



Dedham Public Library

Massachusetts

Dr. Mary Ann Tricarico
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Tracy Driscoll, Chair
Cecilia Emery Butler
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DPL TRUSTEES MEETING MINUTES	
FEBRUARY 12, 2015, 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, Mary Ann Tricarico
PUBLIC ATTENDEES	Sarah Santos, Caitlyn Johnson, Elizabeth Martin

The February 12, 2015, meeting of the Dedham Library Board of Trustees was called to order at 6:54 pm by Chairperson Driscoll.

- 1. Public Comment:** Ms. Sarah Santos introduced herself and said that she was a candidate for Library Trustee in the April election.

Ms. Driscoll addressed a comment made in the January 22 meeting by Michael Chalifoux regarding the use of Library funds. She stated that funds for marketing purposes are

coming out of Materials Fund. The Library already purchases promotional and informational materials, and she explained that we are hoping to purchase materials with our new logos. Tablecloths are a one-time purchase and biggest expense, but these will help to introduce and promote the library. They are key to our success and growth. She addressed Mr. Chalifoux's suggestion to use state aid to use for expanded hours of the Library. She explained that this can't be done, as it is not a one-time expense and state aid permits use of funds for one-time expenses. State aid money for materials is appropriate.

2. Minutes: Dr. Tricarico pointed out an error in the statement in the minutes as written that says it was agreed that 2nd Thursdays of the month would be designated meeting days. Dr. Tricarioc believed it was agreed that meetings would alternate between night and day meetings, with night at Endicott and day at Main. BPACC should be changed to BPCC. Attribute 16 FT and 9 PT to a comment made by Ms. Emery Butler. Ms. Emery Butler moved to accept the January 2, 2014, minutes with corrections. Ms. Connolly seconded. All voted to accept with corrections.

3. Financial Report: There is no new Financial Report to accept.

4. Director's Report:

Dr. Tricarico shared Budget with changes after meeting with Ms. Susan Shaw. Newest version reflects a slightly higher amount for page salary increase. Dr. Tricarico has sent Mr. Kern the job description for the .47 increase. She suggested we change the title to Administrative Supervisor. Ms. Driscoll pointed out that the position Rosemarie Shrewsbury is doing now is not a clerical position. The increase would reflect the work she does now and an amplification of those. Some discussion of how the position has grown, though records are sparse.

Part time position that was planned by Library for expanding to full time. Dr. Tricarico would like to have an assistant split between Tech and Children's services. That is the gap. Part time doesn't meet our staffing needs. Dr. Tricarico believes that the priority is funding the .47 position, and we will wait to fill this position when it can be funded as full time.

Caitlyn will be visiting libraries to investigate IT needs of the Library.

Dr. Tricarico is not sure of the process in this round of Budget Review. Some discussion of possible dates.

5. Old/New Business

Put off until April or May discussion of Goal Setting and Roles & Responsibilities and review of Strategic Plan.

Discussion of By-Laws. Ms. Wilkinson made a motion to accept By-Laws. Ms. Driscoll seconded. All voted to accept with minor proofreading corrections.

Bulletin Board Display and Exhibit Policy suggestions can be sent to Ms. Emery Butler and will discuss at the next meeting.

Snow Policy was discussed. Dr. Tricarico said that we should include the phone line in the policy. She suggested clarification that during Town Hall times, the Library will follow the Town's policy. If during times when Town Hall is not open, Trustees and director make decisions in consultation.

March 5 next meeting at 7 pm at Endicott tentatively. March 12 if not.

Ms. Driscoll moved to adjourn the meeting. Ms. Connolly seconded. All voted to adjourn at 7:42 p.m.

Respectfully submitted,

Monika Wilkinson

Attachments:

Agenda

Director's Report

Future Meetings:

Tentatively March 5, Endicott, 7:00 PM, monthly meeting