Meeting called to order.

Motion to approve agenda made by Carol, seconded Diane
Motion passed

Motion to approve Minutes made by Carol, seconded Diane
Motion passed

Citizen speak: John Forresto
Soft opening of makerspace when we're ready to start using. (It will look completed, this coming weekend.)
Grand opening date is still to be determined.
Contemplating soundproofing for the makerspace as sounds and conversations from it can be heard at the circulation desk.
From a selectman perspective, we need a library liaison and must come up with our list of items that the library needs.

Budget report, attached. We're seeing a drop in postage costs, and we're likely to continue to see drops as more notifications are sent out via email.

Director's report, attached.

Old business:
New business:
Motion to adjourn; Diane

Programs in April:
● Thursday and Friday Story Times
● Tuesday and Wednesday Toddler Jams
● LEGO Club – Friends of the Library
● PAWS to Read
● Star Wars Family Movie Night (Friends of the Library)
● Barn Babies Sessions 1 & 2
● “Science is Everywhere” Engineering with Ecobots
● Hands-on Art History - Architecture
● Reading is Magic – Ed the Wizard
● Tabletop Game Night for Adults
● Elementary Book Club
● Audubon Conservation Land Program & Trail Walk
● “Science is Everywhere” Ecotarium Program – Sun Angle and Seasons
● Library Book Group
● Senior Center Book Group
● Health and Wellness Book Group

**Special upcoming programs in May include:**
● Paws to Read
● “Science is Everywhere” Food/Agricultural Science
● Star Wars Activities
● Hands on Art History – Block Prints
● Explore LittleBits
● Elementary Book Club
● Teen Area Grand Opening
● Ecotarium Presents – Reptile Adaptations
● “Science is Everywhere” 4-H Embryology Impact Club
● Tabletop Game Night for Adults
● Kombit – the Cooperative Documentary (with Medway Community Farm)
● Copley Cats Acapella Group
● Senior Center Book Group (Lorie)
● LEGO Club – Friends of the Library
Senior Center Book Group (Lorie)  
Library Book Group (Lorie)  
Health and Wellness Book Group (Karen Kassel)

Library Trustee Karen Kassel has started a new knitting and crocheting group that meets at the Library twice a month. Quite a few patrons have already expressed interest.

**Children’s/YA Librarian Report:**

There were 23 youth programs in April, with 509 people attending (adults and children).

I ordered fiction, nonfiction and STEM titles for the J collections. The total spent so far this fiscal year for books is 14,469.03.

Picture books have been weeded. The YA collections are being moved into the new YA area and should be complete in the next few weeks.

**Building**

The Maker Space is almost complete. With the exception of a few additional lights, the electricians will be finished before the book sale on Saturday, May 7th. Some additional fire alarm hardware will be installed on May 3rd. Bobby McGee is coordinating the necessary inspections. The office partitions will also be brought to the Maker Space on May 3rd. A tentative grand opening date of Saturday, June 25th has been proposed.

The company that installed our Energy Management System upgraded the system and installed the software on the Director’s computer. They are going to return to finish the work in the near future.

A patron was involved in an automobile accident at the Library, knocking down the Handicapped Parking sign and damaging the retaining wall at the front of the building. Fortunately there were no injuries. I reported the incident to the police, and they
took photographs and arranged for the automobile to be towed. I also reported the accident to the Assistant Town Administrator, who will contact the Town’s insurance company.

The Library’s regular cleaning service will wash all the windows in May, both inside and outside, with the exception of the multi-pane windows along the top front of the building.

**Technology**

The new color printer for the patrons has been installed and is very popular. The Information Systems Department is working on getting the repurposed Technical Services printer up and running.

The temporary closing of the Franklin Library has resulted in a significant increase in visits and item pickups by Franklin residents. We are enjoying meeting our Franklin neighbors.

