

Medway Public Library Board of Trustees  
Medway Library  
Tuesday, December 1, 2015

**Trustees**

Diane Burkhardt  
Karen Kassel, Secretary  
Cheryl MacNeil  
Chris Monahan, Chair  
John Scott Smith, Vice Chair

Margaret Perkins, Library Director

Meeting called to order 7:04 p.m.

**A. Approval of Agenda**

**KK: Motion** to approve agenda: DB2, vote: unanimously **approved**.

**B. Secretary's Report** (November 3rd)

**DB: Motion** to accept the minutes from November 3 meeting. CM2, vote: unanimously **approved**.

**C. Citizens Speak**

Ed Duggan checked in with Chris about the lighting in the front parking lot. Bobby McGee will send the electrician to measure the lighting and discuss options. Margaret is concerned about minimizing light pollution to the neighbors.

We discussed using lower walkway lighting along the parking spots, such as the "slim light fixtures" shown here:

<http://www.svlighting.com/products/exterior-bollards/vap-slim-306090.aspx>

These fixtures may decrease light pollution as the light will be more directed to where it is most needed; they may also be less expensive. Margaret will discuss this option with Bobby. This work will likely be paid for under "miscellaneous small items" in the DPW budget.

**D. Budget Report**

Margaret distributed the [Budget Report](#) via email.

Since the MakerSpace is a meeting room, money from the meeting room revolving fund can be used to cover some of the work that needs to be done, such as electrical work. We can spend \$1,000 per year from this fund. In addition, funds from the copier revolving fund can be used to purchase supplies for the 3-D printer; we can spend \$2,000 per year from this fund.

## **E. Director's Report**

Margaret distributed the [Director's Report](#) via email.

### Budget planning

Any items we want to add to next year's budget should be submitted by the end of December. Margaret will meet with town administrators in January.

More money for books is the first priority. Margaret would like the entire book budget to be covered by town funds. Presently, some of the book budget comes from Friends money. We would prefer that all the money raised by the Friends be spent on programs, the MakerSpace, and other special projects.

The next priority is to extend Saturday hours as patrons are interested in longer Saturday hours.

### Custodian

Margaret talked to Tom Holder (DPS) about getting more of the custodian's time. Starting January 1<sup>st</sup>, the custodian will do a full library clean 2 nights per week. This is an increase from 1 night per week.

### Action Plan

Margaret also distributed the [Long Range Plan Action Plan](#), based on the Long Range Plan completed this fall. This document may be needed when applying for grants.

### Staffing

Margaret will be hiring to fill 8 hours. She may hire 2, 4-hour people so that we have 2 more people available to cover hours, when necessary.

## **F. Old Business**

### Carpets

Margaret has many large-size carpet samples. The staff and the Library Design Committee each voted for their 2 favorites. The 2 patterns that got the most votes (7 & 6 votes each) are Matrix and Perimeter; both are from Interface, Cubic collection. Before a final decision is made, Margaret,

Bobby, and Katharine are going to visit the Spencer Library, which recently had carpeting installed by Interface.

For the stairs, rubber treads are a good option. They look nice and are more durable. All the Trustees are in favor of the rubber treads.

#### Front parking lights

Discussed in Citizens Speak

#### Wiring the Cole Room and the conference room for video recording

The Library is next on the list, after Town Hall.

#### MakerSpace update/discussion

Funding for the MakerSpace was approved by Town Meeting. The Friends have begun moving the books to the other side of the space. The subcommittee is meeting December 2 at 12:45 with Bobby McGee (project manager), Jonathan (carpenter), and Rich (IT guy).

#### Custodian hours

Discussed under Director's Report

#### Changes to the alarm call list

The procedure (what to do if an alarm is tripped and you are called) needs to be documented, put in a binder, and distributed to Chris and John.

### **G. New Business**

#### Flower pots

Diane and Meg Hamilton spoke about the flower pots outside the front and back doors. If they are not going to be used during the winter, they should be put away until spring. DPW can put them away.

Margaret will first check with a woman who had previously offered to fill and tend the pots.

### **H. Special Programs, Fundraising, Sponsorships**

None discussed

### **I. Adjournment**

**KK: Motion** to adjourn

Meeting adjourned 8:29 p.m.

