

Medway Public Library Board of Trustees  
April 5, 2016  
7:00 p.m.  
Medway Public Library

**Trustees**

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

Margaret Perkins, Library Director

Meeting called to order 7:05 p.m.

**A. Approval of Agenda**

**KK: Motion** to approve agenda. CM2; vote: unanimously approved.

**B. Secretary's Reports** (March 1, March 29)

**CB: Motion** to approve secretary's report from March 1, 2016. JSS2; vote: unanimously approved.

**CB: Motion** to approve secretary's report from March 29, 2016. CM2; vote: unanimously approved.

**C. Citizens Speak**

None present.

**D. Budget Report**

Margaret distributed the [budget report](#) via email. The Trustees reviewed the report. There is nothing out of the ordinary to discuss.

**E. Director's Report**

Margaret distributed the [director's report](#) via email.

The 4-H club will be hatching chicks in the MakerSpace. Margaret and Lucy are still considering a library pet, probably a guinea pig.

**F. Old Business**

Carpets

The installation is complete; it was done quickly and with little disruption to

library services.

The carpet and installation cost less than was budgeted; the remaining money can be used for other capital expenses. The funds must be used by the end of June 2017. The staff suggested creating an outdoor seating area, perhaps by enclosing the upper level ramp. Other suggestions from the Board include redoing landscaping and replacing some furniture. At a later date, the Trustees will generate a list of ideas.

#### Front parking lights

The Town Energy Manager will look for grants for exterior lighting. The Trustees are still interested in the medium-height area lights; Margaret has mentioned this to Bobby MaGee before and will bring it up again.

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

Still waiting on this from Town Hall.

#### MakerSpace update/discussion

The MakerSpace continues to move along. The electrician has gotten a lot of work done; the slop sink is mostly done; and the furnace has been encircled by a 4-foot wall.

Mary Becotte is helping to promote the MakerSpace. She will take some photos and put them in the town newsletter.

JSS: Newton has a MakerSpace and they use Meetup.com to promote their programs. Meetup is fairly inexpensive and is a good means to promote programs; we should consider using it for our MakerSpace.

We will have a booth at Medway Pride Day to promote the MakerSpace.

#### Director evaluation

Chris distributed the compiled Director Evaluation and we reviewed it with Margaret.

Margaret distributed a draft of the revised [collection development policy](#).

### **G. New Business**

None discussed.

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

None discussed.

## **I. Adjournment**

**DB: Motion** to adjourn.

Meeting adjourned 9:14 p.m.

Next meeting May 3, 2016

Medway Public Library  
Director's Report  
April 4, 2016

**Programs in March:**

- Thursday and Friday Story Times
- Tuesday and Wednesday Toddler Jams
- LEGO Club – Friends of the Library
- PAWS to Read
- Drop-In Spring Craft
- Minecraft Craft Program
- “Science is Everywhere” Genetics Part II
- Hands-on Art History - Architecture
- Snap Circuits Green Discovery Days
- Tabletop Game Night for Adults
- Elementary Book Club
- Southern Rail Concert – Friends of the Library
- “Science is Everywhere” Ecotarium Program – Sun Angle and Seasons
- Library Book Group (4 participants)
- Senior Center Book Group (3 participants)
- Health and Wellness Book Group

**Special upcoming programs in April include:**

- Paws to Read
- “Science is Everywhere” Engineering with ecobots
- Hands on Art History
- Barn Babies Sessions 1 & 2
- Reading is Magic – Ed the Wizard
- Elementary Book Club
- Family Movie – Library and Friends
- Tabletop Game Night for Adults
- LEGO Club – Friends of the Library
- Senior Center Book Group (Lorie)
- Library Book Group (Lorie)
- Health and Wellness Book Group (Karen Kassel)
- Audubon Presentation – Medway Conservation Land

The Gazebo Players of Medfield, who plan to perform a Shakespeare play in Choate Park this summer, will use the Cole Room for some rehearsals and to store the scenery briefly, and will perform at the Library in the event of rain.

The Library will co-sponsor a documentary film night with the Community Farm in May.

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

There were 21 children's programs in March, with 368 people attending (adults and children).

I ordered some new and replacement titles for the J and Easy collections. The total spent so far this fiscal year for books is 11,992.79.

I am halfway through weeding Easy (picture books).

**Building**

The Town Energy Manager has submitted a grant application for funds for retrofitting the Library's lighting with LED's. Unfortunately this grant will only apply to interior lights, but he plans to try to find a grant for exterior lighting at a later date.

