



# Dedham Public Library

Massachusetts

Dr. Mary Ann Tricarico  
Director  
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Tracy Driscoll, Chair  
Rachel Tuerck  
Cecilia Emery Butler  
Margaret Connolly  
Monika Wilkinson

<b>DPL TRUSTEES MEETING MINUTES</b>	
<b>APRIL 16, 2014, ENDICOTT LIBRARY, 7 PM</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, Tracy Driscoll, Monika Wilkinson, Margaret Connolly, Mary Ann Tricarico
<b>PUBLIC ATTENDEES</b>	Hana Heald

The April 16, 2014, meeting of the Dedham Library Board of Trustees was called to order at 7:09 pm by Chairperson Ms. Driscoll.

- 1. Public Comment:** No public input.
- Ms. Emery Butler made a motion for Ms. Driscoll to serve as chairman and for Ms. Tuerck to serve as vice chair. Ms. Connolly seconded. All voted in favor. Ms. Driscoll made a motion nominating Ms. Wilkinson as secretary. Ms. Emery Butler seconded. All voted in favor. Ms. Wilkinson moved to accept the March 10, 2014, minutes. Ms. Emery

Butler seconded the motion. All voted to accept. Ms. Connolly abstained because she was new to the board. Next meeting will vote for March 27, 2014, minutes.

**3. Financial report:** Ms. Emery Butler made a motion to accept the March 2014 financial report. Ms. Wilkinson seconded. All voted in favor.

**4. Library Director's report:**

Dr. Tricarico reported that yearbooks are digitized thanks to Dedham High Alumni organization. She said the newspapers are yet to be completed, and we are investigating vendors and funding.

Five staff members went to DLIT gala for the final Dedham Reads event and were acknowledged for their service.

Emily Martin from Dedham High School was Library Director for Student Government Day.

Dr. Tricarico reported on recent staff changes. Patricia Cronin and Barbara Bowman officially have retired. David Podolski is new full-time custodian. Laura Bowler has been promoted to full-time library assistant. A new page has replaced her.

MA Library Association conference will be in Worcester May 6 to 8. If anyone chooses not to attend, it would have to be counted as a personal day. Total cost is \$1605.

Ms. Driscoll, Jason Mammone, Bill Keagan, and Dr. Tricarico met on March 31 to discuss parking and abutter issue. Ms. Driscoll stated that the plan proposed is not workable because it reduces parking.

Dr. Tricarico sent a copy of the building design and grant proposal to Representative McMurtry, who has offered his support.

Town contracts (Library workers and Town Hall workers) have been signed and go to Town Meeting for a vote.

Minuteman Network is upgrading to a new operating platform on April 22.

Dedham Savings bank is interested in a grant proposal. We are going to submit a proposal before the April 30 deadline. We plan to ask for furniture and also will ask for painting of Children's Room and refinishing fireplace.

**5. Discussion:**

Vote for funding staff attendance at Massachusetts Library Association conference. Ms. Emery Butler made a motion to approve staff attendance and closure of the Library. Ms. Wilkinson seconded. All voted in favor.

Vote for closing the library on Saturday, July 5, 2014. Ms. Emery Butler made a motion to close the Library on this day. Ms. Connolly seconded. All voted in favor.

Ms. Emery Butler met with Rep. McMurtry, and he offered to speak at Town Meeting in favor of accepting the grant if awarded.

Evaluation of Director discussed. Based on scale of 1 to 5. Dr. Tricarico scored a total of 4.4. Ms. Driscoll commented on Dr. Tricarico's positive influence on the Library and her excellent work moving the Library forward.

Ms. Driscoll reported on the Care and Custody issue. Ms. Driscoll attended the FinCom meeting, where the exclusion of the Library was voted 5-3, with one abstention. She reported that confusion remains. Differences with Parks and Recreation, as well as capital versus small everyday operations of facilities present some confusion. Ms. Driscoll reported that Ms. Tuerck has been looking into MOUs.

