

**Medway Library Board of Trustees**  
**Final Meeting Minutes**  
**March 3, 2020 7:00 PM Library Conference Room**

**Members Present:** Susan Alessandri, Chair, Lisa Sheehan, John Scott Smith, Chris Monahan

**Members Absent:** Trudi Stefan

**Others Present:** Katherine Mitchell, Recording Secretary, Margaret Perkins, Library Director

Chair Susan Alessandri called the meeting to order at 7:10 PM.

### **Approval of Agenda**

*In a motion made by Lisa, seconded by John, the Library Board of Trustees voted to approve the Agenda of March 3, 2020.*

### **Approval of Minutes**

*In a motion made by Chris, seconded by Lisa, the Library Board of Trustees voted to approve the Minutes of January 7, 2020.*

### **Citizens Speak**

Margaret stated there are no fines for children's books. She has received positive feedback from a few citizens regarding the change in fees. Lisa asked if this has increased circulation of children's books. Margaret stated it is too soon to tell, but something to look into in the upcoming months. The library is not wiping existing fines, only new fines will not be charged if checked out from Medway Library. Susan suggested sharing updates like this on library Facebook page.

Susan stated friends informed her of the need to show their license to get a library card. Margaret stated they need something with your name and address on it. She suggested best practice is to show a photo ID with a printed document with name and address on it.

### **New Business**

Chris questioned who will take over Groups IO? John offered. Chris gave a brief overview. Chris recommended working with the Town on a different software to use, if Groups IO does not work.

## **Old Business**

Susan reminded members the Conflict of Interest Training is due. Lisa and John have completed and "Certificates of Completion" were given to Margaret.

## **Review Incident Reports**

Incident with teenagers who hangout in the lounge. Margaret stated there was food was ground into the carpet. Margaret spoke to police department to potentially review video tapes. Officer said if it happens again to let them know and they offered an officer come in to speak to the kids. Margaret called Ryan Sherman, Wellness Director.

Margaret stated the food pantry on village street is willing to provide snacks for after school kids. Margaret questioned if it they could have a possible program offering free lunch. Lunch was served on Wednesday during vacation week. Lisa suggested having a police officer (wellness officer) at the Middle School, as it is a familiar face to the children. Have him come periodically and come in to say hi. He knows most of the children.

Margaret stated the library bought a game that the children used and brought back. She has a list of other games for that age group she is interested in purchasing. Lisa suggested colored pencils, papers, legos, "adult" coloring books, etc. The frequent children are middle school age. Lisa suggests a weekly challenge with legos or rubix cubes.

Margaret stated they are being cautious still checking bathrooms prior to leaving.

## **Budget Report**

Margaret distributed the Budget Report via email.

Margaret completed the report, but the totals are not completed. She will send an updated report as soon as she has access to it.

## **Director's Report**

Margaret distributed the Director's Report via email.

## **Director's Review**

Margaret shared copies of the Town Annual Report with the committee members. Susan questioned how the attendance of the library is counted. Margaret stated there is a counter, but it is not 100% accurate.

This is Chris' last meeting as he will no longer be a resident.

*In a motion made by Susan, seconded by John, the Library Board of Trustees voted to adjourn at 7:45 PM.*

**Next Meeting:** April 7, 2020

Respectfully submitted,

Katherine Mitchell, Recording Secretary



<b>Medway Public Library Budget Report 3/3/2020</b>							
Account	Acct #	Start Balance	Expen. To Date	End Balance	% Spent	Materials Expenditures	Current Month Expenditures
Salaries - Full Time	5110	\$188,011	\$96,490.67	\$91,520.33	51.32%		\$0.00
Salaries - Part Time	5111	\$96,690	\$55,116.65	\$41,573.35	57.00%		\$0.00
Longevity	5150	\$1,500	\$1,450.00	\$50.00	96.67%		\$0.00
Electricity	5211	\$22,400	\$12,008.92	\$10,391.08	53.61%		\$1,368.45
Heating Fuel	5212	\$7,800	\$3,954.06	\$3,845.94	50.69%		\$1,192.31
Trash	5232	\$2,500	\$1,285.76	\$1,214.24	51.43%		\$0.00
Water & Sewer	5231	\$550	\$304.76	\$245.24	55.41%		\$0.00
R & M Miscellaneous	5240	\$3,800	\$2,118.00	\$1,682.00	55.74%		\$470.00
Telephone	5341	\$1,000	\$700.75	\$299.25	70.08%		\$48.54
Supplies	5400	\$4,500	\$2,179.45	\$2,320.55	48.43%		\$161.85
Postage	5343	\$100		\$100.00	0.00%		\$0.00
OPS - (Minuteman bill)	5380	\$26,350	\$26,648.00	(\$298.00)	101.13%		\$0.00
OPS - (programs)	5380	\$6,000	\$3,353.00	\$2,647.00	55.88%		\$0.00
Media Materials	5427	\$5,000	\$8,466.23	(\$3,466.23)	169.32%	\$8,466.23	\$343.34
Books & Periodicals	5521	\$60,000	\$27,362.33	\$32,637.67	45.60%	\$27,362.33	\$1,376.97
Travel	5710	\$450		\$450.00	0.00%		\$0
Dues & Meetings	5730	\$500	\$413.50	\$86.50	82.70%		\$0
<b>TOTAL - GENERAL FUND</b>		<b>\$427,151.00</b>	<b>\$241,852.08</b>	<b>\$185,298.92</b>	<b>56.62%</b>		<b>\$4,961.46</b>
		Start Balance	Expen. To Date	Income to Date	Account Bal		Change in Acct Balance
Memorial Donations	5400	\$51,076.51	\$14,967.54	\$21,755.73	\$57,864.70	6,334.22	347.55
Tuchinsky Fund Interest		\$32,663.02		\$4,385.14	\$37,048.16		0.00
Tuchinsky Fund Principal		\$106,374.07	\$3,504.96		\$102,869.11		0.00
Library Restitution Fund	706-4773	\$3,422.02	\$200.47	\$968.13	\$4,189.68		440.79
Copier & Printer Rev. Fund*	722-4840	\$12,386.19	\$650.50	\$2,484.93	\$14,220.62		473.45
Meeting Room Rev. Fund	723-4840	\$3,347.16		\$350.00	\$3,697.16		125.00
Free Public Library	2017	\$36,900.98	\$9,214.97		\$27,686.01	\$8,174.23	-\$940.75
<b>TOTAL - OTHER FUNDS</b>		<b>\$246,169.95</b>	<b>\$28,538.44</b>	<b>\$29,943.93</b>	<b>\$247,575.44</b>	<b>\$50,337.01</b>	<b>\$446.04</b>
(Salaries not able to be updated for February)							

