

Medway Public Library Board of Trustees
March 1, 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
John Foresto

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 (February 2nd)

CB: Motion to approve minutes from February meeting. **CM2. Vote:** in favor: 5; abstain: 1 (DB).

C. Citizens Speak

John Foresto

The carpeting cost less than was allocated for in the warrant. Margaret can review the warrant to see what other expenses the remaining funds can be used for, such as furniture. The remaining money can be repurposed at Fall Town Meeting.

The BOS reviewed the town budget on Saturday. The Town Manager had cut \$21,000 from the Library's proposed budget (from Materials), but the BOS put \$10,000 back into our budget. John is looking for a way to get another \$10,000 added back.

Cheryl MacNeil – email from a patron

Cheryl received an email from a patron asking if the Library offers training programs for First Aid and CPR.

John Foresto noted that Bobby O'Neill at the fire station offers First Aid and CPR certification programs. Margaret can ask if he would do training programs at the Library.

D. Budget Report

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

The Library received an \$850 donation from Charles River Bank from the wind chime program.

E. Director's Report

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

A discussion came up among the staff about limiting the amount of children's non-fiction books on one topic that one person can take out at a time. This has been an issue with one patron (two times). The patron wanted to check out all the books on one topic, when the librarian at the desk suggested she leave a few on the shelf, the patron was unhappy and left with none of the books.

Margaret posted on the MASSYAC listserve to see if other libraries have circulation limits on children's books. Most libraries have an unofficial limit, varying from 2 to 8 items, that they enforce as the need arises. Some libraries post a sign that says: "we reserve the right to limit the number of books taken out at one time on one topic."

Margaret doesn't think it's worth making a policy. There is not one amount that would work for all subject matters. When we have a display on a specific topic, often a sign is posted that says: "please don't take more than x number of books."

The network-wide limit for total number of books you can have out at one time is 199.

F. Old Business

Carpets

The new carpet is in!

Front parking lights

Margaret has not heard back from Bobby on this yet.

Wiring Cole Room and conference room for video recording

John Foresto: the equipment from Town Hall will be put into the Cole Room. DPS hasn't had the time to install it yet; have lost a few staff.

MakerSpace update/discussion

The Friends' shelving is in place, the HVAC ducts have been installed, and DPS is working on the walls. The electrical work and fire alarm equipment is expected to be completed by the end of March.

The MakerSpace subcommittee will meet with Bobby and Rich to pin down dates to finalize things. Medway Cable Access can start buying equipment soon.

Director's evaluation

Trustees reviewed and revised the director evaluation document. Chris will create an online evaluation for each Trustee to complete by March 29. Chris will then compile the results before our April meeting so that we can discuss the review with Margaret at the April meeting.

G. New Business

Town Annual Report

Margaret distributed her write-up for the Town Annual Report via email. We reviewed the report.

Donation

Diane donated a signed, framed Peter Reynolds print; "I love my library."

Artist display

Local artist Rob Franco asked if he may display his art at the Library to sell (he has displayed at 75 libraries in the past). Can he put prices on the paintings? Or have a list at the circulation desk if people ask? We decided against price tags on the paintings. He can put his name and contact information on each piece of art so that people may contact him directly.

His art would be displayed in the conference room for one month. He can put up a banner or poster board on an easel outside the conference room door to advertise his work.

We like the idea of having artists display their art work in the library. Could take this chance to set up guidelines for promoting the art work: size of banner, style of banner, etc.

Margaret will ask Mr. Franco about liability for the art work.

H. Special Programs, Fundraising, Sponsorships

None discussed.

I. Adjournment

DB: Motion to adjourn. Adjourned 9:35 p.m.

Next meeting April 5, 2016.

Medway Public Library
Director's Report
February 29, 2016

Programs in February:

- Thursday and Friday Story Times
- Tuesday and Wednesday Toddler Jams
- LEGO Club – Friends of the Library
- PAWS to Read
- Groundhog Day Drop-In Craft
- Winter PJ Storytime
- “Science is Everywhere” Genetics Part I
- Book Buffet
- Hands-on Art History
- Snap Circuits Discovery Day
- PAWS to Read 4th Anniversary Party
- Elementary Book Club
- Teen Book Club
- Leap Day Party
- NFL Journalist Greg Bedard (~40 people)

Medway Cable Access recorded the presentation, and it is available here:

<http://www.medwaycable.com/video/greg-bedard-library-2016>

- Vacation Movie – Friends of the Library
- Tales of Enchantment-Diane Edgecomb, Storyteller (Medway Cultural Council funding)
- Library Book Group (6 participants)
- Senior Center Book Group (3 participants)

Special upcoming programs in March include:

- Paws to Read
- “Science is Everywhere” Genetics Part II
- “Science is Everywhere” Ecotarium Sun Angle and Seasons (“Science is Everywhere”)
- Tabletop Game Night for Adults
- Senior Center Book Group (Lorie)
- Library Book Group (Lorie)
- LEGO Club – Friends of the Library
- Southern Rail Concert – Friends of the Library

Medway Community Education will again include some of our upcoming programs in their brochure.

Children's/YA Librarian Report:

- There were 26 children's programs in February, with 509 people attending (adults and children).

- Lucy ordered some new titles for the YA collection. The total spent so far this fiscal year for books is 11,132.87.
- In the process of weeding Easy (picture books)
- An issue came up that sparked a discussion of limiting the amount of books a patron may check out in each category of nonfiction. I asked the librarians on the MASSYAC listserv what policies other libraries have in place that we could model. The results are that most libraries have an unofficial limit, varying from 2 to 8 items, that they enforce as the need arises.

