Alani, will be resigning his position in March. I am meeting with him on Wednesday, February 19 to review the library's capital and facilities projects per the listing sent to him and to the trustees in October and with the budget proposal. The Library director will report on that meeting and the status of the projects at the 2/24/14 trustees meeting.
2. The Fin Com meeting to review department budgets will be on Saturday, March 8 at Town Hall. Bill Keegan's presentation will be at 8:30 a.m. Department presentations with questions from the Fin Com members are limited to 30 minutes, Chris Howell will issue a schedule of time slots allocated for each department at a later date.

**Operations:**

1. The budget meeting with Bill Keegan will be on Wednesday, February 19 at 2 p.m. in Bill's office. We will review the FY15 budget proposal and the request for additional staffing. The Library Director will report on that meeting at the 2/24/14 trustees meeting.
2. The Police Chief will be meeting with the Library Director on Friday 2/21 to discuss emergency preparedness; another meeting will be scheduled by the police at a later date to discuss emergency procedures with the staff. A report of the 2/21 meeting will be made at the 2/24 trustees meeting.
3. The facilities care and custody subcommittee of the Charter Commission will meet on Monday February 24 at 6 p.m. at Town Hall
4. I have applied to the Digital Commonwealth of the Boston Public Library to investigate opportunities for digitizing our historical collections, in particular the high school yearbooks and the microfilmed copies of the local newspapers. I will report as soon as information is obtained.