

Medway Library Board of Trustees
Final Meeting Minutes
December 3, 2019 7:00 PM Library Conference Room

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

Members Absent: Trudi Stefan and Lisa Sheehan

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

Chair Susan Alessandri called the meeting to order at 7:12 PM.

Approval of Agenda

Library Board of Trustees unanimously approved the Agenda for the December 3, 2019 meeting.

Approval of Minutes

November & December minutes will be approved at January's meeting.

Citizens Speak

New Business

Old Business

Conflict of Interest Training- Susan reminded members this is due.

Review Incident Reports

Medical Report- Woman was sick at top of stairs. Patron was anxious. Decision was made to call EMT's. EMT's came to speak to the patron but she did not go with them. Library provided a snack to patron. Patron has returned once or twice since incident.

Group of children play computer games. Few children sometimes loud and disruptive. Paper airplanes. Child was in the bathroom after alarm was set. Susan stated the incident was most likely unintentional, Margaret agreed.

Budget Report

Margaret distributed the Budget Report via email.

Margaret requested Lucy stock up on books before she leaves. She ordered extra, orders from Ingram and several other sales people. Able to retrieve graphic novels and books you don't see elsewhere, including nonfiction. Katherine is currently inundated with

books. Susan questioned how long from delivery to library to the shelf. Margaret stated it depends on the popularity of the book.

John mentioned trustee training helped him get a feel for what to keep an eye on within the budget reports. John/Chris will forward email from Mass Trustee to Susan.

Director's Report

Margaret distributed the Director's Report via email.

Few weeks since posting open position. Half dozen resumes have been received. Position requires an MLS. Master of Library Science. Many applicants did not have this.

Susan questioned the timeline, Margaret stated it needs to be filled ASAP. Katherine Bird stated Michael wants to meet with applicants before they are hired.

John asked if there were any internal candidates. Margaret stated there is a sub with an MLS. Susan mentioned advertising with Simmons. They could build career development and build a relationship with them. Chris mentioned reaching out to out of state school contacts. '

Margaret stated that everyone has stepped up. They are getting ahead, with beginning work on future programs.

In a motion made by Susan Alessandri, seconded by Chris Monahan the Library Board of Trustees voted to adjourn at 7:54 PM.

Next Meeting: January 7, 2020

Respectfully submitted,

Katherine Mitchell, Recording Secretary

Medway Public Library Budget Report 12/1/2019							
Account	Acct #	Start Balance	Expen. To Date	End Balance	% Spent	Materials Expenditures	Current Month Expenditures
Salaries - Full Time	5110	\$188,011	\$77,044.24	\$110,966.76	40.98%		\$16,254.45
Salaries - Part Time	5111	\$96,690	\$40,052.24	\$56,637.76	41.42%		\$7,631.57
Longevity	5150	\$1,500	\$250.00	\$1,250.00	16.67%		\$0.00
Electricity	5211	\$22,400	\$8,103.68	\$14,296.32	36.18%		\$1,045.12
Heating Fuel	5212	\$7,800	\$527.89	\$7,272.11	6.77%		\$284.85
Trash	5232	\$2,500	\$642.88	\$1,857.12	25.72%		\$0.00
Water & Sewer	5231	\$550	\$168.71	\$381.29	30.67%		\$0.00
R & M Miscellaneous	5240	\$3,800	\$1,528.00	\$2,272.00	40.21%		\$954.00
Telephone	5341	\$1,000	\$396.11	\$603.89	39.61%		\$52.18
Supplies	5400	\$4,500	\$1,437.16	\$3,062.84	31.94%		\$66.36
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	\$2,982.00	\$3,018.00	49.70%		\$0.00
Media Materials	5427	\$5,000	\$6,883.05	(\$1,883.05)	137.66%	\$6,883.05	\$5,873.75
Books & Periodicals	5521	\$60,000	\$19,218.38	\$40,781.62	32.03%	\$19,218.38	\$1,645.75
Travel	5710	\$450		\$450.00	0.00%		\$0
Dues & Meetings	5730	\$500	\$413.50	\$86.50	82.70%		\$0
TOTAL - GENERAL FUND		\$427,151.00	\$186,295.84	\$240,855.16	43.61%		\$33,808.03
		Start Balance	Expen. To Date	Income to Date	Account Bal		Change in Acct Balance
Memorial Donations	5400	\$51,076.51	\$9,404.75	\$20,690.60	\$62,362.36	5,437.72	-4,968.37
Tuchinsky Fund Interest		\$32,663.02		\$4,016.71	\$36,679.73		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	\$478.94	\$3,700.49		-174.92
Copier & Printer Rev. Fund*	722-4840	\$12,386.19	\$536.78	\$1,313.15	\$13,162.56		116.05
Meeting Room Rev. Fund	723-4840	\$3,347.16		\$175.00	\$3,522.16		0.00
Free Public Library	2017	\$36,900.98	\$6,833.98		\$30,067.00	\$6,833.98	-\$2,415.74
Youth Activities Grant		\$6,386.81	\$765.00		\$5,621.81		0.00
TOTAL - OTHER FUNDS		\$252,556.76	\$21,245.94	\$26,674.40	\$257,985.22	\$38,373.13	(\$7,442.98)

