

Medway Public Library Board of Trustees  
February 2, 2016  
7:00 p.m.  
Medway Public Library

**Trustees**

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

Margaret Perkins, Library Director

Meeting called to order 7:02 p.m.

**A. Approval of Agenda**

**KK: Motion** to approve agenda. CM2. **Vote:** unanimously approved.

**B. Secretary's Report (January 5th)**

**CB: Motion** to accept minutes from January meeting. CM2. **Vote:** unanimously approved.

**C. Citizens Speak**

None present.

**D. Budget Report**

Margaret distributed the [budget report](#) via email. Nothing unusual in the budget this month.

**E. Director's Report**

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

Building concerns

Carpet installation is scheduled for February.

Fire alarm system should be updated by the end of March.

The Library doesn't have carbon monoxide detectors. They cost a few hundred dollars to purchase. Margaret will look into buying those.

FY2017 budget

In her proposed 2017 budget, Margaret increased the materials budget and added money to allow the Library to open on Saturdays in the

summer; a total of just over \$21,000. Michael Boynton cut this increase, returning the Library budget to last year's level. Mr. Boynton offered to talk with John Foresto and try to figure out how to get the \$21,000 for the Library.

During the budget process last year, the Town Administrator took the Library's increase out of the budget, and the Board of Selectman put it back; That may happen this year, too.

## **F. Old Business**

### Carpets

The carpet and other flooring have been chosen. Installation will begin February 22 and should be completed in ten days. See the [Director's Report](#) for more info.

### Front parking lights

Margaret talked with the town's energy manager about the lights; he will follow up. See Margaret's notes in [Director's Report](#).

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

Nothing new on this.

### MakerSpace update/discussion

The Trustees toured the MakerSpace, which is progressing quickly. The walls are framed. The next MakerSpace subcommittee meeting is Weds., February 10 at 1 p.m.

## **G. New Business**

### Director evaluation

The Director Evaluation is scheduled for the April Board meeting. Prior to the March meeting, each Trustee will review the Director Evaluation document. At the March meeting, we will discuss changes to the document and approve the updated version. (The Director Evaluation document, last revised January 2015, will be emailed to the Trustees.)

Each Trustee will complete the Director Evaluation on his/her own time in March and submit their evaluation to Chris by **Tuesday, March 22**. Chris will compile the evaluation results. The Board will present and discuss the evaluation with Margaret at the April meeting (April 5).

### Re-election

Carol's and Karen's terms are up this spring. Carol will not be seeking re-

election; Karen will seek re-election.

### Event Keeper

Event Keeper is used to schedule every use of the Library rooms, including Library programs, town meetings, Girl Scout/Boy Scout & similar meetings, private meetings, paid programs conducted by people who pay for the room, etc. Only the Library programs are displayed to the public in the Calendar section of the website.

A staff member has suggested that every use of the rooms should be displayed so that the public is aware of the great variety of things going on at the Library. Margaret feels that there are many things that should remain private, and she doesn't want the Library to appear to be advertising programs that people are charging money for.

After a brief discussion we decided that all Library and Town government events should be public. The closed groups (e.g., Girl Scouts, support groups) should remain private. Posting of other types of events can be decided at the Director's discretion.

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

None discussed.

### **I. Adjournment**

**CB: Motion** to adjourn. CM2. Meeting adjourned 8:42 p.m.

Next meeting March 1, 2016

Medway Public Library  
Director's Report  
February 1, 2016

**Programs in January:**

- Thursday and Friday Story Times
- Tuesday and Wednesday Toddler Jams
- LEGO Club – Friends of the Library
- PAWS to Read
- Toddler Dance Class with Amanda DelPrete
- GoldiBlox Adventure Hour
- Science is Everywhere – Nanotechnology
- Tabletop Game Night for Adults (3 participants)
- Hands-on Art History: Native American Sand Painting
- Registry of Deeds Program (6 participants)
- Health and Wellness Book Group (3 participants)
- Library Book Group
- Senior Center Book Group (3 participants)
- Try-It Tuesday: Teen Art Night
- Elementary Book Club
- Ecotarium: Threatened Species - Turtles

