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Monika Wilkinson, Chair  
 Margaret Connolly  
 Tracy Driscoll  
 Sarah Santos

<b>DPL TRUSTEES MEETING MINUTES</b>	
<b>NOVEMBER 23, 2015, ENDICOTT LIBRARY, 8:45AM</b>	
<b>MEETING CALLED BY</b>	DPL Trustees
<b>TYPE OF MEETING</b>	Discussion Meeting
<b>CHAIRMAN</b>	Monika Wilkinson
<b>SECRETARY</b>	Sarah Santos
<b>ATTENDEES</b>	Tracy Driscoll, Margaret Connolly, Sarah Santos, Monika Wilkinson
<b>PUBLIC ATTENDEES</b>	Rosemarie Shrewsbury

The November 23, 2015 meeting of the Dedham Library Board of Trustees was called to order at 8:47am by Chair, Monika Wilkinson.

**1. Public Input:**

No Public Input.

**2. Discussion**

The Library Board of Trustees next night meeting is Wednesday, December 9, 2015. The Trustees will offer to accommodate Dr. Tricarico to join by a Skype conversation. Dr. Tricarico will tell Ms. Wilkinson the morning of December 9th so she can have a computer ready with a Skype account ready, if necessary.

The Trustees had a discussion with Ms. Shrewsbury about what credentials and requirements an Interim Director would need and if any staff currently qualify. Ms. Shrewsbury will update the Trustees through email.

The current Director job description is six pages long. The Trustees discussed condensing and streamlining the description to help with hiring.

The Library Trustees are interested in attributes and qualities that may be valued most as they begin the search for for a new Library Director. Ms. Santos will compose a Survey Monkey to send to the staff and ask their opinion anonymously. The due date will be November 30, 2015 so the Trustees can review the responses at the next meeting.

### 3. New/Old Business

The Library Marketing Committee has been brainstorming marketing strategies to inform patrons about new programs. Since the launch of the new website, Amber Socci has been updating the Dedham Patch Blog with library programs weekly. Catelyn Johnson, Amber Socci and Lisa Ingemi continue to post frequently to Facebook.

The Dedham Public Library’s Tail Waggin’ Tutors program made the front page of The Dedham Times on Friday, November 20, 2015.

### 4. Action Item Review:

Action Item	Person	Date Due
RFQ; space planning; discussion library of future	Dr. Tricarico	On-going updates
Sponsor-a-Spot Civic Pride	Ms. Santos	Spring
Policy Review	Ms. Driscoll will provide info to date; all Trustees	January
Parking Lot & Street Take Pictures of Signs	Ms. Connolly	December
Develop a survey and then plan focus groups regarding library hours	Trustees & Consultant	November/December implementation January
Develop new material for Fincom Re: staffing needs	Ms. Driscoll & Ms. Wilkinson	December Implementation January/February

Ms. Wilkinson made a motion to adjourn the meeting. Ms. Connolly seconded. The meeting was adjourned at 9:56am. Next meeting date is December 9, 2015 at 7pm at the Endicott Library.

Respectfully submitted,

Sarah Santos

