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Monika Wilkinson, Chair  
 Cecilia E. Butler, Vice Chair  
 Margaret Connolly  
 Tracy Driscoll  
 Sarah Santos

<b>DPL TRUSTEES MEETING MINUTES</b>	
<b>MAY 7, 2015, ENDICOTT LIBRARY, 7:00 PM</b>	
<b>MEETING CALLED BY</b>	DPL Trustees
<b>TYPE OF MEETING</b>	Monthly Meeting
<b>CHAIRMAN</b>	Monika Wilkinson
<b>SECRETARY</b>	Tracy Driscoll
<b>ATTENDEES</b>	Cecilia Emery Butler, Margaret Connolly, Tracy Driscoll, Sarah Santos, Monika Wilkinson (7:20pm), Mary Ann Tricarico
<b>PUBLIC ATTENDEES</b>	Hannah Heald, Michael Chalifoux

The May 7, 2015 meeting of the Dedham Library Board of Trustees was called to order at 7:09pm by Tracy Driscoll, the residing chair prior to reorganization. The Board welcomed newly elected member, Sarah Santos. It was decided that items would be taken out of order to expedite the meeting.

**1. Director’s Report:**

Dr. Tricarico presented a PowerPoint presentation “The Planning Process-Dedham Public Library.” The library’s Strategic Plan process was reviewed and a summary of actions taken, to date, were provided. The FY13-FY17 Strategic Plan is at its midpoint and Dr. Tricarico is determining remaining priorities and any additions or subtractions which might be needed. This process will be ongoing with staff and Trustees.

**2. Reorganization of Board:**

Ms. Driscoll stepped down as Chair and Dr. Tricarico asked for nominations for a new Chair. Ms. Driscoll nominated Monika Wilkinson and Ms. Emery Butler seconded the nomination. A vote was taken and the nomination was unanimously approved.

Ms. Wilkinson then requested nominations for Vice Chair. Ms. Driscoll nominated Cecilia Emery Butler and Ms. Connolly seconded the nomination. A vote was taken and the nomination was unanimously approved.

Ms. Wilkinson then asked for nominations for Secretary. A brief discussion took place and it was decided that Ms. Driscoll would take on the duties of Secretary for the summer months and in September Ms. Santos would take over the duties. If Ms. Santos felt she needed help, Ms. Driscoll would share the duties until the next reorganization. Ms. Emery Butler made a motion that Ms. Driscoll would be Secretary until September and Ms. Santos would take over the role for the remaining time. Ms. Connolly seconded the motion. It was so voted and unanimously approved.

### **3. Public Comment:**

Mr. Chalifoux commented the duties of Trustees as he believes the law suggests. He also mentioned his frustration with the library's lack of weekend hours. He then discussed the policy log which he had created as a Trustee and thought that some of the policies had not yet been discussed or approved by the Trustees. (Ms. Driscoll stated she had a copy of the materials Mr. Chalifoux was referring to and would bring the materials to the next meeting.)

### **4. Minutes:**

Ms. Emery Butler moved to accept the April 9, 2015 minutes. Ms. Connolly seconded. All voted to accept the minutes, with the exception of Ms. Santos who abstained because she was not on the Board at the time.

Ms. Wilkinson moved to accept the Executive Session minutes of April 14, 2015. Ms. Connolly seconded. Prior to the vote Dr. Tricarico stated that the funds discussed in the minutes would not be taken from state aid as voted on in Executive Session. The money would instead be taken from lines 510-610 on the financial report. The money was available in the salary line item because the Technology Librarian position was not filled until the budget's mid-point. It was moved to accept the Executive Session minutes with the correction of dates on the minutes. Ms. Santos abstained from the vote; all other members voted to accept. A motion was then made to accept the change that the money would come from the salary line items and not State Aid. Ms. Emery Butler moved to accept the change, Ms. Wilkinson seconded and the motion was approved, with Ms. Santos abstaining.