Next meeting January 5, 2016

Medway Public Library  
Director's Report  
December 1, 2015

**Programs in November:**

- Thursday and Friday Story Times
- Tuesday and Wednesday Toddler Jams
- Dance Classes for preschoolers with Amanda DelPrete
- Wimpy Kid Trivia and Craft
- Elementary Book Club
- Hands on Art History: Abstract Art
- "Science is Everywhere" workshop: Colliding Balls (LSTA grant, 5 attendees)
- Drop-in Thanksgiving Craft
- Paws to Read
- Food for Thought, Food for Life Documentary (6 attendees)
- Big Dream Documentary
- Library Book Group (Lorie)
- LEGO Club - Friends of the Library
- Book Buffet
- Tabletop game night for adults (4 attendees)

**Special upcoming programs in December include:**

- Paws to Read
- Hour of Code
- "Science is Everywhere" workshop: MakeyMakey
- Hands on Art History: Folk Art
- Senior Center Book Group
- 6th Annual Gingerbread Festival - Friends of the Library
- Half Day Craft sessions
- One Minute or Less - Kids' Edition
- Tabletop game night for adults (X-wing miniatures, Catan, Lords of Waterdeep, etc.)
- College Financial Aid
- Local author Dick Lehr (arranged by Karen Kassel)

Ken Kaiser from Cable Access is planning to film some of Lucy's story hours, perhaps monthly.

We wish to thank Medway Community Education for including information on our children's and adult programs in their Winter brochure.

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

- 21 children's programs in October, with 368 people attending (adults & children)

- Lucy ordered books for Easy (picture books), Juvenile Fiction and Juvenile Non-Fiction. The total spent so far this fiscal year for books is 6496.20.
- Lucy visited Burke-Memorial School on Nov. 16 to help them celebrate National Family Literacy Month. During the visit she read books and promoted programs to approximately 300 children

### **Building**

The selected carpet installation company sent us carpet samples in about 8 additional patterns. Most of the carpet selection committee and the staff have voted for their top three choices, and it looks like we have narrowed it down to two options. We are planning a trip to the Spencer Library to see their installation of the same type of carpet. We have discussed carpet for the stairs, or alternatively using rubber/vinyl material, which is durable but more expensive.

The company that does maintenance on the Cole Room divider came to discuss adjusting the divider to allow the new carpet to fit. It is possible that no adjustment will be needed. Replacing the divider would be extremely expensive.

Funding for building the Maker Space was approved at Town Meeting. The electricians have looked at the space, and are preparing to start installing an additional electrical panel and wiring.

An installer came to gather information in order to give the Library an estimate on the cost of replacing the fire alarm system and adding additional fire alarm equipment in the Maker Space.

The pest control company completed routine service.

Bobby McGee has talked to an electrician about measuring light levels in the parking lot, and about alternative light configurations.

### **Meetings**

I attended the following meetings/events in November:

- Minuteman Library Network Directors Meeting, including meeting with Innovate Interfaces, Inc. executives
- Medway Department Heads
- Massachusetts Library System Annual Meeting
- STEM Summit
- Minuteman Library Network Technology Interest Group
- NELA-Information Technology Section
- Metrowest Librarian Program Planners
- Medway Fall Town Meeting
- Medway Library Maker Space Committee

Meetings and events in December include:

- Department Heads Meeting
- Medway Library Maker Space Committee

### **LSTA “Science is Everywhere” Grant**

I spoke at length with representative from the Aldrich Astronomical Society, which provides telescopes, modified for library lending, to many Massachusetts libraries. The program is modeled after a similar program in New Hampshire. Included in the cost is staff training and a presentation to patrons.

I am coordinating with the Ecotarium to schedule three family programs. Museum of Science family programs will be scheduled in the summer, as they do not do traveling programs at libraries during the school year.

### **Other**

During November, the lower level community space was used after hours for 8 meetings and by 20 individuals during the 15 nights it was open. So far this fiscal year, the community space has been used for 50 meetings and by 157 individuals during the 80 nights it has been open.

Tammy’s last day at the Library will be on December 22nd. We will all miss her, but fortunately she will continue to be available as a substitute.

I submitted the Long Range Plan – Action Plan 2017 to the Massachusetts Board of Library Commissioners on November 20, 2015.

