

Medway Public Library Board of Trustees
Medway Library
Tuesday, January 5, 2016

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 7:06 p.m.

A. Approval of Agenda

KK: Motion to approve agenda. CB2; vote: unanimously approved.

B. Secretary's Report (December 1st)

DB: Motion to approve secretary's report from December 1 meeting as written. CM2: in favor 5, abstain 1 (CB).

C. Citizens Speak

Chris talked with Ed; Chris updated him on the plans for the parking lot lighting and the carpeting. All Trustees agreed the lighting is sufficient this time of year. There are no leaves on the trees to block the lighting from the tall fixtures near the street, so this may be a summer-time issue. We are still considering the waist-high area lights.

Margaret has not received any complaints from patrons about the lighting.

D. Budget Report

Margaret distributed the [budget report](#) via email.

Margaret spent money from the STEM grant fund to purchase a telescope and related accessories.

E. Director's Report

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

Library pet

Margaret and Lucy are considering getting a pet for the library. The Trustees are in favor of this.

Custodian time

DPS had planned to increase the custodian's hours starting January 1, but they do not have the money for this in their budget now. For FY2017, Margaret has requested additional funds from the DPS budget to increase the custodian to two full cleanings per week. This will likely be approved.

Until FY2017, Margaret suggests funding an increase in the custodian's time with Library funds (from either Free Public Library fund or Memorial donations). This would cost about \$1800. The Trustees agree that this is a good idea.

F. Old Business

Carpet replacement

The contract has been signed. They are still finalizing the flooring behind the desk, which will be rubber. Rubber treads will also be used on the steps.

Front parking lights

Discussed during Citizen Speak. The lighting is okay for now, but may be more of an issue when leaves are on the trees and could block some of the light. All are in favor of the waist-high lights, which would fit with the town's lighting guidelines.

Wiring Cole Room and conference room for video recording

Nothing new on this.

MakerSpace update/discussion

We checked out the area; a lot of progress has been made in the space. They are still deciding on the height for the dividing walls. Need to allow enough room up top for sprinklers to reach all areas.

Chris' recommendation: make the walls as high as they can without interfering with ventilation or sprinklers.

G. New Business

FY2017 budget

Margaret distributed, via email, the [proposed FY2017 budget](#).

1st priority: more money for book budget, so all of book budget is covered by town funds.

2nd priority: open the Library on Saturdays in the summer (10am-2pm). Only 10 Saturdays; would cost about \$1200.

Also need more custodian time, which Margaret requested in the DPS budget (already discussed).

Revolving funds

Do we want to change the amount of money that we can spend from the copier/printer revolving fund and meeting room revolving fund? These funds have a maximum yearly withdrawal of \$1,000-\$2,000. This needs to be changed in the Town Warrant; which is done in early February.

We are making more in those funds than we are spending.

Copier/printer revolving fund has about \$8,000. Margaret has purchased toner and other supplies, but only spent about \$270. She would like to purchase a color printer.

All agree that we should increase the amount we can spend from each of these funds \$1,000 per year.

H. Special Programs, Fundraising, Sponsorships

None discussed.

I. Adjournment

KK: Motion to adjourn. **CB2, vote:** unanimously approved.

Meeting adjourned 8:56 p.m.

Next meeting February 2, 2016

Medway Public Library
Director's Report
January 5, 2016

Programs in December:

- Thursday and Friday Story Times
- Tuesday and Wednesday Toddler Jams
- Dance Classes for preschoolers with Amanda DelPrete?
- One Minute or Less: Kids' Edition
- Elementary Book Club
- Hour of Code
- Half Day Craft
- Hands-on Art History: Folk Art
- Science is Everywhere: Makey Makey Workshop
- Paws to Read
- Reducing the Stress: Understanding College Financial Aid (13 attendees)
- Local Author Dick Lehr (25 attendees)
- LEGO Club – Friends of the Library
- Friends' Gingerbread Festival (142 children)
- Friends' Movie

Special upcoming programs in January include:

- Paws to Read
- Music with Dale Freeman
- Dance Classes for preschoolers with Amanda DelPrete
- Goldiblox Adventure Hour
- Hands-on Art History: Natick American Sand Painting
- Elementary Book Club
- Try It Tuesday – Teen Art Night
- “Science is Everywhere” workshop with Kim Pond: Nanotechnology
- “Science is Everywhere” Ecotarium program: Threatened Species - Turtles
- Tabletop Game Night for Adults
- Senior Center Book Group (Lorie)
- Library Book Group (Lorie)
- Health and Wellness Book Group (Karen)
- Registry of Deeds Consumer Initiatives
- LEGO Club – Friends of the Library

Lucy and I are working with LibraryTrek to develop a mobile scavenger hunt program to introduce children to library resources. LibraryTrek has already developed software for Franklin, and they are looking for more pilot libraries. There is no cost involved.