### **5. Financial Report:**

Discussion and vote of the April Financial Report was postponed until next month.

### **6. Old/New Business**

Dr. Tricarico said that the recent professional development day went very well and the staff would be sharing their experiences at the next Trustee's meeting. Dr.

Tricarico also mentioned that the fence at the Main had been fixed. The fence had been damaged over the winter months. Ms. Connolly commented on the great job our custodians, Wally and Dave, do at keeping the libraries looking great. Dr. Tricarico agreed saying they work cooperatively, are proactive and are problem solvers. They have also created a job manual for their responsibilities (all employees are in the process of completing manuals regarding their own jobs).

An August meeting date was set for Thursday, August 13, 2015 at 7pm at the Endicott branch. The next meeting is scheduled for Thursday, June 4, 2015 at 9:00am at the Main. Staff will be present to discuss the conference that they attended in May. Rosemaire Shrewsbury will discuss financial procedures and Technology/Adult Services Librarian, Caitlyn Johnson will discuss the technology action plan for the library.

Ms. Wilkinson made a motion to adjourn the meeting. Ms. Emery Butler seconded. All voted in favor. The meeting was adjourned at 8:52pm.

Respectfully submitted,

Tracy Driscoll

Attachments:

Agenda  
The Planning Process-Dedham Public Library  
Summary of Action as of September 23, 2014  
Action Items for FY15

**Trustees Meeting**  
**May 7, 2015, @ Endicott, 7 p.m.**  
**Dr. Mary Ann Tricarico, Library Director**

**Operations:**

- Town Manager James Kern has signed a two year salaries-only contract with the two unions representing the library employees. The agreement is for a 2% salary increase to be effective July 1, 2015 and a 2.5% salary increase to be effective July 1, 2016. There are no changes in the language of the current contracts which expire on June 30, 2017.
- The Technology Librarian has met with the Library Director to develop a Plan of Service for Technology. She will come to the June 4<sup>th</sup> Trustees meeting to discuss the plan.
- Student Government Day was held on April 14. Our student Librarian was Maggie Rocha. We all enjoyed having her with us and she had an exciting day learning about library operations and services.

**Resources:**

- The Technology/Adult Service Librarian is working with the Director and the Head of Circulation to reorganize the Reference room to make a display area for New Books. We need to increase visibility for our New Books and giving these items a prominent space will help to positively market and promote our collections.

**Facilities:**

- The painter has been working on the Children's Room. He applied 3 coats of the green and yellow colors on the walls the weekend of April 18-20 and will return to work on the woodwork at a yet unscheduled date, tentatively the 3-day weekend in May. The staff and users are very happy with the new colors.
- The architect is currently preparing a design proposal for a circulation/work station for the Children's Room. He has met the Mary Ann and Pat Reilly to discuss preliminary design considerations needed for his sketches.

**Staffing:**

- The Second Staff Development Day was held on May 5 at the Massachusetts Library Association's Annual Conference in Worcester.
- Amber Socci has been accepted into the online graduate program at the University of Kentucky for a Master of Library Science Degree. We are very pleased with Amber's initiative and look forward to working with her as she pursues her academic goals.
- Laura Connell is currently enrolled in the online program for a Bachelor's Degree at the University of Southern New Hampshire.
- Rosemarie Shrewsbury has completed her course work for a Certificate in Basic Library Techniques sponsored by the Massachusetts Board of Library Commissioners.