Margaret Y. Perkins  
Library Director



<b>Library Name, Municipality Medway Public Library, Medway</b>	<b>YEAR 2017</b>
<b>Director's Name, Email Margaret Y. Perkins, mperkins@minlib.net</b>	

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**Goal (from library's current Long-Range Plan)**

**Goal 1: Library services will be accessible, courteous and responsive to the needs of the community.**

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<b>Objectives (if included in current Long-Range Plan)</b>	<b>Actions</b>	<b>Timeframe for Activity</b>	<b>By Whom (optional)</b>
Expand community access to library resources and services.	Provide a library staff presence at community events including Farmers' Market, Medway Family Day, Medway Pride Day, etc., to distribute information about library events and resources, and to allow citizens to complete online patron library card registrations.	FY2017	Director, Staff
	Develop procedures for Medway students to obtain library cards through schools.	FY2017	Director, Staff
	Use increased budget to expand the collection, particularly media	FY2017	Director, Children's/Teen Librarian
Evaluate workflow, staffing levels, and budget allocation to maximize customer satisfaction with resources and services.	Hire volunteer or paid staff to provide regular training classes in the MakerSpace	FY2017	Director
Develop, encourage, and sustain expertise, skill, commitment, and an innovative spirit in staff to offer the highest level of customer service.	Hold first annual staff training half-day	FY2017	Director, Staff

Provide varied opportunities for community input on the quality of library services.	Seek patron input through social media and regularly post suggestions on the website	FY2017	Director, Staff
	Establish annual focus group	FY2017	Director
Offer regular feedback opportunities for employees.	Hold monthly staff meetings.	FY2017	Director, Staff
	Continue to provide a staff suggestion box.	FY2017	Director

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**Goal (from library's current Long-Range Plan)**

**Goal 2: The Library will meet the public's needs for current and popular materials, information, education, culture, and entertainment.**

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<b>Objectives (if included in current Long-Range Plan)</b>	<b>Actions</b>	<b>Timeframe for Activity</b>	<b>By Whom (optional)</b>
Provide a quality collection of materials in current and emerging formats that reflect borrowing trends, interests, changing habits, and the use patterns of the community.	Continue to use Decision Center software provided through Minuteman Library Network and other resources to help guide allocation of materials budget among children's, young adult, and adult materials, and between non-fiction and fiction.	FY2017	Director, Children's/Teen Librarian
Support education, the development of reading for pleasure, and language and comprehension skills in children and young adults. Provide an environment rich in stories, literature,	Continue to provide a broad range of fiction and non-fiction at all reading levels.	FY2017	Director, Children's/Teen Librarian

reading and research			
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Support education, the development of reading for pleasure, and language and comprehension skills in children and young adults. Provide an environment rich in stories, literature, reading and research	Continue to provide a broad range of fiction and non-fiction at all reading levels.	FY2017	Director, Children's/Teen Librarian
	Work with schools to encourage teachers to send research assignments to Library so sufficient materials for school projects can be provided	FY2017	Director, Children's/Teen Librarian
	Continue to regularly participate in school sponsored Literacy Events	FY2017	Director, Children's/Teen Librarian
	Solicit needs input from home schooling groups	FY2017	Children's/Teen Librarian
Foster interest in self-development among adults with timely, accurate, and reliable information to assist in school, work, and decision making.	Continue to offer career-related and educational electronic resources such as Career Cruising and Mango.	FY2017	Director
	Continue to maintain an up-to-date and comprehensive (within budget constraints) collection of career and self-help non-fiction.	FY2017	Director, Children's/Teen Librarian

	Put out Community Ed class booklets from surrounding towns when new sessions start	FY2017	Director, Staff
Maintain functional and appealing library collections	Continue to regularly and systematically weed books that are out-of-date or in poor condition.	FY2017	Director, Children's/Teen Librarian
	Investigate the feasibility of circulating a variety of materials, such as science and craft equipment and tools	FY2017	Director, Children's/Teen Librarian
Support STEM education	Conduct "Science is Everywhere" grant through September 2016	FY2017	Director, Staff
	Collaborate with local schools and other educational institutions, community groups, and businesses to continue to provide programming and resources in STEM areas after completion of the grant	FY2017	Director, Children's/Teen Librarian
	Offer staff-led or professional STEM programming for children and families at least monthly	FY2017	Director, Children's/Teen Librarian

**Goal (from library's current Long-Range Plan)**

**Goal 3: Residents of all ages will regard the Medway Library as a prominent place to meet and interact with others in the community.**

<b>Objectives (if included in current Long-Range Plan)</b>	<b>Actions</b>	<b>Timeframe for Activity</b>	<b>By Whom (optional)</b>
Make the library facility available to educational, civic, and cultural groups to foster and enhance a sense of community	Continue to publicize the availability of meeting rooms to community groups, town boards, and others, and encourage patrons to reserve rooms online	FY2017	Director, Children's/Teen Librarian