Children's/YA Librarian Report:

- 25 children's programs in October, with 367 people attending (adults & children)
- Lucy ordered replacement books for overly worn Juvenile Fiction classics, as well as some new Easy (picture) books. The total spent so far this fiscal year for books is \$8,698.47. We also received a donation of several brand new YA titles from a local book reviewer.
- Weeding of Juvenile Fiction was completed in December.

Building

Contractors came a couple of weeks ago to install new, wider gutters in the back of the Library. They will need to return to install new downspouts.

DPS has almost finished moving the Friends' shelving to the new area, and is getting ready to build the walls in the Maker Space. Bobby McGee met with the HVAC bidders on January 5th.

Bobby McGee, Katherine and I visited the Richard Sugden Library in Spencer to look at their carpet, which was installed by the same vendor Medway Library is going to use. Spencer also used the Cubic style. They used several different colors and patterns, but the one on the main floor is somewhat similar to the patterns we have considered. The carpet is much more pleasing to the eye in real life than are the carpet squares. The consensus is that we should select Matrix. For the stairs, we can leave the existing carpet on the stringers, and use rubber stair treads and risers in the pattern Raised Circle. The favored color of the samples provided is Hunter Green (though it is not the same shade as what most people think of as Hunter Green). Our current anti-fatigue mats tend to move around and are easily torn by the delivery bin handtruck. One option is to replace the carpet behind the circulation desk with rubber flooring.

Unfortunately, DPS does not have the funds to add additional janitorial service. It would be an additional \$70/week for another cleaning of the Library. Currently the cleaner comes in one day to clean the Library, and two additional times to clean only the restrooms. I have asked DPS to include this additional \$70/week in the FY17 budget, but I recommend funding it from the Library budget (including State Aid and/or Memorial Donations if necessary) for the remainder of this fiscal year. It will be particularly important once the new carpet is installed in order to maintain it in excellent condition.

I obtained a copy of the outdoor lighting bylaw from Suzy Affleck-Childs, Medway's Planning and Economic Development Coordinator. If there are questions about their interpretation, we should ask Jack Mee, the Building Commissioner.

Meetings

- I attended the following meetings/events in December:
- Department Heads
 - Medway Library Maker Space Committee (2 meetings)
 - Meeting with Mary Becotte, Medway's new Director of Communications
 - Meeting with Shanley Heller, Educational Leader in STEM, Medway High School to discuss the Maker Space and possible collaborations
 - Meetings with fire alarm and scavenger hunt vendors

- Meetings and events in January include:
- Department Heads
 - ALA Midwinter Meeting - exhibits
 - Minuteman Library Network Membership Meeting
 - Readers Advisory Meeting

I have registered for the Computers in Libraries Conference, March 8 - 10. There is a Maker Space Track this year, which looks very interesting.

LSTA "Science is Everywhere" Grant

I have scheduled three family programs with the Ecotarium. I have ordered a telescope through the Aldrich Astronomical Society. This purchase also includes training and informational sessions for the staff and patrons.

Other

During December, the lower level community space was used after hours for 6 meetings and 27 individuals during the 16 nights it was open. So far this fiscal year, the community space has been used for 56 meetings and 184 individuals during the 96 nights it has been open.

There is going to be a Legislative Breakfast at the Ashland Public Library on Friday, February 5th from 8:00 am - 9:00 am. Trustees and Friends of the Library are invited.

Lucy and I have been talking about the possibility of getting a pet/mascot for the Library. I queried the other Minuteman Library directors, and several libraries have various pets that they enjoy - gerbils, a guinea pig, and turtles.

Karen Kassel has generously donated a puzzle table for the Library. A patron began to put together a puzzle almost immediately.

I submitted a draft FY17 budget, which includes additional requested funds for materials, and for staffing in order to be open 10 additional Saturdays in July and August.

The deadline for submission to the Town's Annual Report is March 4th.