Ms. Heald asked why easement wasn't put back in place years ago. Ms. Driscoll stated that we have arranged meetings with Town Counsel to receive confirmation on how to proceed to abide by easement and also keep needs of patrons in mind.

Mini Town Meeting is May 12. Town Meeting is May 19. Ms. Driscoll stated that original article on warrant will now reflect exclusion of Library from care and custody Charter changes.

Marketing subcommittee work is moving along. Steve Davey will do graphic artist work for reduced fee. Jackie Tilks from Dedham Savings has joined committee comprised of five additional members: Tracy Driscoll, Lisa Ingemi, Amber Socci, Rachel Tuerck, and Jeanette Evans. The committee is likely to bring logos to Trustees and staff for feedback

shortly. Ideas include newsletter. Ms. Wilkinson suggested student of the month book review published in papers.

Ms. Emery Butler spoke with Tassir on March 8 to follow up on energy report for Endicott Branch. She did not receive this report but did email facilities and will follow up with Denise.

Ms. Wilkinson shared questions from Stephanie Radner, a resident who was interested in donating new titles to the Library. Dr. Tricarico explained that there is a Book Request form on website. Discussed briefly was also the rental of new titles through the Friends of the Library in Needham. Ms. Wilkinson suggested we consider making more prominent on website the options for the public to request new book purchases.

Ms. Emery Butler asked to schedule an update from DLIT and Friends for future meeting, possibly June.

Ms. Driscoll made a motion to adjourn 8:27 pm. Ms. Emery Butler seconded. All voted in favor.

Respectfully submitted,

Monika Wilkinson

**Attachments:**

Agenda  
Director's Report  
Finance Report

**Future Meetings:**

Wednesday, May 14, Endicott, 7:00 pm, Town Meeting prep  
Thursday, May 29, Main, 9:15 am, monthly meeting  
Thursday, June 19, Endicott, 7:00 pm, monthly meeting

**Trustees Meeting - April 16, 2014**  
**Dr. Mary Ann Tricarico, Library Director**

**1) Resources and Services**

1. The Library has partnered with the Dedham High School Alumni Association and with the Digital Commonwealth of the Boston Public Library to have Dedham High Schools yearbooks from 1889 to 2010 digitized. The yearbooks may be accessed by the live link on the library's website. We are very pleased to offer this new service and resource to our users; the collection is available online 24/7.
2. We are currently investigating vendors and funding sources to digitize our local newspaper microfilm collection. We have approximately 300 reels of microfilm and costs are averaging about \$100 per roll. We will investigate further, especially at the Massachusetts Library Association conference in May.
3. Five members of the library staff (Amber Socci, Laura Connell, Lisa Ingemi, Mary Ann Tricarico, and Pat Reilly) attended the DLiT Gala on March 21 at the Endicott Estate. All were acknowledged by DLiT and received certificates of appreciation for their service.
4. April 8 was Student Government Day. Emily Martin, a sophomore at Dedham High, ran for office as Library Director. She joined us for a half-day of shadowing the staff. Her "work" included conducting a story hour with preschoolers, learning about the library's grant proposal, checking out materials at the circ desk, and accessing the e-book collection. She was a delight! We all thoroughly enjoyed our time together.
5. Please see the attached calendars for the April programs being offered at Main and Endicott.

**2) Staffing**

1. On April 1 Patricia Cronin and Barbara Bowman officially retired
2. David Podolski has been appointed full-time Junior Custodian, replacing Wally Kieseling who was promoted to Senior Custodian.
3. Laura Bowler, library Page, has been promoted to full-time Library Assistant at the Endicott Branch.
4. A new Page, Julie Armstrong, has been hired to replace Laura Bowler. She will begin on April 14.
5. At the April Staff meeting on April 17, two Dedham police officers will conduct a staff workshop on safety and emergency preparedness procedures.
6. Open enrollment period for the town's medical and voluntary benefits runs from April 15 to May 9. The medical plans have increased and the town is offering new supplemental insurance programs for staff to purchase. The town HR department will be offering a number of workshops, health fairs, and Lunch & Learn workshops to help the employees make informed decisions of the various health and voluntary benefits available.