Medway Public Library
Director's Report
December 3, 2019

Programs in November:

- Thursday and Friday Story Times
- Tuesday and Wednesday Toddler Jams
- PAWS to Read
- Cursive Club (3 meetings)
- Dungeons and Dragons (3 meetings)
- Medway Chess Masters
- DINOvember Movies
- Dinosaur Scavenger Hunt
- Bird Photography Program
- Book Club - Lorie Brownell

Makerspace visitor count November 291

Workshops & Classes:

STEAM Thursday - Math - Nov 7 - 10 participants

Oil painting with Trudi - Nov 9 & 30 - 12 people

Young Adult Sewing Workshop (9 patch quilt block pillow) - Nov 13 - 6 participants

STEAM Thursday - Electric Fun - Nov 14 - 9 participants

Craft Tuesday - Dinosaur Placemats - Nov 19 - 9 participants

Adult Sewing Workshop (Upcycled Totebags) - Nov 20 - 9 participants

Creative Tinker Lab workshop Nov 21 - 9 participants.

Arduino Coding and Robotics - began meeting every Monday Night - 11 participants

FTC Sense and Sound robotics team began meeting every Tuesday and Thursday night (about 18 on the team)

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 mornings)

Drop-in Technical Assistance session - every Friday morning from 10am-12pm

Certifications:

3D printer - 2 people

knitting machine 1 person

Sewing machine 1 person

Makerspace Coordinator Diane Busa noticed the large format printer, vinyl cutter, DVD buffer, Epson scanner, vhs/dvd converters, laminator, sewing machines, new workstation, kids activity table, 3D printer & 8mm film converter all being used by patrons.

Upcoming Workshops:

STEAM Thursdays - Math (Moebius Strips), Science (Electronics - continuation 2 more sessions)

Knitting Machine Q&A - Dec 4

Craft Tuesday - Pom-Pom Creatures - Dec 17

Other Stuff:

IMAC connected to Epson scanner and Large Format Printer is having problems. I have emailed IT about it.

Programs in December include:

- Thursday and Friday Story Times (Karen Kassel & Lauren Guagenty)
- Tuesday and Wednesday Toddler Jams
- PAWS to Read
- Gingerbread House Festival - Friends of the Library
- Cursive Club (Eileen Yates)
- Medway Chess Masters
- Photography Club - Lorie Brownell
- Book Club - Lorie Brownell

Children's/YA Librarian Report (Lucy Anderson):

Children's/YA Librarian Lucy Anderson left to start her new job in Minnesota. All of us will miss her greatly. Toddler Jams, Story Times, PAWS to Read and Cursive Club will continue during the search for a new Children's/YA Librarian, and Lucy has arranged for several presenter-led programs, including another visit by Barn Babies.

There were 31 children's programs in November with about 263 people attending (adults and children).

Building & Grounds

I will meet with the Capital Improvement Planning Committee on December 17th to discuss the proposed Capital Improvement requests.

The Department of Public Services is working installing new cabinets, counters, and sink in the Cole Room. Following that project, they will install new countertops in the Study Rooms, to replace the worn countertops which were further water damaged several years ago.

Meetings in November include:

- Department Heads Meeting
- Leadership & Management Section, Massachusetts Library Association meeting
- Capital Planning Review - CIPC Liaison
- Minuteman Library Network Membership (Directors) Meeting

- Massachusetts Library System Symposium - Communities in Crisis: Libraries Respond to the Opioid Epidemic

Meetings in December include:

- Capital Planning Review - CIPC Committee
- Baker & Taylor book vendor presentation

Other

During November, the lower level community space was used after hours for 19 meetings and 20 individuals during the 13 nights it was open.

Margaret Y. Perkins
Library Director