Margaret Y. Perkins
Library Director

| Medway Public Library Budget Report 1/4/2016 | | | | | | | |
|---|----------|---------------------|---------------------|---------------------|--------------|-------------------------------|---------------------------|
| Account | Acct # | Start Balance | Expen. To Date | End Balance | % Spent | Current Month Expenditures | Materials Expenditures |
| Salaries - Full Time | 5110 | \$156,474 | \$69,660.70 | \$86,813.30 | 44.52% | \$11,887.11 | |
| Salaries - Part Time | 5111 | \$70,681 | \$33,355.30 | \$37,325.70 | 47.19% | \$5,798.80 | |
| Longevity | 5150 | \$1,200 | \$1,200.00 | \$0.00 | 100.00% | \$100.00 | |
| Electricity | 5211 | \$20,000 | \$10,157.29 | \$9,842.71 | 50.79% | \$1,156.72 | |
| Heating Fuel | 5212 | \$7,800 | \$756.27 | \$7,043.73 | 9.70% | \$344.30 | |
| Trash | 5232 | \$2,734 | \$1,230.76 | \$1,503.24 | 45.02% | \$615.38 | |
| Water & Sewer | 5231 | \$291 | \$146.61 | \$144.39 | 50.38% | \$67.79 | |
| R & M Miscellaneous | 5240 | \$6,100 | \$2,059.00 | \$4,041.00 | 33.75% | \$482.00 | |
| Telephone | 5341 | \$1,200 | \$494.14 | \$705.86 | 41.18% | \$130.07 | |
| Supplies | 5400 | \$3,000 | \$1,586.12 | \$1,413.88 | 52.87% | \$387.86 | |
| Postage | 5343 | \$100 | \$245.00 | (\$145.00) | 245.00% | \$245.00 | |
| OPS - (Minuteman bill) | 5380 | \$23,605 | \$23,196.36 | \$408.64 | 98.27% | \$0.00 | |
| OPS - (programs) | 5380 | \$5,598 | \$4,436.00 | \$1,162.00 | 79.24% | \$1,906.00 | |
| Media Materials | 5427 | \$6,000 | \$1,827.75 | \$4,172.25 | 30.46% | \$314.71 | \$1,827.75 |
| Books & Periodicals | 5521 | \$32,954 | \$17,310.89 | \$15,643.11 | 52.53% | \$5,320.78 | \$17,310.89 |
| Travel* | 5710 | \$400 | \$240.91 | \$159.09 | 60.23% | -\$147.50 | |
| Dues & Meetings | 5730 | \$500 | \$466.50 | \$33.50 | 93.30% | \$466.50 | |
| TOTAL - GENERAL FUND | | \$338,637.00 | \$168,369.60 | \$170,267.40 | 49.72% | \$29,075.52 | |
| | | Start Balance | Expen. To Date | Income to Date | Account Bal | Current Month Net | |
| Memorial Donations | 5400 | \$39,787.84 | \$3,759.45 | \$607.11 | \$36,635.50 | \$51.72 | 3,302.76 |
| Tuchinsky Fund Interest | | \$30,075.47 | | \$56.78 | \$30,132.25 | \$11.14 | |
| Tuchinsky Fund Principal | | \$102,924.12 | | \$280.74 | \$103,204.86 | \$55.11 | |
| Library Restitution Fund | 706-4773 | \$108.33 | \$24.15 | \$501.73 | \$585.91 | \$77.95 | |
| Copier & Printer Rev. Fund | 722-4840 | \$7,552.85 | \$269.99 | \$780.02 | \$8,062.88 | (\$155.69) | |

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|----------------------------|----------|---------------------|--------------------|--------------------|---------------------|---------------------|--------------------|
| Meeting Room Rev. Fund | 723-4840 | \$3,330.76 | \$64.00 | \$100.00 | \$3,366.76 | \$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 | (\$1,226.00) | |
| TOTAL - OTHER FUNDS | | \$202,302.31 | \$15,951.80 | \$10,136.42 | \$196,486.93 | (\$1,160.77) | \$32,719.56 |
| *correction to line item | | | | | | | |