	Install equipment to allow broadcasting of meetings on local access cable television	FY2017	Director to arrange with Medway Cable Access
Create a MakerSpace	Complete construction of technology/craft MakerSpace	FY2017	Director to work with Maker Space Committee and with Medway Dept. of Public Services

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**Goal (from library's current Long-Range Plan)**

**Goal 4: Residents will have access to a variety of innovative programs.**

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<b>Objectives (if included in current Long-Range Plan)</b>	<b>Actions</b>	<b>Timeframe for Activity</b>	<b>By Whom (optional)</b>
Expand current library programs and strengthen community outreach through targeted programming.	Increase adult and family programming by a minimum of two new programs annually involving areas from science to cultural traditions, customs, and holidays	FY2017	Director, Children's/Teen Librarian
	Encourage schools, local artists and performers and authors to participate in programs	FY2017	Director, Children's/Teen Librarian
	Work with schools, family shelters, and nursing homes to begin to identify unmet needs for those with special needs.	FY2017	Director, Children's/Teen Librarian

	Work with family shelters and preschools to provide regular story hours	FY2017	Director, Children's/Teen Librarian
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**Goal (from library's current Long-Range Plan)**

**Goal 5: Library patrons will have access to a broad range of technology.**

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<b>Objectives (if included in current Long-Range Plan)</b>	<b>Actions</b>	<b>Timeframe for Activity</b>	<b>By Whom (optional)</b>
Medway Public Library will employ new technologies to deliver and facilitate access to library resources and services.	Identify and evaluate future technology needs; develop strategies to meet those needs through listservs and by attending programs and conferences sponsored by library associations and MLS, and relevant MLN interest group meetings,	FY2017	Director, Staff
	Investigate feasibility of integrating emerging technologies into library services.	FY2017	Director, Staff
	Continue to utilize web and social networking tools and emerging on-line resources	FY2017	Director, Staff

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**Goal (from library's current Long-Range Plan)**

**Goal 6: The Library will develop a comprehensive public relations campaign to increase visibility and raise the public's awareness of the many services and opportunities available.**

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<b>Objectives (if included in current Long-Range Plan)</b>	<b>Actions</b>	<b>Timeframe for Activity</b>	<b>By Whom (optional)</b>
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Develop, implement, and update a complete marketing plan to inform, support, engage, and excite the community.	Continue to issue timely press releases of library activities, special events, and programs. Send press releases to local newspapers, radio stations, cable access, MLN libraries, nearby non-MLN libraries.	FY2017	Director, Children's/Teen Librarian
	Develop a display cycle to market new and featured materials at Town Hall and Senior Center through 2020. Regularly post program flyers at both locations.	FY2017	Director, Children's/Teen Librarian
	Continue to provide concise, attractive signs throughout the library.	FY2017	Director, Staff
	Continue to promote library services to schools and other community groups.	FY2017	Director, Children's/Teen Librarian
Investigate effective ways to provide library services to the underserved.	Begin to develop a list of organizations and agencies that work with the disadvantaged	FY2017	Director, Staff
	Begin to investigate delivery of library services to Medway homebound patrons, elderly housing complexes, nursing homes, and family shelters	FY2017	Director, Staff

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**Goal (from library's current Long-Range Plan)**

**Goal 7: Medway Public Library will be an inviting and safe part of the community.**

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<b>Objectives (if included in current Long-Range Plan)</b>	<b>Actions</b>	<b>Timeframe for Activity</b>	<b>By Whom (optional)</b>
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Evaluate the facility, its systems, and procedures to increase safety and enhance efficiency.	Continue to maintain emergency readiness status of all staff through appropriate training. Work with fire/police to conduct workshops to help employees respond to workplace emergencies	FY2017	Director, Staff
	Review annually all policies and procedures related to patron behavior, order, safety, and security	FY2017	Director
	Work with Town to develop a disaster plan, based on town-wide plan.	FY2017	Director
	Work with the Medway Emergency Planning Committee to ensure that the Library is available and equipped to serve as a staging area and/or shelter in the event of an emergency.	FY2017	Director
	Replace the roof and gutters	FY2017	Director to work with Medway Dept. of Public Services
Enhance the aesthetics of the library.	Maintain a clean environment with welcoming and inviting entrances	FY2017	Director to arrange with Medway Dept. of Public Services
	Add a quiet area	FY2017	Director

	Investigate a coffee area	FY2017	Director
	Decorate physical space to appeal to the visual sense	FY2017	Director, Staff
	Replace some tall book shelving units with unused space at the top with shorter units	FY2017	Director, Staff