**Special upcoming programs in February include:**

- Paws to Read
- Groundhog Day Drop-In Craft
- Winter PJ Storytime
- Book Buffet
- Hands-on Art History
- Snap Circuits Discovery Day
- PAWS to Read 4<sup>th</sup> Anniversary Party
- Elementary Book Club
- Teen Book Club
- Tales of Enchantment, Diane Edgecomb - Storyteller
- Leap Day Party
- NFL Journalist Greg Bedard
- Try It Tuesday – Teen Art Night
- “Science is Everywhere” workshop with Kim Pond: Genetics Part I
- Tabletop Game Night for Adults
- Senior Center Book Group (Lorie)
- Library Book Group (Lorie)
- LEGO Club – Friends of the Library

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

- There were 21 children's programs in January, with 421 people attending (adults and children).
- One Teen program had one participant.
- Attended a meeting of the Young Adult Collaborative Group sponsored by MLS and a webinar for Summer Reading Program preparation.
- Attended Boston Book Buzz (spring publisher preview) and the Exhibit Hall of the American Library Association Mid-Winter conference.
- I ordered some copies of the winners upon the announcement of the Youth Media Awards during the ALA conference. In January our subscription to Junior Library Guild renewed. The total spent so far this fiscal year for books is 11,114.55.
- The Lions Club approved a small grant proposal to purchase book/cd kits for the Children's area.
- In the process of weeding Juvenile Biographies.

### **Building**

Contractors returned to install downspouts on the back of the Library building.

The Friends shelving is in place, and DPS is working on building the walls in the Maker Space. The metal studs are up. The electrical and HVAC work is expected to be completed by the end of March.

The fire alarm system will be upgraded, also by the end of March, including installing a pull-box, alarm, and emergency exit sign in the Maker Space.

Bobby McGee and I met with the carpet vendor on February 1, and finalized the color selections for the cove base, rubber flooring behind the circulation desk, and the VCT tile for the staff kitchen. Installation will begin the week of February 22<sup>nd</sup>, after February school vacation. The workers will work from 6 am until 2 pm, and the entire process should be completed within 10 days.

Bob Weiss, the Town's Energy Manager, sent out an email asking for ideas for energy improvements from Town Departments, with the goal being to reduce energy usage. I discussed the parking lot lighting situation with him, and he looked at the lighting when he was at the Library for a meeting. In addition to our concerns, he mentioned that there may be light trespass issues. He suggested finding a lighting professional to analyze the situation. He is going to look into it, and said that he is interested in considering the project.

One of the staff asked whether the building had carbon monoxide detectors. It does not. The Fire Chief said that although they are not required, they are inexpensive.

An additional day of cleaning has been added to the previous schedule of weekly cleaning plus two additional restroom cleanings.

### **FY17 Budget Meeting**

The Town Administrator's budget cut \$21,309 from the materials line items in Library's proposed budget, but this will hopefully not be the final figure.

### **Meetings**

- I attended the following meetings/events in January:
- Department Heads
  - ALA Midwinter – Exhibits
  - Maker Space Walls/sprinklers
  - Selectmen – approval of carpet vendor contract
  - Mary Becotte, Medway's new Communication Director
  - Minuteman Library Network Membership
  - Minuteman Library Network Technology Interest Group
  - Minuteman Library Network Reference Interest Group
  - Readers Advisory Meeting
  - FY17 Library Budget Meeting

- Meetings and events in February include:
- Department Heads
  - Legislative Breakfast
  - Minuteman Library Network Strategic Planning Focus Group
  - Carpet Vendor
  - Learning Express Vendor (Remote)
  - NELA/Information Technology Section
  - MLS Continuing Ed: Building Support for Gender Diversity in the Library

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

The Ecotarium presented an excellent, interactive program on land use design and protecting endangered species.

The Town's new Communication Director, Mary Becotte, came to the Nanotechnology workshop to take photographs. It will be very helpful to have her on board to publicize Library events and resources.

### **Other**

During December, the lower level community space was used after hours for 13 meetings and 27 individuals during the 15 nights it was open. So far this fiscal year, the community space has been used for 69 meetings and 211 individuals during the 111 nights it has been open.