**Meetings**

I attended the following meetings/events in April:

- Massachusetts Library System Budget Meeting
- Department Heads
- Harassment Training
- New England Game Collection Development
- Staff Meeting
- Minuteman Library Network Technology Fair – Panelist, “The Care and Feeding of a Maker Space”

**Meetings and events in May include:**

- Intruder Training at Millis Public Library
- Department Heads
- Minuteman Library Network Membership (Directors) meeting
- Massachusetts Library System Budget Conference Call
NELA/Information Technology Section Meeting
● Reference Interest Group
● Technology Interest Group
● Staff Meeting
● Massachusetts Library Association “Programming on a Shoestring” panel

LSTA “Science is Everywhere” Grant

The mid-grant year report has been submitted to the Massachusetts Board of Library Commissioners.

The 4-H short-term “Impact” Embryology Club will get underway on beginning on Thursday, May 19th.

Other
During March, the lower level community space was used after hours for 6 meetings and 33 individuals during the 15 nights it was open. So far this fiscal year, the community space has been used for 97 meetings and 304 individuals during the 160 nights it has been open.

I talked to the Library’s Finance Committee liaison to provide an update on Library activities for the Town Meeting booklet. I submitted the Library’s Annual Report, with photographs, to the Town’s Communication Director.

I also met with two potential Maker Space volunteers and gave them a tour of the Maker Space.
Margaret Y. Perkins
Library Director
## Medway Public Library Budget Report 5/1/2016

<table>
<thead>
<tr>
<th>Account</th>
<th>Acct #</th>
<th>Start Balance</th>
<th>Expen. To Date</th>
<th>End Balance</th>
<th>% Spent</th>
<th>Current Month Expenditures</th>
<th>Materials Expenditures</th>
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<tbody>
<tr>
<td>Salaries - Full Time</td>
<td>5110</td>
<td>$156,474</td>
<td>$123,499.87</td>
<td>$32,974.13</td>
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<td>Salaries - Part Time</td>
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<td>Longevity</td>
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<td>Electricity</td>
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<td>Heating Fuel</td>
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<td>Trash</td>
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<td>Water &amp; Sewer</td>
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<td>R &amp; M Miscellaneous</td>
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<td>Telephone</td>
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<td>Postage</td>
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<td>OPS - (Minuteman bill)</td>
<td>5380</td>
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<td>OPS - (programs)</td>
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<td>Media Materials</td>
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<td>Books &amp; Periodicals</td>
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<td>Dues &amp; Meetings</td>
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<td>$33.50</td>
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<td><strong>TOTAL - GENERAL FUND</strong></td>
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<td><strong>$338,637.00</strong></td>
<td><strong>$270,831.41</strong></td>
<td><strong>$67,805.59</strong></td>
<td><strong>79.98%</strong></td>
<td><strong>$23,519.14</strong></td>
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**Memorial Donations**
- Start Balance: $39,787.84
- Expen. To Date: $9,144.41
- Income to Date: $2,319.51
- Account Bal: $32,962.94
- Current Month Net: ($1,128.00)

**Tuchinsky Fund Interest**
- $30,075.47
- $90.54
- $30,166.01
- $0.00

**Tuchinsky Fund Principal**
- $102,924.12
- $447.78
- $103,371.90
- $0.00

**Library Restitution Fund**
- $706-4773
- $108.33
- $10.00
- $936.34
- $1,034.67
- $139.71

**Copier & Printer Rev. Fund**
- $722-4840
- $7,552.85
- $538.99
- $1,587.28
- $8,601.14
- $185.45

**Meeting Room Rev. Fund**
- $723-4840
- $3,330.76
- $184.00
- $375.00
- $3,521.76
- $50.00

**Free Public Library**
- $2017
- $11,022.94
- $12,944.76
- $16,024.06
- $14,102.24
- $11,293.32

**Free Public Library**
- $2017
- $11,022.94
- $12,944.76
- $16,024.06
- $14,102.24
- $11,293.32

**Total**
- $12,739.76
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<tr>
<th>Description</th>
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<th>Amount</th>
<th>Amount</th>
<th>Amount</th>
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<td>STEM Grant</td>
<td>$7,500.00</td>
<td>$1,714.94</td>
<td>$5,785.06</td>
<td>($73.89)</td>
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<td><strong>TOTAL - OTHER FUNDS</strong></td>
<td><strong>$202,302.31</strong></td>
<td><strong>$24,537.10</strong></td>
<td><strong>$21,780.51</strong></td>
<td><strong>$199,545.72</strong></td>
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