

**TOWN OF DEDHAM
450 WASHINGTON STREET
DEDHAM, MASSACHUSETTS**

**MINUTES OF THE DECENNIAL BYLAW REVIEW COMMITTEE MEETING
FEBRUARY 10, 2025, 6:30 P.M.**

MEMBERS:

Cecilia Emery Butler	Chair
Fred Wofford	Vice Chair
Micah Flynn	Member
Norman Vigil	Member
Jennifer Doherty	Member
Michelle Labadini	Member

STAFF:

Doreen LaBrecque	Assistant to Administration
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ATTENDEES:

Amber Moroney	Library Director
Rita Chapdelaine	Chair, Board of Library Trustees

Minutes prepared by Azra Ahmad of Minutes Solutions Inc. from a recording.

1. **CALL TO ORDER**

There being a quorum present, and the Members and the public having been given adequate and proper notice of the meeting, the Chair called the meeting to order at 6:30 p.m.

2. **PUBLIC COMMENT**

There were no comments.

3. **REVIEW AND DISCUSSION – CHAPTER 61 BYLAW REVIEW AND AMENDMENTS**

ACTION – The Committee will share the approved bylaw amendments with the Board of Library Trustees.

Ms. Chapdelaine reviewed the bylaws for the library and noted the following highlights to Chapter 61:

- For Section 1, there were no changes recommended.
- For Section 2, there had been a change to the wording regarding the library director, but no changes were recommended to the section.
- For Section 3, the word "secretary" had been changed to "clerk."
- For Sections 4, 5 and 6, there has historically been confusion regarding the different trust funds under the Board's authority. Additionally, the Board votes on and approves the appropriated budget but it does not have authority over the budget once approved at the town meeting. The funding section has therefore been a recurring source of confusion.
- For Section 7, there were no changes recommended.
- For Section 3, the Committee recommended amending the title to "Organization of trustees" and removing "and appoint library director."

Upon an inquiry from the Committee, it was confirmed that the library director is no longer hired by the trustees. This is now done by the Town Manager. It was further noted that the budget is approved by the trustees. The library director prepares the budget in collaboration

Ms. Moroney provided the Committee with an overview of the preparation process of the annual report, noting that the report consists of statistics related to programs and costs with high-level detail. A majority of the information for the annual report is drawn from the two reports that are submitted to the State of Massachusetts.

Upon an inquiry from the Committee regarding staffing, Ms. Moroney noted there had been several vacancies and provided a brief overview of the staffing process. The Town Manager's approval is required to hire new staff. The human resources director works with the Town Manager to determine salary, based on experience, with final approval given by the Town Manager.

Upon inquiry, Ms. Moroney provided the Committee with a brief overview of the roles and responsibilities of the Board, noting that policies related to the operations of the library are developed and approved by the Board.

The Committee noted that the references to "Selectmen" should be updated to Select Board.

The Committee noted that in Section 2, there was an additional comma between "annual town election" and "the Board." It was noted that a decision should be made to either use Oxford commas or not. In Section 7, there should be a comma after "setting policy for staff." In Footnote 6, there appeared to a double space between the period and editor's notes; this is inconsistent throughout the document.

Regarding Section 1, Ms. Moroney clarified that the facilities department was responsible for the general maintenance of the library. The Board was responsible for the approval of specific projects. There was a balance between the Board having care and custody, and the facilities department maintaining the building. There are various trust funds, and the Board votes on how to allocate the funds in accordance with the purposes for which each trust fund was established.

The Committee noted numerous clauses in the bylaws that were covered under the charter. A discussion ensued and the Committee agreed to consider this issue at a later date.

The Committee noted that it would reach out to Ms. Moroney should it require further information.

4. DISCUSSION – FINAL REPORT TO BE PRESENTED TO SELECT BOARD

ACTION – The Committee will provide guidance to departments on the information and format expected for upcoming presentations.

The Committee recommended that there should be a member of the bylaws committee at the charter commission, going forward. It was noted that charter amendments could be made during town meetings and there was a new charter commission every ten years.

The Committee noted that departments should be aware of the bylaws and come prepared to discuss any they wish to enact or amend. It was further noted that the Bylaws Committee typically reviews and ensures appropriate content, and that KP Law is responsible for drafting the bylaw language. A discussion ensued regarding the bylaw review and amendment process and the Committee noted it would be more productive to have the language for the bylaws drafted prior to the meetings.

5. NEW BUSINESS

No new business was discussed.

6. NEXT MEETING

The date of the next Decennial Bylaw Review Committee meeting is February 24, 2025.

7. ADJOURNMENT

On a motion duly made and carried, it was voted to adjourn the Committee meeting at 7:19 p.m.

DISCLAIMER

The above minutes should be used as a summary of the motions passed and issues discussed at the meeting. This document shall not be considered a verbatim copy of every word spoken at the meeting.

Cecilia Emery Butler
Cecilia Emery Butler, Chair

10-6-2025
Date