The installation of the sink in the Maker Space is almost complete, and the electricians are working on installing lights and outlets. Security cameras have been installed.

The carpet installation was completed quickly and with a minimum of disruption. Patrons and staff are very pleased with the new carpet and stair covering.

The company that installed our Energy Management System will soon upgrade the system to include the Maker Space and to eliminate the need to use a computer with an out of date version of Java in order to adjust the controls.

Routine pesticide service was completed.

**Technology**

The Library has purchased a color printer for patrons, through Richard Boucher. It has been delivered but it has not yet been installed. He is also going to find a used printer for Tech Services, since the Dell printer there has stopped functioning.

**Meetings**

- I attended the following meetings/events in March:
- Computers in Libraries Conference
  - Metrowest Program Planners (at Medway Library)
  - Massachusetts Library System – Strategic Planning
  - Minuteman Library Network Membership (Directors)

### **Meetings and events in April include:**

- Computers in Libraries Conference, March 8th-10th
- Department Heads
- Metrowest Program Planners (at Medway)
- Metrowest Readers Advisory
- Massachusetts Library System Community Planning Meeting
- Minuteman Library Network Membership (Directors) meeting

All Library employees have attended or will attend the Town's Harassment training in April.

April is Poetry Month. The Library has posted a challenge to patrons to submit an original haiku or poem that will be displayed. Everyone who submits one can get a coupon for a free book at the Friends' book sale.

I have purchased more seeds for the Seed Library and Paula is packaging and labeling them. I plan to have a speaker from Master Gardeners come in to give a presentation, possibly on composting.

### **LSTA "Science is Everywhere" Grant**

The 4-H short-term "Impact" Embryology Club will get underway as soon as the Maker Space is mostly complete. Laura has offered to loan us an incubator so that we can hatch chicks.

### **Other**

During March, the lower level community space was used after hours for 14 meetings and 36 individuals during the 19 nights it was open. So far this fiscal year, the community space has been used for 91 meetings and 271 individuals during the 145 nights it has been open.

I met with Fire Chief Jeff Lynch to discuss his placement recommendations for our 5 new carbon monoxide detectors.

All staff and town committee members, including Library Trustees, need to complete online state ethics training every two years at <http://www.mass.gov/ethics/conflict-of-interest-law-online-training-programs.html>. At the completion of the training, there is a short multiple choice test. This needs to be printed out and given to the Town Clerk. Do not use Chrome, because it doesn't print correctly from this browser.

Art work will be displayed in the Conference Room during May and June.

Margaret Y. Perkins  
Library Director

## Medway Public Library Collection Development Policy

4/5/2016

The Medway Public Library endorses the Library Bill of Rights and Freedom to Read Statements of the American Library Association as herein appended. These statements endorse freedom of access to information and literary materials. Medway Library's Collection Development Policy is based on the Library's Mission Statement and Values:

### Mission

The Medway Public Library is an indispensable part of the community, dedicated to providing residents of all ages with dynamic collections, innovative programs and wide-ranging and sustainable services.

### We Value:

Our patrons and their opinions, capabilities, needs, and interests

A skilled, knowledgeable and courteous staff

Freedom of information

Equitable access to library resources and services

Creative solutions, integrity, and innovation

Collection development is limited only by budgetary constraints and the following selection criteria:

- Contemporary significance or current usefulness or interest
- Authority and competence of presentation
- Importance as an historical record or permanent value
- Requests from users of the library
- Physical quality of format and binding
- Presentation of all views on controversial issues
- Balance of special group interest with general demand
- Cost in relation to the individual title and to the overall collection
- Selection of materials for the adult collection on the basis of adult needs (selection will not be restricted by the possibility that children may obtain material their parents consider inappropriate)
- Selection of materials on the basis of recommendations of accepted established review sources such as Booklist, Library Journal, Horn Book, School Library Journal, New York Times, etc.
- Weeding and discarding of materials from the collection on a systematic basis as necessitated by space limitations, obsolescence of material, lack of use over an extended period of time, physical condition of item, and acquisition of new materials. The same criteria that are applied to the purchase of new books will be applied to the weeding of books.

The inclusion of any item in the Library's collection does not constitute an endorsement by the Library or the Town of the item's contents.

Requests from patrons to withdraw materials from the collection are to be made to the Library Director, using the Request for Reconsideration of Library Material form. The Director, in consultation with the appropriate staff member(s), will re-examine the item in question. A decision on the suitability of the item for inclusion in the Medway Public Library collection will be made based on the Library's Collection Development Policy.