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**Goal (from library's current Long-Range Plan)**

**Goal 8: The library will explore creative ways to ensure fiscal sustainability of library services.**

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<b>Objectives (if included in current Long-Range Plan)</b>	<b>Actions</b>	<b>Timeframe for Activity</b>	<b>By Whom (optional)</b>
Use volunteers efficiently	Develop and update recruitment and evaluation criteria for all volunteers.	FY2017	Director
Pursue non-municipal funding sources	Support staff in seeking grant funding.	FY2017	Director, Children's/Teen Librarian
	Seek grants for special programs and projects	FY2017	Director, Children's/Teen Librarian

	Continue to encourage donations and bequests to the Library's Gift Fund	FY2017	Director
Identify, initiate, and foster collaborative ventures that maximize the use and distribution of library and community resources.	Identify partnerships and collaborative and cross-marketing opportunities.	FY2017	Director, Children's/Teen Librarian

<b>Medway Public Library Budget Report 12/1/2015</b>							
Account	Acct #	Start Balance	Expen. To Date	End Balance	% Spent	Current Month Expenditures	Materials Expenditures
Salaries - Full Time	5110	\$156,474	\$57,773.59	\$98,700.41	36.92%	\$11,731.19	
Salaries - Part Time	5111	\$70,681	\$27,556.50	\$43,124.50	38.99%	\$6,006.99	
Longevity	5150	\$1,200	\$1,100.00	\$100.00	91.67%	\$1,000.00	
Electricity	5211	\$20,000	\$9,000.57	\$10,999.43	45.00%	\$1,329.64	
Heating Fuel	5212	\$7,800	\$411.97	\$7,388.03	5.28%	\$163.20	
Trash	5232	\$2,734	\$615.38	\$2,118.62	22.51%	\$0.00	
Water & Sewer	5231	\$291	\$78.82	\$212.18	27.09%	\$0.00	
R & M Miscellaneous	5240	\$6,100	\$1,577.00	\$4,523.00	25.85%	\$737.00	
Telephone	5341	\$1,200	\$364.07	\$835.93	30.34%	\$26.63	
Supplies	5400	\$3,000	\$1,198.26	\$1,801.74	39.94%	\$75.68	
Postage	5343	\$100		\$100.00	0.00%	\$0.00	
OPS - (Minuteman bill)	5380	\$23,605	\$23,196.36	\$408.64	98.27%	\$0.00	
OPS - (programs)	5380	\$5,598	\$2,530.00	\$3,068.00	45.19%	\$384.00	
Media Materials	5427	\$6,000	\$1,513.04	\$4,486.96	25.22%	\$433.43	\$1,513.04
Books & Periodicals	5521	\$32,954	\$11,990.11	\$20,963.89	36.38%	\$2,542.85	\$11,990.11
Travel	5710	\$400	\$388.41	\$11.59	97.10%	\$242.54	
Dues & Meetings	5730	\$500				\$0.00	
<b>TOTAL - GENERAL FUND</b>		<b>\$338,637.00</b>	<b>\$139,294.08</b>	<b>\$199,342.92</b>	41.13%	<b>\$24,673.15</b>	
		Start Balance	Expen. To Date	Income to Date	Account Bal	Current Month Net	
Memorial Donations	5400	\$39,787.84	\$3,699.67	\$495.61	\$36,583.78	(\$460.03)	3,284.69
Tuchinsky Fund Interest*		\$30,075.47		\$45.64	\$30,121.11	\$22.64	
Tuchinsky Fund Principal		\$102,924.12		\$225.63	\$103,149.75	\$56.91	
Library Restitution Fund	706-4773	\$108.33	\$24.15	\$423.78	\$507.96	\$13.00	
Copier & Printer Rev. Fund	722-4840	\$7,552.85		\$665.72	\$8,218.57	\$69.40	

Meeting Room Rev. Fund	723-4840	\$3,330.76	\$64.00	\$75.00	\$3,341.76	(\$14.00)	
Free Public Library*	2017	\$11,022.94	\$10,483.16	\$7,810.04	\$8,349.82	\$7,810.04	\$10,278.16
STEM Grant		\$7,500.00	\$125.05		\$7,374.95	(\$125.05)	
<b>TOTAL - OTHER FUNDS</b>		<b>\$202,302.31</b>	<b>\$14,396.03</b>	<b>\$9,741.42</b>	<b>\$197,647.70</b>	<b>\$7,372.91</b>	<b>\$27,066.00</b>
*Correction							