The Lions Club gave the Library a generous donation to purchase children's books with accompanying CD's.

The spending limit for the Copier/Printer Revolving Fund has been increased from \$2,000 to \$3,000 in the Annual Town Meeting warrant.

The State Aid Review Committee sent out a survey on recommendations on changes to the State Aid to Public Libraries program, which will be presented to the MBLC on February 4<sup>th</sup>.

Margaret Y. Perkins  
Library Director

<b>Medway Public Library Budget Report 1/4/2016</b>							
Account	Acct #	Start Balance	Expen. To Date	End Balance	% Spent	Current Month Expenditures	Materials Expenditures
Salaries - Full Time	5110	\$156,474	\$87,051.26	\$69,422.74	55.63%	\$17,390.56	
Salaries - Part Time	5111	\$70,681	\$42,196.96	\$28,484.04	59.70%	\$8,841.66	
Longevity	5150	\$1,200	\$1,200.00	\$0.00	100.00%	\$0.00	
Electricity	5211	\$20,000	\$11,240.11	\$8,759.89	56.20%	\$1,082.82	
Heating Fuel	5212	\$7,800	\$1,269.15	\$6,530.85	16.27%	\$512.88	
Trash	5232	\$2,734	\$1,230.76	\$1,503.24	45.02%	\$0.00	
Water & Sewer	5231	\$291	\$146.61	\$144.39	50.38%	\$0.00	
R & M Miscellaneous	5240	\$6,100	\$2,059.00	\$4,041.00	33.75%	\$0.00	
Telephone	5341	\$1,200	\$582.92	\$617.08	48.58%	\$88.78	
Supplies	5400	\$3,000	\$1,721.78	\$1,278.22	57.39%	\$135.66	
Postage	5343	\$100	\$249.92	(\$149.92)	249.92%	\$4.92	
OPS - (Minuteman bill)	5380	\$23,605	\$23,196.36	\$408.64	98.27%	\$0.00	
OPS - (programs)	5380	\$5,598	\$4,916.00	\$682.00	87.82%	\$480.00	
Media Materials	5427	\$6,000	\$2,023.43	\$3,976.57	33.72%	\$195.68	\$2,023.43
Books & Periodicals	5521	\$32,954	\$20,366.28	\$12,587.72	61.80%	\$3,055.39	\$20,366.28
Travel	5710	\$400	\$285.14	\$114.86	71.29%	\$44.23	
Dues & Meetings	5730	\$500	\$466.50	\$33.50	93.30%	\$0.00	
<b>TOTAL - GENERAL FUND</b>		<b>\$338,637.00</b>	<b>\$200,202.18</b>	<b>\$138,434.82</b>	<b>59.12%</b>	<b>\$31,832.58</b>	
		Start Balance	Expen. To Date	Income to Date	Account Bal	Current Month Net	
Memorial Donations	5400	\$39,787.84	\$4,357.40	\$1,365.51	\$36,795.95	\$160.45	3,887.76
Tuchinsky Fund Interest		\$30,075.47		\$68.30	\$30,143.77	\$11.52	
Tuchinsky Fund Principal		\$102,924.12		\$337.71	\$103,261.83	\$56.97	
Library Restitution Fund	706-4773	\$108.33	\$10.00	\$650.68	\$749.01	\$163.10	
Copier & Printer Rev. Fund	722-4840	\$7,552.85	\$538.99	\$896.22	\$7,910.08	(\$152.80)	

Meeting Room Rev. Fund	723-4840	\$3,330.76	\$64.00	\$125.00	\$3,391.76	\$25.00	
Free Public Library	2017	\$11,022.94	\$10,483.16	\$7,810.04	\$8,349.82	\$0.00	\$10,278.16
STEM Grant		\$7,500.00	\$1,351.05		\$6,148.95	\$0.00	
<b>TOTAL - OTHER FUNDS</b>		<b>\$202,302.31</b>	<b>\$16,804.60</b>	<b>\$11,253.46</b>	<b>\$196,751.17</b>	<b>\$264.24</b>	<b>\$36,555.63</b>