### Children's/Young Adult Collections

Responsibility for children's reading selections rests with their parents or guardians. Therefore, parents and guardians are advised to note the suitability of books for each child. The same selection criteria listed above apply to children and young adults.

### Gifts

The Library appreciates gifts and accepts them with the following provisos:

- The same criteria apply to the incorporation of gifts into the collection as apply to the selection of books and other library materials.
- The Library reserves the right to administer gifts in the best interests of the Library, including but not limited to transferring materials to the Friends of the Library for sale in their book sales.

### Exhibits

The Library encourages displays and exhibits, but assumes no responsibility for restitution in the case of damage or theft.



<b>Medway Public Library Budget Report 4/1/2016</b>							
Account	Acct #	Start Balance	Expen. To Date	End Balance	% Spent	Current Month Expenditures	Materials Expenditures
Salaries - Full Time	5110	\$156,474	\$111,353.95	\$45,120.05	71.16%	\$12,151.35	
Salaries - Part Time	5111	\$70,681	\$53,601.17	\$17,079.83	75.84%	\$6,104.38	
Longevity	5150	\$1,200	\$1,200.00	\$0.00	100.00%	\$0.00	
Electricity	5211	\$20,000	\$13,433.04	\$6,566.96	67.17%	\$1,414.97	
Heating Fuel	5212	\$7,800	\$2,650.01	\$5,149.99	33.97%	\$669.79	
Trash	5232	\$2,734	\$1,846.14	\$887.86	67.53%	\$615.38	
Water & Sewer	5231	\$291	\$209.69	\$81.31	72.06%	\$63.08	
R & M Miscellaneous	5240	\$6,100	\$3,159.00	\$2,941.00	51.79%	\$280.00	
Telephone	5341	\$1,200	\$796.11	\$403.89	66.34%	\$84.52	
Supplies	5400	\$3,000	\$2,740.11	\$259.89	91.34%	\$463.99	
Postage	5343	\$100	\$249.92	(\$149.92)	249.92%	\$0.00	
OPS - (Minuteman bill)	5380	\$23,605	\$23,196.36	\$408.64	98.27%	\$0.00	
OPS - (programs)	5380	\$5,598	\$5,636.00	(\$38.00)	100.68%	\$384.00	
Media Materials	5427	\$6,000	\$3,369.50	\$2,630.50	56.16%	\$1,198.10	\$3,369.50
<b>Books &amp; Periodicals*</b>	5521	\$32,954	\$23,088.41	\$9,865.59	70.06%	-\$377.12	\$23,088.41
Travel	5710	\$400	\$316.36	\$83.64	79.09%	\$16.38	
Dues & Meetings	5730	\$500	\$466.50	\$33.50	93.30%	\$0.00	
<b>TOTAL - GENERAL FUND</b>		<b>\$338,637.00</b>	<b>\$247,312.27</b>	<b>\$91,324.73</b>	<b>73.03%</b>	<b>\$23,068.82</b>	
		Start Balance	Expen. To Date	Income to Date	Account Bal	Current Month Net	
Memorial Donations	5400	\$39,787.84	\$8,003.41	\$2,306.51	\$34,090.94	(\$2,229.61)	5,765.89
Tuchinsky Fund Interest		\$30,075.47		\$90.54	\$30,166.01	\$10.75	
Tuchinsky Fund Principal		\$102,924.12		\$447.78	\$103,371.90	\$53.21	
Library Restitution Fund	706-4773	\$108.33	\$10.00	\$796.63	\$894.96	\$113.95	
Copier & Printer Rev. Fund	722-4840	\$7,552.85	\$538.99	\$1,401.83	\$8,415.69	\$290.45	

Meeting Room Rev. Fund	723-4840	\$3,330.76	\$184.00	\$325.00	\$3,471.76	\$55.00	
Free Public Library	2017	\$11,022.94	\$16,024.06	\$7,810.04	\$2,808.92	(\$5,540.90)	\$12,432.16
STEM Grant		\$7,500.00	\$1,641.05		\$5,858.95	(\$290.00)	
<b>TOTAL - OTHER FUNDS</b>		<b>\$202,302.31</b>	<b>\$26,401.51</b>	<b>\$13,178.33</b>	<b>\$189,079.13</b>	<b>(\$7,537.15)</b>	<b>\$44,655.96</b>
*corrected							