

Medway Public Library Board of Trustees  
Tuesday February 7, 2017  
7:00 p.m., Medway Library

Trustees in attendance  
Susan Alessandri  
Diane Burkhardt  
Karen Kassel, secretary  
Chris Monahan, chair

Margaret Perkins, Library Director

Meeting called to order 7:25 p.m.

**A. Approval of Agenda**

**DB: Motion** to approve agenda. KK2. **Vote:** unanimously approved.

**B. Approval of the Minutes (January 3rd)**

**DB: Motion** to approve the Minutes of the January 3<sup>rd</sup> meeting as written.  
SA2. **Vote:** unanimously approved.

**C. Citizens Speak**

**SA:** A patron asked if there are any openings on the Trustee Board. There are no openings; however Chris's and John's terms are up in spring 2017. If they are running for re-election, they need to pull papers soon. Any citizen can run for one of the two seats in the spring election.

**D. Budget Report**

Margaret distributed the [budget report](#) via email prior to the meeting. Nothing out of the ordinary to report.

**E. Director's Report**

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

Budget requests for FY2018: Margaret met with town officials and the Town Administrator. They approved \$55,000 for the book budget (Margaret requested \$63,550; books + media). This means the Town still does not fund 100% of the book budget; the Library depends on funding from the Friends group to make up the difference.

Margaret also requested funding for a new half-time Makerspace Coordinator position. This was not approved; however it is on the list of items that may be restored, depending on the financial situation of the

town.

Margaret and Diane Busa visited the hydroponic store to see the options (the original proposal was for an indoor dirt garden). The hydroponics representative will send a revised estimate for a small hydroponic garden (4 feet long by 1.5 feet wide by 4-5 feet tall).

In the Makerspace, several computers are slow for both Internet and non-Internet functions.

## **F. Old Business**

### Front parking lights

Nothing new to discuss

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

Nothing new to discuss

### Makerspace update/discussion

Any policy adjustments? None needed for now.

Additional advertising or sponsorships? Would like to get businesses to donate money for specific projects/programs/equipment, such as STEM projects.

Makerspace items for next year's budget. What do we need? See discussion of [Director's Report](#); funding requested for part-time position in Makerspace was cut.

Hydroponics project in the Makerspace – see notes in [Director's Report](#).

Plans to actively recruit instructors for the Makerspace – will send info to the newspapers again; post information in the Library and on social media; word of mouth.

Upcoming programs: a robotics session in February, 3D printing workshop  
New program ideas: pair things, such as coloring club with a tea tasting

### Repurposing remaining money from carpet budget

Carol Pratt (town accountant/finance director) is going in front of the Bond Council to see if the things we have requested fit the requirements (a capital expense with depreciation value of six years). Our ideas include: upholstered chairs, bean bag chairs for teen area, heating under walkway/handicap ramp in the back of the building; also things from our

capital improvement list: heater, replace one of the HVAC units  
DB: Maybe fix the stone wall by the bike rack that was hit by a patron.

Alison Potter (assistant town administrator) rewrote the warrant to include the list of desired items and to use the most appropriate wording.

### **G. New Business**

#### Review the director's annual review document

We completed our review and revision of the document. Chris will distribute the revised document. Trustees should complete the evaluation by Friday, Feb 24 and return to Chris, who will then compile the results for discussion at the March 7 meeting.

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

None discussed.

### **I. Adjournment** - next meeting March 7th.

**KK: Motion** to adjourn.

Meeting adjourned 8:50 p.m.

Next meeting March 7, 2017

Medway Public Library

Director's Report

February 5, 2017

**Programs in January:**

- Thursday and Friday Story Times
- PAWS to Read
- Tuesday and Wednesday Toddler Jams
- Artful Thursday
- Elementary Book Club
- Angry Birds Live
- Bubble Wrap Appreciation Day
- Extra Yarn Knitting and Crocheting Group (Karen)
- Drawing Workshop
- Sewing Machine, Knitting Machine, Soldering Iron and 3-D printer certifications
- Coloring Clubs for Adults and Teens
- Papercraft Time for Adults
- Library Book Club
- Book Club at the Senior Center
- Anything Computer Q & A
- LEGO Club (Friends of the Medway Library)

**Programs in February include:**

- Thursday and Friday Story Times (some filmed by Medway Cable Access)
- PAWS to Read
- Tuesday and Wednesday Toddler Jams
- Extra Yarn Knitting and Crocheting Group (Karen)
- Sharpie Art Workshop for Teens
- 3D Printing Workshop
- Drawing Workshop
- Artful Thursday
- Movie and Popcorn
- Arduino Robotics Workshop
- Minecraft Bingo
- Pajama Drive Party

- Book Buffet
- Elementary Book Club
- Young Adult Graphic Novel Discussion
- Origami Yoda Make and Take Craft
- Sewing Workshop
- Bubble Wrap Appreciation Day
- LEGO Club (Friends of the Medway Library)
- Coloring Clubs for Adults and Families
- Papercraft Time for Adults
- Library Book Club
- Book Club at the Senior Center
- Sewing Machine and 3-D printer certifications

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

There were 24 children's programs in January, with 467 people attending (adults and children).

Easy Reader Nonfiction and Young Adult collections have been weeded. Lucy Anderson has focused purchases on updating the Easy Reader Nonfiction collection. The total spent so far this fiscal year for books is 14142.05.

Lucy attended Young Adult Collaborative Group meeting at Mass. Library System to share and gather ideas from other YA librarians from around the state.

