



Bonnie Roalsen, Director
 Dedham Public Library
 43 Church Street
 Dedham, MA 02026
 781.751.9281

Monika Wilkinson, Chair
 Margaret Connolly, Vice Chair
 Tracy Driscoll
 Sarah Santos
 Mary Ann Sliwa

DPL TRUSTEES MEETING MINUTES	
AUGUST 12, 2016, MAIN LIBRARY, 3:00 PM	
MEETING CALLED BY	Board of Library Trustees, Dedham
TYPE OF MEETING	Discussion Meeting
CHAIRMAN	Monika Wilkinson
SECRETARY	Mary Ann Sliwa
ATTENDEES	Margaret Connolly, Tracy Driscoll, Sarah Santos, Mary Ann Sliwa, Monika Wilkinson, and Bonnie Roalsen.
PUBLIC ATTENDEES	None

The August 12, 2016 meeting of the Dedham Library Board of Trustees was called to order at 3:02 pm by Chair, Ms. Wilkinson.

Public Input:

None.

Action Items

Discussion and Vote: Allocation of Funds for Transition Assistance for Director

Ms. Wilkinson expressed the desire of the Board to provide support and resources for the new Library Director, Ms. Roalsen.

Ms. Wilkinson spoke of a one time allocation from State Aid of \$3000 for consulting fees to be contracted at the Director's discretion. Ms. Wilkinson made a motion to allocate \$3000 for transition consultant work. Ms. Connolly seconded. All voted in favor.

Old/New Business*

Planning for Community Introduction and Welcome for Director

Two dates were set for Drop In Meet and Greets: Monday, September 12, 2016 from 6:00 pm-7:30 pm in the Main Library Children's Room and Saturday, September 24, 2016 from 11:00 am – 12:30 pm at the Endicott Library.

Discussion about advertising ensued. Ms. Wilkinson will write a letter to the editor and/or press releases as applicable. Ms. Santos requested the library staff set these as events on Facebook.

Refreshments were discussed.

Ms. Roalsen reported that she received a letter from the Wellesley lawyer of Ms. Barbara McKay regarding a bequest from her estate to the Dedham Public Library. She will follow through on this.

Road Race numbers (83 registered) and the need for volunteers were mentioned.

Ms. Driscoll introduced the idea of Ms. Roalsen meeting with each trustee individually to ascertain their view of library needs and wants. Ms. Roalsen thought this would be a good idea and stated it would help her to know how much change each trustee is comfortable with. She reported that she has begun one-on-one meetings with all library staff this week.

Ms. Wilkinson made a motion to adjourn at 3:47 pm; Ms. Driscoll seconded; all voted in favor.

Action Item Table:

Action Item	Person	Date Due
Publicize Meet and Greets in local media	Ms. Wilkinson	September 2016
Facebook events for meet and greets	Ms. Roalsen assigning staff	September 2016
One-on-one meetings	Ms. Roalsen, Trustees	August-October 2016
Vote on Minutes of June 27, 2016, August 9, 2016, August 12, 2016; Executive Session Minutes of June 30, 2016 and July 12, 2016	Trustees	September 2016
Research how trust funds are managed and role of trustees in this.	Trustees	Fall-Winter 2016
Call lawyer to determine conditions of Lucille Fairfield Trust Fund	Ms. Roalsen and/or staff as she determines	Fall 2016
Confirm with Town of Dedham process for updates on Non-Appropriated Funds twice yearly	Ms. Roalsen, Ms. Wilkinson	Fall 2016
Establish policy for retention of close circuit camera tapes	Ms. Roalsen, Trustees	To be determined 2016

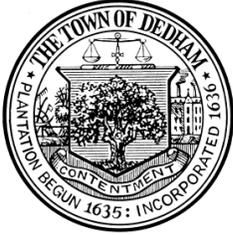
Intrusion alarm system first caller	Ms. Roalsen	To be determined 2016
Negotiation with Unions regarding expanded hours for State Aid Compliance	Ms. Roalsen	Fall 2016, plan in place by January 2017
Survey town residents regarding library hours	Ms. Roalsen, Trustees	Prior to union negotiation above
Collection Management changes	Ms. Roalsen, Library Director	Ongoing, report in monthly meetings of 2016
Presentation to Town of Dedham Finance and Warrant Committee regarding budget changes to meet State Aid Compliance	Library Director, Trustees	Fall 2016/Winter 2017
Technology monies	Ms. Roalsen, Mr. Kern	Budget development cycle, Fall 2016/Winter 2017
Parking Study meetings	Ms. Driscoll and Ms. Santos	As scheduled in Fall 2016
Consultant Study on Building Plan	Library Director	Fall 2016

Respectfully submitted,

Mary Ann Sliwa

Attachments:

Agenda



TOWN OF DEDHAM

MEETING NOTICE

POSTED:

TOWN CLERK

POSTED IN ACCORDANCE WITH THE PROVISIONS OF M.G.L. CHAPTER 30A SECTION 20 AS AMENDED.

Board or Committee:	Board of Library Trustees
Location:	Main Library
Day, Date, Time:	Friday, August 12, 2016, 3:00 PM
Submitted By:	Monika Wilkinson, Chair
Date:	August 10, 2016

AGENDA:

Call to Order
Public Comment

Action Items

Discussion and Vote: Allocation of Funds for Transition Assistance for Director

Old/New Business*

Planning for Community Introduction and Welcome for Director

Next Meeting: To Be Determined

**This item is included to acknowledge that there may be matters not reasonably anticipated by the Chair that could be raised during the Public Comment period, by other members of the Committee, by staff or others.*