- Statistics FY14 and FY15:

Circulation FY14	Main	Endicott	FY14 Total		Circulation FY15	Main	Endicott	FY15 Total
July	6785	7367	14,152		July	5845	7211	13,056
August	6433	7029	13,462		August	5052	6582	11,634
September	3682	4240	7922		September	4269	5741	10,370
October	5528	5693	11,221		October	4466	5666	10,132
November	4209	5801	10,010		November	3536	5523	9,059
December	4556	5080	9636		December	4342	5176	9518
January	4447	5595	10,042		January	4002	5692	9694
February	4086	5332	9418		February	4324	2882	7506
March	5175	6135	11,310		March	4419	5349	9768
April	4862	5640	10,502		April	3941	5234	9175
May	4208	5850	10,058		May			
June	4696	5908	10,604		June			
<b>Total FY14 Circulation</b>	<b>58,667</b>	<b>69,030</b>	<b>127,697</b>		<b>Total FY15 Circulation</b>	<b>44,856</b>	<b>55,056</b>	<b>99,912</b>

*Note: all circulation figures are approximations; actual counts are available annually from MLN in July.*

Gate Count FY14	Main	Endicott	FY14 Totals		Gate Count FY15	Main	Endicott	FY15 Totals
July	4085	5230	9315		July	4660	4766	9426
August	5823	7287	13110		August	4463	6626	11,089
September	4055	4471	8526		September	4877	6678	11,555
October	4257	5107	9364		October	4784	5508	10,292
November	4686	5172	9858		November	3953	4787	8,740
December	4553	6009	10562		December	4758	5362	10,120
January	3399	4008	7407		January	3,763	4,790	8,553
February	4478	4739	9217		February*	3,807	3,317	7,124
March	4547	5330	9877		March*	5,254	4,301	9,555
April	4234	4808	9042		April	3,916	4,298	8,214
May	5345	6301	11,646		May			
June	4093	5290	9384		June			
<b>Total FY14</b>	<b>53,556</b>	<b>63,752</b>	<b>117,307</b>		<b>Total FY15</b>	<b>44,235</b>	<b>50,433</b>	<b>94,668</b>

- \*Note: Endicott was closed February 24 to March 2, 2015 due to water damage from winter storms.

<b>Loans (ILL)</b>							
<b>Borrowed from Other Libraries For</b>	<b>FY14 Main</b>	<b>FY14 Endicott</b>	<b>FY14 Total</b>		<b>FY15 Main</b>	<b>FY15 Endicott</b>	<b>FY15 Total</b>
July	1234	1338	2572		1145	1366	2511
August	1166	1396	2562		952	1358	2310
September	1128	1225	2353		975	1234	2209
October	1100	1215	2315		942	1148	2090
November	957	1181	2138		772	1195	1967
December	1016	1210	2226		935	1160	2095
January	1021	1361	2382		831	1334	2165
February	915	1284	2099		1271	626	1897
March	1064	1223	2287		937	1175	2112
April	1061	1182	2243		886	1224	2110
May	872	1226	2098				
June	936	1135	2071				
<b>Total Items Borrowed</b>	<b>12,470</b>	<b>14,976</b>	<b>27,446</b>		<b>9,646</b>	<b>11,820</b>	<b>21,466</b>

<b>Loaned to Other Libraries From</b>	<b>FY14 Main</b>	<b>FY14 Endicott</b>	<b>FY14 Total</b>		<b>FY15 Main</b>	<b>FY15 Endicott</b>	<b>FY15 Total</b>
July	2721	1291	4012		2609	1226	3835
August	1659	585	2244		2531	1101	3632
September	2406	1043	3449		2459	1039	3498
October	1713	524	2237		2547	1009	3556
November	2366	937	3303		2179	992	3171
December	2532	1091	3623		2607	901	3508
January	2408	968	3376		2613	959	3572
February	2298	942	3240		2422	912	3334
March	2795	962	3757		2682	766	3448
April	2562	1018	3580		2364	911	3275
May	2200	991	3191				
June	2112	1021	3133				
<b>Total Items Loaned</b>	<b>27,682</b>	<b>11,373</b>	<b>39,055</b>		<b>25,013</b>	<b>9,816</b>	<b>34,829</b>

*Note: all ILL figures are approximations; actual counts are available annually from MLN in July.*

*Dr. Mary Ann Tricarico,  
May 4, 2015*