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|------------------|-----------------------------|------------------------------|---------------------------|------------------------------------|---|
| Department Name: | Library | | | | FY2017 proposed budget |
| | | | | | |
| Account # | Account Name | Budget Amt for FY2016 | Requested for FY17 | Increase/(Decrease) in FY17 | Explanation |
| 01610001-5110 | Library Full Time Salaries | \$156,474 | \$162,634 | \$6,160 | Library Director \$31.90/hr x 40 hrs/week x 52.2 weeks = \$66,607.20. Staff Librarian (Technical Services 5-5) \$23.03/hr x 40 hrs/week x 52.2 weeks = \$48,086.64, Children's/YA Librarian (7-2) \$22.17/hr x 40 hrs/week x 26.1 weeks = \$23,145.48, \$23.75/hr x 40 hrs/week x 26.1 weeks=\$24,795.00 |
| 01610001-5111 | Library Part Time Salaries | \$70,681 | \$75,398 | \$4,717 | Library Assistant II (4-5) \$21.37/hr x 18 hrs/week x 52.2 weeks = \$20,079.25. Library Assistant I (3-5) \$19.77/hr x 19.5 hrs/week x 52.2 weeks = \$20,123.88. Library Assistant I (3-5) \$19.77/hr x 5 hrs/week x 52.2 weeks = \$5,159.97. Library Assistant I (3-3) \$17.41/hr x 16 hrs/week x 10 weeks = \$2,785.60; (3-4) \$18.62/hr x 16 hrs/week x 42.2 weeks=\$12,572.22. Community Area Steward \$15.00/hr x 2 hrs/day x 196 days/year = \$5,880. Library Assistant I \$15.00/hr x 5 hrs/week x 26.1 weeks = \$1,957.50; \$16.19/hr x 5 hrs/week x 26.1 weeks = \$2,112.80. Substitute hours to cover illness/vacations: \$15.00/hr x 234 hrs/year = \$3,510.00. 8 Saturdays, 8.5 staff hrs/day, averaging \$17.89/hr = \$1216.52 |
| 01610001-5150 | Library Fringe Longevity | \$1,200 | \$1,100 | (\$100) | Decrease due to resignation |
| 01610002-5211 | Library Electricity | \$20,000 | \$20,000 | \$0 | Based on DPS' projection |
| 01610002- | Library Heat Fuel Natrl Gas | \$7,800 | \$7,800 | \$0 | Based on DPS' projection |

| | | | | | |
|---------------|----------------------------------|-------------------|-------------------|------------------|---|
| 5212 | | | | | |
| 01610002-5231 | Library Water Sewer | \$291 | \$291 | \$0 | Based on DPS' projection |
| 01610002-5232 | Library Trash | \$2,734 | \$2,734 | \$0 | Based on DPS' projection |
| 01610002-5240 | Library RM Miscellaneous | \$6,100 | \$6,000 | (\$100) | Based on spending in FY16 and projected spending in FY17. |
| 01610002-5341 | Library Telephone | \$1,200 | \$1,200 | \$0 | Based on spending in FY15 and first half of FY16 |
| 01610002-5343 | Library Postage | \$100 | \$100 | \$0 | Based on usage in FY16 |
| 01610002-5380 | Library Other Purchase Srvc | \$23,605 | \$24,009 | \$404 | Medway's Minuteman Library Network membership fees will likely increase by 4% in FY16 from \$23,196 to \$24,009 |
| 01610002-5380 | Library Other Purchase Srvc | \$5,598 | \$6,000 | \$402 | Based on spending in FY15 and first half of FY16 |
| 01610002-5400 | Library Supplies | \$3,000 | \$3,000 | \$0 | Based on spending in FY15 and first half of FY16 |
| 01610002-5427 | Library Media Materials | 6,000 | \$6,000 | \$0 | <i>No change. See Library Books Periodicals below</i> |
| 01610002-5421 | Library Books Periodicals | 32,954 | \$53,300 | \$20,346 | Increases the municipal appropriation for the materials budget to \$59,200, more in line with the budgets of surrounding towns of similar size and equal to 16% of the \$369,229 budget total. The minimum materials expenditure requirement for full compliance with the state standard is 16% of Medway's municipal appropriation. In FY16, the amount spent will include \$38,954 from the General Fund, and the remainder from State Aid and Donations. |
| 01610002-5710 | Library Instate Travel | 400 | \$480 | \$80 | Based on spending in FY16 |
| 01610002-5780 | Library Professional Development | 500 | \$500 | \$0 | Conference Fees \$500. |
| TOTAL | | 338,637.00 | 370,546.06 | 31,909.06 | |