**7. \*REQUEST FOR VOTE OF TRUSTEES:**

**a) The Massachusetts Library Association conference will be held in Worcester on May 6 to 8. Per previous discussions, I would like to request that the Trustees vote to close the two libraries on Thursday, May 8 to allow all staff to attend the conference as a staff development day.**

**b) The cost would be \$145 registration and \$25 lunch, equaling \$170 per person for registration and lunch for twelve (12) library staff members, for a total of \$2040. That amount is fully budgeted in our FY14 budget.**

**3) Facilities**

1. Tracy Driscoll and the Library Director met with Bill Keegan and Jason Mammone, Town Infrastructure Engineer, on March 31 to examine a drawing of a proposed change to the Main Library's parking lot. The plan reduces Main library parking.
2. The new Town Facilities Director, Denise Moroney, began work on April 7

**4) Operations**

1. I have sent a letter and a copy of the library's building design and grant proposal to Representative Paul McMurry. His office has acknowledged receipt of the proposal.
2. I have attended multiple Finance Committee meeting recently to discuss the library's budget request and to answer questions about Town Warrant Article 40 – the request for a vote by the Town Meeting Members for permission to accept funding from the Massachusetts Board of Library Commissioners if we are awarded the \$50,000 grant for the planning and design study. Article 43, care and custody of the library building, was discussed at the Fin Com sessions by the trustees. Fin Com will be voting on all of the town department budget requests and warrant articles beginning on April 15.
3. The Library workers (librarians and library assistants) and the Town Hall workers (library administrative assistant and library custodians) contracts were signed on April 8. The financial settlement is the following: 1% in FY12, 2% in FY13, and 3% in FY14. A vote of the Town Meeting Members is needed to ratify this contract; after that, retroactive salaries will be paid to current employees and those who retired during the years covered by the provisions of the agreement.
4. The Minuteman Network is migrating to a new operating platform on April 22. The new system is called Sierra by Innovative Interface, Inc.; it is an upgrade of our current Innovative Interface Inc. Millennium system. The Sierra apps have been installed on all of our staff workstations for preview and training time. The network will be down on the Patriots' Day holiday, April 21, to convert from Millennium to Sierra. MLN anticipates a seamless transition to the Sierra system. Information will be posted on the Minuteman catalog about down time.

5) 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	4086	5332	9418
March	5175	6135	11,310
April			
May			
June			
<b>Total Circulation</b>	<b>44,901</b>	<b>52,272</b>	<b>97,173</b>

<b>Gate Count FY14</b>	<b>Main total</b>
July	<b>4085</b>
August	<b>5823</b>
September	<b>4055</b>
October	<b>4257</b>
November	<b>4686</b>
December	<b>4553</b>
January	<b>3399</b>
February	<b>4478</b>
March	<b>4547</b>
April	
May	
June	
July	
<b>Total</b>	<b>39,883</b>

<b>Endicott total</b>	<b>Totals</b>
<b>5230</b>	9315
<b>7287</b>	13110
<b>4471</b>	8526
<b>5107</b>	9364
<b>5172</b>	9858
<b>6009</b>	10562
<b>4008</b>	7407
<b>4739</b>	9217
<b>5330</b>	9877
<b>47,353</b>	<b>87,236</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	915	1284	2099
March	1064	1223	2287
April			
May			
June			
<b>Total Items Borrowed</b>	<b>9601</b>	<b>11433</b>	<b>21,034</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	2298	942	3240
March	2795	962	3757
April			
May			
June			
<b>Total Items Loaned</b>	<b>20,898</b>	<b>8343</b>	<b>29,241</b>

