



# Dedham Public Library

Massachusetts

Dr. Mary Ann Tricarico  
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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>DECEMBER 3, 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, Margaret Connolly, Mary Ann Tricarico, Rosemarie Shrewsbury
<b>PUBLIC ATTENDEES</b>	Michael Chalifoux

The December 3, 2014, meeting of the Dedham Library Board of Trustees was called to order at 10:34 am by Chairperson Ms. Driscoll.

- 1. Public Comment:** Michael Chalifoux wanted to suggest requesting money from FinComm for the Budget Marketing Committee. He warned that it is not difficult to acquire, and approving the writing of a check with no checks and balances, may be something to consider. The Library would need to advocate to FinComm and Town

Meeting for money. The Library would then execute the decision and this would make the process legitimate.

2. **Minutes:** Ms. Emery Butler moved to accept the November 14, 2014, minutes. Ms. Connolly seconded. All voted to accept with typo misspelling of Connolly corrected.
  
3. **Financial Report:** Financial report for October 2014 was reviewed. Ms. Driscoll moved to accept. Ms. Emery Butler seconded. Ms. Tuerck abstained without chance to review. All others voted to approve. Ms. Shrewsbury noted that amounts are inflated for this month only. Ms. Connolly asked about the reporting of state aid as a line item on the budget. Dr. Tricarico explained that the state auditors have been reviewing for 6 months or more, and Susan Shaw is working on reporting balance from unused state aid. We are waiting to get this information from the Town. Keep as open agenda item.

4. **Director's Report:**

Dr. Tricarico reported that in November we received our full half portion of state aid. The second portion, which usually arrives in March, but the budget has been cut by the governor. At this point we don't know how much, if anything, will be cut. We were short in our materials budget because of salary increases that occurred at Town Meeting. To meet our Mar, we can expend \$7000 from state aid for popular, best-selling e-books. A collection of 210 e-books has been identified, and this will be used this week.

Painting of the Children's Room will take place in January. The quote was \$7050. The bank gave us \$7500. No state aid will need to be used. Furniture in the Children's Room is adult-sized tables. We need to replace these. The estimate is \$4000. We can use state aid for this. We will still have a balance of about \$2500 from current state aid. Carpeting will be investigated as well. Janice will be working in the month of December to weed out the collection at the Main Library to buy new books and have space for them. Ms. Connolly expressed concern that staining maintains the historic look and asked that this be communicated to Ms. Maroney. Ms. Tuerck made the suggestion to keep a nonfiction section for nonreaders/very early readers. Ms. Driscoll asked if Trustees would see the color of the Children's Room. Dr. Tricarico said that she would communicate to Denise that Trustees would like to see the color.

Dr. Tricarico shared that Hana Heald found a picture of the interior of the Main Library at the Library of Congress in Washington.

## **5. Marketing Subcommittee Report:**

Ms. Tuerck discussed thinking about marketing in terms of inbound and outbound to both pull potential customers and push messages to potential customers. Inbound takes time and must be managed, but it low cost. Outbound is expensive but needs no maintenance.

She shared the Budget Proposal (attached): Discussion of Mr. Chalifoux's suggestion. Agreement that marketing is needed and other departments do this without a budget line item and could be part of services instead. Ms. Emery Butler added that some departments have done this with grants, but grants are now more limited. Ms. Tuerck pointed out that Dedham Savings has been a supporter in that respect. Ms. Wilkinson suggested applying to Blue Hills bank or others for other projects. Ms. Connolly suggested applying for Children's Room furniture.

Ms. Tuerck explained the proposal that was complied with the help of Jackie Tilks from Dedham Savings.

Some discussion of making public relations a priority. Ms. Driscoll asked that Amber or Lisa send her announcements so she can include them in her submission to the paper.

Discussion of approving amount for purchase of mugs. Ms. Driscoll will contact the vendor for the mugs regarding logistics.

Ms. Emery Butler questioned whether we legally have the ability to vote to use state aid for marketing. Ms. Tuerck suggested this is common practice. Dr. Tricarico said that these are expenses the Library currently has. Ms. Emery Butler pointed out that Trustees don't direct those decisions. Some discussion of practice of approving use of state aid. Trustees discussed how to show endorsement of budget and whether vote is necessary. Ms. Connolly made a motion to accept the recommendation from the marketing subcommittee for the proposed expenditures with changes to bring spending to \$2505. Ms. Tuerck seconded. All voted to approve.

Ms. Tuerck announced that the date of her resignation will be effective January 3, 2015.

Ms. Wilkinson made a motion to adjourn at 12:12 PM. Ms. Connolly seconded. All voted in favor.

Respectfully submitted,

Monika Wilkinson

**Attachments:**

Agenda

Director's Report

Finance Report

Marketing Subcommittee Budget Proposal

**Future Meetings:**

January 22, Main, 1:00 PM, monthly meeting