



# Dedham Public Library

Massachusetts

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Tracy Driscoll, Chair  
Rachel Tuerck  
Cecilia Emery Butler  
Margaret Connolly  
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<b>DPL TRUSTEES MEETING MINUTES</b>	
<b>NOVEMBER 14, 2014, MAIN LIBRARY, 8:30 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, Margaret Connolly, Mary Ann Tricarico, Rosemarie Shrewsbury
<b>PUBLIC ATTENDEES</b>	Elizabeth Martin

The November 14, 2014, meeting of the Dedham Library Board of Trustees was called to order at 8:49 am by Chairperson Ms. Driscoll.

- 1. Public Comment:** Elizabeth Martin commented that the years ago the Library used to open at 9 am. Today it opens at 10. She questioned whether hours could return with an earlier opening time. Dr. Tricarico explained that when the Library opened at 9 am we had more staff and the majority of libraries open at 10. Today staff spends the hour

doing resource-sharing work for Minuteman Network that wasn't as cumbersome years ago. Ms. Martin questioned how much of staff energy would go to the few who visit early. Dr. Tricarico explained that much of that work is requests at the circulation desk.

2. **Minutes:** Ms. Emery Butler moved to accept the October 15, 2014, minutes. Ms. Connolly seconded. All voted to accept.
3. **New Business:** Ms. Connolly reported that she attended the MBLC Trustees' training. Suggestions include building relationship with legislators, creating Memo of Understanding with Friends and Trustees report card.
4. **Financial Report:** Financial report for October 2014 was reviewed. Ms. Connolly moved to accept. Ms. Emery Butler seconded. All voted to approve.
5. **Director's Report:**  
Dr. Tricarico reported that we were hoping to take money from state aid and put into the budget. Town Hall cautioned that the Library can't add non-appropriated state money to the appropriated budget. We will still have the money to spend and will be compliant, it just will not be reflected in the budget. The plan is to use the money for best-selling e-books.

Staffing: Lisa Ingemi will fill the position of Branch Supervisor and Community Services Librarian at Endicott. Miriam Johnson will restructure Ms. Ingemi's former position to a Technology and Adult Services Librarian. This will be advertised soon after the start of the year.

Facilities: The Library's RFQ for a Building Program Consultant is being reviewed by town counsel.

The Main library's 126<sup>th</sup> birthday is on November 22, and we will have a celebration on Friday, November 21. We are working with the Historical Society to locate early photos. Ms. Driscoll said that the idea to celebrate more frequently came out of the positive reaction of the public from the Endicott Open House in September.

Per union contract the libraries will close at 5 pm the evening before Veteran's Day and Thanksgiving. Discussion of contract changes and revisions that will happen with the Town Manager.

Painting of the Children's room will begin after the new year.

We will be getting \$13,535.55 for state aid because we are 100% compliant.

**6. Chair Report:**

Discussion of Bylaws of the Trustees written by Ms. Emery Butler. Ms. Wilkinson questioned the number of meetings (currently stated as 4). Ms. Tuerck suggested that Duties of the Chairman might include signing documents on behalf of board and also review of director. Discussion of nominating committees and ad hoc committees. Duties of Trustees might add review timeline (every two years) to amend and keep up-to-date. Ms. Tuerck suggested adding language regarding director's contract that adds language that communicates "in conjunction with HR and a town counsel" for contract. She also suggested an addition to make sure that strategic plan is filed with the state and updated as needed. Ms. Emery Butler will make revisions and Trustees will review at next meeting.

Meeting Room Policy reviewed. Change made to remove in number 11 the wording "via email." Ms. Wilkinson made a motion to accept. Ms. Emery Butler seconded. All voted to accept. Ms. Tuerck will make change and send to Ms. Shrewsbury.

Marketing Subcommittee meeting: Birthday celebration is planned for November 21. Members are looking at what expenses might be needed for budget. Weekly update in the Times has been launched.

Ms. Wilkinson made a motion to adjourn at 9:42. Ms. Connolly seconded. All voted in favor.

Respectfully submitted,

Monika Wilkinson

**Attachments:**

Agenda  
Director's Report  
Finance Report

**Future Meetings:**

December 3, Main, 9:15 AM, monthly meeting