Building

The Friends shelving is in place, and DPS continues to build the walls in the Maker Space. The closets are nearly done. The HVAC ducts have been installed. The electrical work and fire alarm equipment in the Maker Space is expected to be completed by the end of March.

The carpet installation has begun, and it looks great. The workers will work from 6 am until 2 pm, and installation is going quickly. The lower level has been completed, and they expect the upper level to be done by March 1st.

The elevator passed the state inspection.

Routine pesticide service will be done on March 2nd.

Lucy kindly traveled to the Dover Library to pick up a free media rack.

Bobby and I are planning to meet with the company that installed the building's Energy Management System (heating and cooling) to discuss possible adjustments and upgrading. I have also talked to Bobby about alternative ways of repairing the crumbling step on the walkway from the front to the back of the building. I have contacted Eversource to look into the low hanging wires that run along that walkway.

Meetings

- I attended the following meetings/events in February:
 - Department Heads
 - Selectmen – approval of Maker Space HVAC Contract
 - 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
 - Maker Space Committee
 - Library Staff Meeting

The Legislative Breakfast in Ashland which Diane Busa and I were planning to attend was cancelled due to snow, and unfortunately they are not going to be able to reschedule it.

Meetings and events in March 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 will attend the Town's Harassment training in March or April.

LSTA "Science is Everywhere" Grant

The Town's new Communication Director, Mary Becotte, came to the Genetics workshop to take photographs.

Other

During February, the lower level community space was used after hours for 8 meetings and 24 individuals during the 15 nights it was open. So far this fiscal year, the community space has been used for 77 meetings and 235 individuals during the 126 nights it has been open. The Library was closed due to snow on Friday, February 5th and Monday, February 8th.

I have been invited to speak on a panel about Medway's experiences in creating a Maker Space at the Minuteman Library Network Tech Fair in April.

The Charles River Bank gave the Library a generous donation through their Centennial Celebration Wind Chime program.

The children's books-on-CD, paid for with a generous donation from the Medway Lions Club, have arrived.

After a demo at the American Library Association Midwinter meeting, and a follow-up webinar, I subscribed to LearningExpress, which includes online test preparation for the new SAT, AP tests, and high school equivalency exams. I was able to negotiate a significantly lower price than their original quote. I did not renew the Zinio magazine subscription service or the Recorded Books downloadable audiobooks due to lack of use.

Margaret Y. Perkins
Library Director

| Medway Public Library Budget Report 3/1/2016 | | | | | | | |
|---|----------|---------------------|---------------------|---------------------|---------------|-------------------------------|---------------------------|
| Account | Acct # | Start Balance | Expen. To Date | End Balance | % Spent | Current Month Expenditures | Materials Expenditures |
| Salaries - Full Time | 5110 | \$156,474 | \$99,202.60 | \$57,271.40 | 63.40% | \$12,151.34 | |
| Salaries - Part Time | 5111 | \$70,681 | \$47,496.79 | \$23,184.21 | 67.20% | \$5,299.83 | |
| Longevity | 5150 | \$1,200 | \$1,200.00 | \$0.00 | 100.00% | \$0.00 | |
| Electricity | 5211 | \$20,000 | \$12,018.07 | \$7,981.93 | 60.09% | \$777.96 | |
| Heating Fuel | 5212 | \$7,800 | \$1,980.22 | \$5,819.78 | 25.39% | \$711.07 | |
| 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 | \$2,879.00 | \$3,221.00 | 47.20% | \$820.00 | |
| Telephone | 5341 | \$1,200 | \$711.59 | \$488.41 | 59.30% | \$128.67 | |
| Supplies | 5400 | \$3,000 | \$2,276.12 | \$723.88 | 75.87% | \$554.34 | |
| 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 | \$5,252.00 | \$346.00 | 93.82% | \$336.00 | |
| Media Materials | 5427 | \$6,000 | \$2,171.40 | \$3,828.60 | 36.19% | \$147.97 | \$2,171.40 |
| Books & Periodicals | 5521 | \$32,954 | \$23,465.53 | \$9,488.47 | 71.21% | \$3,099.25 | \$23,465.53 |
| Travel | 5710 | \$400 | \$299.98 | \$100.02 | 75.00% | \$14.84 | |
| Dues & Meetings | 5730 | \$500 | \$466.50 | \$33.50 | 93.30% | \$0.00 | |
| TOTAL - GENERAL FUND | | \$338,637.00 | \$224,243.45 | \$114,393.55 | 66.22% | \$24,041.27 | |
| | | Start Balance | Expen. To Date | Income to Date | Account Bal | Current Month Net | |
| Memorial Donations | 5400 | \$39,787.84 | \$4,897.80 | \$1,430.51 | \$36,320.55 | (\$475.40) | 4,283.96 |
| Tuchinsky Fund Interest | | \$30,075.47 | | \$79.79 | \$30,155.26 | \$11.49 | |
| Tuchinsky Fund Principal | | \$102,924.12 | | \$394.57 | \$103,318.69 | \$56.86 | |
| Library Restitution Fund | 706-4773 | \$108.33 | \$10.00 | \$682.68 | \$781.01 | \$32.00 | |
| Copier & Printer Rev. Fund | 722-4840 | \$7,552.85 | \$538.99 | \$1,111.38 | \$8,125.24 | \$215.16 | |

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|----------------------------|----------|---------------------|--------------------|--------------------|---------------------|-------------------|--------------------|
| Meeting Room Rev. Fund | 723-4840 | \$3,330.76 | \$64.00 | \$150.00 | \$3,416.76 | \$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 | |
| TOTAL - OTHER FUNDS | | \$202,302.31 | \$17,345.00 | \$11,658.97 | \$196,616.28 | (\$134.89) | \$40,199.05 |