Dr. Mary Ann Tricarico, April 9, 2014



# Expense Budget Performance Report

Fiscal Year to Date 03/31/14

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
<b>Fund 001 - General Fund</b>										
Department <b>610 - Library</b>										
EXPENSE										
<b>5110</b>	<b>Wages, Perm.</b>									
5110-193	Wages, Perm. Custodial Personnel	94,959.00	.00	94,959.00	5,520.26	.00	72,078.15	22,880.85	76	.00
5110-610	Wages, Perm. Library Director	84,990.00	.00	84,990.00	6,615.38	.00	61,592.39	23,397.61	72	.00
5110-613	Wages, Perm. Professional Librarian	229,752.00	.00	229,752.00	13,446.00	.00	149,060.13	80,691.87	65	.00
5110-614	Wages, Perm. Circulation Supervisor	52,090.00	.00	52,090.00	4,060.50	.00	37,650.15	14,439.85	72	.00
5110-615	Wages, Perm. Library Assistant	252,143.00	.00	252,143.00	19,321.30	.00	183,552.35	68,590.65	73	.00
5110-618	Wages, Perm. Library Page	21,141.00	.00	21,141.00	1,971.00	.00	16,501.50	4,639.50	78	.00
5110-619	Wages, Perm. Administrative Assistant I	44,397.00	.00	44,397.00	3,402.00	.00	32,319.00	12,078.00	73	.00
	<b>5110 - Wages, Perm. Totals</b>	<b>\$779,472.00</b>	<b>\$0.00</b>	<b>\$779,472.00</b>	<b>\$54,336.44</b>	<b>\$0.00</b>	<b>\$552,753.67</b>	<b>\$226,718.33</b>	<b>71%</b>	<b>\$0.00</b>
5130	Overtime	11,000.00	.00	11,000.00	677.40	.00	5,772.60	5,227.40	52	.00
5141	Longevity	3,880.00	.00	3,880.00	.00	.00	2,950.00	930.00	76	.00
5271	Rent/Lease Equipment	12,307.00	.00	12,307.00	525.56	.00	5,225.04	7,081.96	42	.00
<b>5300</b>	<b>Prof/Tech</b>									
5300-221	Prof/Tech Alarm Testing / Inspection	.00	.00	.00	.00	.00	.00	.00	+++	2,475.87
5300-300	Prof/Tech Professional / Technical	.00	.00	.00	.00	.00	.00	.00	+++	862.27
5300-611	Prof/Tech Minuteman Network	.00	.00	.00	.00	.00	.00	.00	+++	527.57
	<b>5300 - Prof/Tech Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>+++</b>	<b>\$3,865.71</b>
5301	Professional/Technical Services	9,015.00	.00	9,015.00	1,977.17	.00	4,287.24	4,727.76	48	.00
5305	Meetings & Conferences	4,770.00	.00	4,770.00	9.23	.00	1,014.33	3,755.67	21	19.88
5307	Regional Services	40,960.00	.00	40,960.00	.00	.00	40,189.65	770.35	98	.00
5314	Alarm / Security Services	4,287.00	.00	4,287.00	159.20	.00	499.20	3,787.80	12	.00
5420	Office Supplies	6,250.00	.00	6,250.00	325.39	.00	5,031.23	1,218.77	80	69.15
5421	Paper	915.00	.00	915.00	.00	.00	.00	915.00	0	.00
5510	Educational Supplies	3,400.00	.00	3,400.00	606.04	.00	2,343.75	1,056.25	69	.00
<b>5580</b>	<b>Other Supplies</b>									
5580	Other Supplies	5,300.00	.00	5,300.00	179.50	.00	8,086.00	(2,786.00)	153	.00
5580-581	Other Supplies Uniforms	.00	.00	.00	.00	.00	.00	.00	+++	56.00
	<b>5580 - Other Supplies Totals</b>	<b>\$5,300.00</b>	<b>\$0.00</b>	<b>\$5,300.00</b>	<b>\$179.50</b>	<b>\$0.00</b>	<b>\$8,086.00</b>	<b>(\$2,786.00)</b>	<b>153%</b>	<b>\$56.00</b>
<b>5581</b>	<b>Library Materials</b>									
5581-611	Library Materials Books	111,750.00	.00	111,750.00	9,849.10	.00	64,051.92	47,698.08	57	193.47
5581-612	Library Materials Periodicals	11,000.00	.00	11,000.00	.00	.00	18,999.27	(7,999.27)	173	540.94
5581-614	Library Materials DVDs	12,000.00	.00	12,000.00	2,400.79	.00	14,002.36	(2,002.36)	117	2,993.45
5581-615	Library Materials Ebooks	1,000.00	.00	1,000.00	288.11	.00	939.45	60.55	94	1,707.40
5581-617	Library Materials Audio	7,335.00	.00	7,335.00	.00	.00	.00	7,335.00	0	384.39
5581-618	Library Materials Databases	13,652.00	.00	13,652.00	854.12	.00	27,394.10	(13,742.10)	201	.00
5581-619	Library Materials Other	168.00	.00	168.00	137.63	.00	137.63	30.37	82	250.00
	<b>5581 - Library Materials Totals</b>	<b>\$156,905.00</b>	<b>\$0.00</b>	<b>\$156,905.00</b>	<b>\$13,529.75</b>	<b>\$0.00</b>	<b>\$125,524.73</b>	<b>\$31,380.27</b>	<b>80%</b>	<b>\$6,069.65</b>
5584	Uniforms	1,000.00	.00	1,000.00	.00	.00	497.20	502.80	50	.00



