



Dedham Public Library

Massachusetts

Dr. Mary Ann Tricarico
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Tracy Driscoll, Chair
Rachel Tuerck
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DPL TRUSTEES MEETING MINUTES	
OCTOBER 15, 2014, ENDICOTT LIBRARY, 7:00 PM	
MEETING CALLED BY	DPL Trustees
TYPE OF MEETING	Monthly Meeting
CHAIRMAN	Tracy Driscoll
SECRETARY	Monika Wilkinson
ATTENDEES	Cecilia Emery Butler, Tracy Driscoll, Monika Wilkinson, Margaret Connolly, Rachel Tuerck, Mary Ann Tricarico
PUBLIC ATTENDEES	Hana Heald

The October 15, 2014, meeting of the Dedham Library Board of Trustees was called to order at 7:05 pm by Chairperson Ms. Driscoll.

- 1. Public Comment:** No public input.

2. **Minutes:** Ms. Emery Butler moved to accept the September 15, 2014 minutes with the addition of Ms. Tuerck to attendance and added signature and attachments. Ms. Connolly seconded. All voted to accept.
3. **Financial Report:** Financial report for September 2014 was reviewed. Ms. Tuerck made a motion to accept. Ms. Wilkinson seconded. All voted to accept. Dr. Tricarico commented that salaries were increased after calculations for the MAR. We need to add \$6500 and will take that from state aid to be compliant. We will order more materials (materials that patrons are requesting). This should show up in the November report.

Ms. Tuerck pointed out that we are MAR compliant for two years in a row (15% of our appropriations have to be toward library materials and other criteria. We get 100% state aid as a result (about \$20,000).

4. **Director's Report:**

Dr. Tricarico reported \$150 award from the Rhododendron Needlers Quilt Guild of Walpole for the purchase of materials in textile quilting, crafts or arts.

Dr. Tricarico reported that we are continuing to address ergonomic issues. New desks and chair are being purchased for staff. Trustees encouraged Dr. Tricarico to accept more ergonomic furniture for herself.

Consultant was here to lead the Sept and October workshops. They were well received.

Each member of staff has gone on at least one field trip in teams. At October meeting the consultant worked with staff to share and process information gathered.

Facilities director Denise Maroney and Dr. Tricarico met. An addendum was reviewed for projects in fiscal years 2016-2020. Trustees agreed that this progress is making buildings safer for staff and patrons.

Dr. Tricarico updated Trustees on two capital projects for this year—the ramp at Main and repointing of steps at Main.

Ms. Nancy Baker has not had time to review the RFQ. She has assured Dr. Tricarico that she will review shortly.

The Town Manager, Mr. Kern, is scheduled to begin in mid-November. Ms. Baker suggested department heads write a report for him. Inadequate staffing and planning for library of future were two issues Dr. Tricarico highlighted.

Ms. Driscoll asked for status on position here. Dr. Tricarico explained that it is posted internally and will go to public posting if needed.

5. Old/New Business:

Ms. Tuerck shared her research on Canton and Westwood libraries—both don't have bylaws.

Ms. Emery Butler will share some of her findings on towns and work on updating bylaws by email next week.

Ms. Emery Butler will email Paul Munchbach about date for Town Charter.

Ms. Wilkinson shared findings that Norwood last night adopted new bylaws. These are still not ready for public but can be shared in near future. Ms. Wilkinson will check back.

Updated Policy on Meeting Use will be reviewed next month. Ms. Tuerck will send Trustees changes.

Ms. Driscoll reported that she updated Mr. Michael Malamut about the Trustees' intention to manage trust funds. Trustees will include this in bylaws.

Ms. Wilkinson raised question of how to ensure future Trustees are knowledgeable about abutter who shares easement. Ms. Tuerck and Ms. Driscoll will add section to Trustees' handbook.

Marketing Sub-Committee update. Roll out of logo has been really successful. Ms. Tuerck suggested a marketing budget for more outreach and expanding efforts at PR. Giveaways were discussed (calendars, keychains, etc). Shelf-talkers (Library Aware). Fleeces/sweatshirts. Discussion of next steps. Recommendations from marketing group. Trustees should set budget for marketing activities. State aid and trusts are sources. (advertising in papers, trinkets, gifts for staff). Flags in the Square (Ms. Butler will talk with Ms. Amy Black and Ms. Tuerck will talk with Ms. Amy Haelsen).

Fundraising: Trustees should not lead the effort, but fundraising could be from DLIT and/or Friends as fiscal agent. Library redesign would be the goal. We need to gather proposals for web design. Marketing meeting will discuss at next meeting and reach out to Friends and DLIT.

Strategic Plan: Has been updated. Staff is writing action items for FY15.

Friends were not available for Nov. 12 meeting.

Ms. Emery Butler reported FinCom meeting when Parks and Rec were approved \$50,000 for a strategic planning. She corrected the misunderstanding that money was given to the Library for strategic planning.

Ms. Tuerck motioned to adjourn at 8:35. Ms. Driscoll seconded. All voted in favor.

Respectfully submitted,

Monika Wilkinson

Attachments:

Agenda

Director's Report

Finance Report

Future Meetings:

November 12, 8:30 a.m. Main, monthly meeting