Medway Public Library  
Director's Report  
March 3, 2020

**Programs in February:**

- Thursday and Friday Story Times (Karen Kassel & Lauren Guagenty)
- Tuesday and Wednesday Toddler Jams
- PAWS to Read
- Yoga for Kids
- Mindful Minis
- Cursive Club
- Early Crops and Seed Starting Success
- Pastel Paint "The Miracle Flower" with Pastelist Gregory Maichack.
- American Chestnut Restoration
- Medway Chess Masters
- Book Club - Lorie Brownell

Makerspace visitor count February 349

Workshops & Classes:

STEAM Thursday - Pinhole cameras - Feb 6 - 8 participants  
Craft Tuesday - Candy Heart Garland - Feb 11 - 10 participants  
STEAM Thursdays - Boats & Density - Feb 13 - 12 participants  
Kids Acrylic Painting - Feb 18 - 12 participants  
STEAM Thursday - Feb 20 - Creative Tinker lab - 16 participants  
Painting with Trudi - Feb 22 - 6 participants  
Sewing workshop - teddy bears - Feb 26 - 7 participants  
STEAM Thursdays - Math (Mazes) - Feb 27 - 10 participants

Other Groups

FTC Sense and Sound robotics team - Tuesday and Thursday night

Ongoing:

Medway Cable Access weekly drop-in help (Wednesday 2-4pm)  
Walk-in 3D Printer Certification sessions every Thursday (3:30-5:00pm)  
Bulky Knitting Machine Certification Sessions (Monday nights & Wednesday afternoons)  
Drop-in Technical Assistance session - every Friday morning from 10am-12pm

Certifications:

3D printer - 1 person  
Vinyl/Paper cutter - 1 person  
Sewing Machines - 2 people

Makerspace Coordinator Diane Busa noticed large format printer, vhs/dvd converters, laminator, 3D printer & vinyl cutter all being used by patrons.

#### Upcoming Workshops:

STEAM Thursdays - Math (Impossible Figures), Engineering (Tinkerlab using recyclables) & Art (Cubism)

Craft Tuesday - Origami - Mar 10

#### Other

Received a donation from Ghost Story & Take Two for another Gaming Workstation.

The Library is one of the host venues for Art Week. Activities will be happening starting May 2nd and ending May 9th.

#### **Programs in March include:**

- Thursday and Friday Story Times
- Tuesday and Wednesday Toddler Jams
- PAWS to Read
- Cursive Club
- Yoga for Kids
- Mindful Minis
- Celebrating Ireland in Story and Song
- History of Radio/Medway Memories
- Medway Chess Masters
- Photography Club - Lorie Brownell
- Book Club - Lorie Brownell

#### **Children's/YA Librarian Report:**

We welcomed our new Children's and Young Adult Librarian, Audrey Snowden, on Monday, February 24th! Patrons and staff are all very happy Audrey is here.

There were 27 children's programs in November with about 350 people attending (adults and children).

I have been working with Wellness Director Ryan Sherman in order to offer an afterschool snack program and afternoon programming through Community Education.

#### **Building & Grounds**

A consultant for the architectural firm that is surveying all Town buildings and I noticed when we went into the attic that the hatch was open and a small amount of water had entered. The latch has been made more secure.

Water was turned off in the building, and after it was turned on again the water in the drinking fountains and bathrooms was brown. The Department of Public Works repaired the problem.

**Meetings in February included:**

Civil Legal Justice: The Crucial Role of Libraries - webinar

Library Security for Small and Rural Libraries with Dr. Steve Albrecht - webinar

Adult, Child, Infant Choke-saving

Meeting with Selectmen for approval of Mass Board of Library Commissioners Social Infrastructure Mini-Grant

Makerspace tour - Diane Busa and I led a tour of the Makerspace and library three librarians and 6 Students from Olin College toured the Makerspace

**Meetings in March include:**

Department Manager Meeting

Minuteman Library Network Membership (Library Directors)

Telephone meeting with website developer to discuss updates

**Other**

During February, the lower level community space was used after hours for 18 meetings and 32 individuals during the 14 nights it was open.

I completed the 2019 Library Annual Report for inclusion in the Town Report.

Margaret Y. Perkins

Library Director