# Expense Budget Performance Report

Fiscal Year to Date 03/31/14

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
<b>Fund 001 - General Fund</b>										
Department <b>610 - Library</b>										
EXPENSE										
5710	Travel	4,900.00	.00	4,900.00	175.00	.00	2,100.00	2,800.00	43	.00
5730	Dues/Memberships	1,430.00	.00	1,430.00	.00	.00	230.00	1,200.00	16	992.82
<b>EXPENSE TOTALS</b>		<b>\$1,045,791.00</b>	<b>\$0.00</b>	<b>\$1,045,791.00</b>	<b>\$72,500.68</b>	<b>\$0.00</b>	<b>\$756,504.64</b>	<b>\$289,286.36</b>	<b>72%</b>	<b>\$11,073.21</b>
Department <b>610 - Library</b> Totals		(\$1,045,791.00)	\$0.00	(\$1,045,791.00)	(\$72,500.68)	\$0.00	(\$756,504.64)	(\$289,286.36)	72%	(\$11,073.21)
Fund <b>001 - General Fund</b> Totals		\$1,045,791.00	\$0.00	\$1,045,791.00	\$72,500.68	\$0.00	\$756,504.64	\$289,286.36		\$11,073.21
<b>Fund 254 - Library Lig/Meg State Grant</b>										
Department <b>610 - Library</b>										
Division/Location <b>610 - Administration / Operations</b>										
EXPENSE										
<b>5120 Substitutes</b>										
5120-999	Substitutes Miscellaneous Personnel	.00	.00	.00	.00	.00	4,611.60	(4,611.60)	+++	.00
<b>5120 - Substitutes</b> Totals		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,611.60</b>	<b>(\$4,611.60)</b>	<b>+++</b>	<b>\$0.00</b>
<b>5790 Other Expenses</b>										
5790-799	Other Expenses Other Fund Expenditures	.00	.00	.00	.00	.00	625.00	(625.00)	+++	6,105.34
<b>5790 - Other Expenses</b> Totals		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$625.00</b>	<b>(\$625.00)</b>	<b>+++</b>	<b>\$6,105.34</b>
<b>EXPENSE TOTALS</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,236.60</b>	<b>(\$5,236.60)</b>	<b>+++</b>	<b>\$6,105.34</b>
Division/Location <b>610 - Administration / Operations</b> Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$5,236.60)	\$5,236.60	+++	(\$6,105.34)
Department <b>610 - Library</b> Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$5,236.60)	\$5,236.60	+++	(\$6,105.34)
Fund <b>254 - Library Lig/Meg State Grant</b> Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,236.60	(\$5,236.60)		\$6,105.34
<b>Grand Totals</b>		<b>\$1,045,791.00</b>	<b>\$0.00</b>	<b>\$1,045,791.00</b>	<b>\$72,500.68</b>	<b>\$0.00</b>	<b>\$761,741.24</b>	<b>\$284,049.76</b>		<b>\$17,178.55</b>