Lucy met with Sarah Ostholtoff at the Middle School Library to discuss possible future collaborative projects.

### **Budget**

I met with the Town Administrator and other Town officials to discuss the budget. Some funds were added to the book budget, but the Makerspace Coordinator position was not included. It is on the list of items that may be restored, depending on the financial situation.

I talked to the Assistant Town Administrator and the Finance Director/Town Accountant

about the wording of the warrant article related to repurposing the unspent funds from the carpeting project. The Assistant Town Administrator offered to draft the article based on the Library's list of potential spending, and the Town Accountant is checking on any possible legal issues.

### **Building**

The electricians came back Saturday, February 4th, to finish installing the final LEDs. It took 6 hours, a bit longer than expected. The lighting over the Circulation Desk is now very bright. I asked them about modifying the intensity, and they suggested adding a dimmer switch. I will speak with Bobby McGee about having an electrician come in to add a dimmer switch, which is not supposed to be very difficult or expensive.

### **Meetings**

I attended a Minuteman Library Network Membership (Directors) meeting in January. The Metrowest Readers Advisory Group met at the Medway Library in January. There will be a staff meeting in February. I am looking for a presenter for a staff development morning/day in the spring.

### **Other**

During January, the lower level community space was used after hours for 7 meetings and 45 individuals during the 16 nights it was open. There were 131 visitors to the Makerspace.

Two new retired volunteers, both with MLS degrees, began re-organizing the Historical Room in January.

Diane Busa and I visited the hydroponics store to see their setups. We had a discussion with the person who originally proposed adding gardening to the Makerspace, and with a manager with extensive knowledge of hydroponics, including methods of creating a small, inexpensive design. We are awaiting a revised budget proposal.

Medway Cable Access generously donated a new 8 mm film-to-digital converter for the Makerspace.

Three barcode scanners were replaced as the old ones were no longer dependable. The new scanners will read barcodes on phone screens, unlike the old ones.

Margaret Y. Perkins  
Library Director

<b>Medway Public Library Budget Report 1/31/2017</b>							
Account	Acct #	Start Balance	Expen. To Date	End Balance	% Spent	Current Month Expenditures	Materials Expenditures
Salaries - Full Time	5110	\$162,634	\$90,500.19	\$72,133.81	55.65%	\$12,502.59	
Salaries - Part Time	5111	\$74,181	\$41,586.53	\$32,594.47	56.06%	\$5,480.50	
Longevity	5150	\$1,100	\$1,100.00	\$0.00	100.00%	\$0.00	
Electricity	5211	\$20,000	\$14,233.15	\$5,766.85	71.17%	\$1,307.36	
Heating Fuel	5212	\$7,800	\$2,093.35	\$5,706.65	26.84%	\$1,629.47	
Trash	5232	\$2,734	\$1,197.60	\$1,536.40	43.80%	\$0.00	
Water & Sewer	5231	\$291	\$195.27	\$95.73	67.10%	\$0.00	
R & M Miscellaneous	5240	\$6,000	\$2,180.00	\$3,820.00	36.33%	\$850.00	
Telephone	5341	\$1,200	\$587.06	\$612.94	48.92%	\$92.87	
Supplies	5400	\$3,000	\$3,724.47	(\$724.47)	124.15%	\$847.58	
Postage	5343	\$100	\$0.00	\$100.00	0.00%	\$0.00	
OPS - (Minuteman bill)	5380	\$24,009	\$24,008.55	\$0.45	100.00%	\$0.00	
OPS - (programs)	5380	\$5,991	\$4,622.58	\$1,368.42	77.16%	\$717.21	
Media Materials	5427	\$5,000	\$2,797.49	\$2,202.51	55.95%	\$597.73	\$2,797.49
Books & Periodicals	5521	\$44,217	\$27,507.59	\$16,709.41	62.21%	\$4,201.52	\$27,507.59
Travel	5710	\$480	\$198.94	\$281.06	41.45%	\$14.36	
Dues & Meetings	5730	\$500	\$100.00	\$400.00	20.00%	\$0.00	
<b>TOTAL - GENERAL FUND</b>		<b>\$359,237.00</b>	<b>\$216,632.77</b>	<b>\$142,604.23</b>	<b>60.30%</b>	<b>\$28,241.19</b>	
		Start Balance	Expen. To Date	Income to Date	Account Bal	Current Month Net	
Memorial Donations	5400	\$32,451.66	\$3,112.73	\$18,949.39	\$48,288.32	-\$87.06	1,392.98
Tuchinsky Fund Interest		\$30,938.23		\$69.95	\$31,008.18	\$11.80	
Tuchinsky Fund Principal		\$102,869.11		\$398.75	\$103,267.86	\$78.92	
Library Restitution Fund	706-4773	\$1,201.40	\$10.00	\$1,012.36	\$2,203.76	\$344.57	
Copier & Printer Rev. Fund*	722-4840	\$7,812.48	\$51.98	\$1,501.96	\$9,262.46	\$203.85	

Meeting Room Rev. Fund	723-4840	\$3,437.16	\$1,000.00	\$75.00	\$2,512.16	\$0.00	
Free Public Library*	2017	\$12,042.02	\$4,558.32	\$7,991.15	\$15,474.85	\$7,991.15	\$4,558.32
STEM Grant		\$4,035.79	\$4,035.79		\$0.00	\$0.00	\$580.00
<b>TOTAL - OTHER FUNDS</b>		<b>\$194,787.85</b>	<b>\$12,768.82</b>	<b>\$29,998.56</b>	<b>\$212,017.59</b>	<b>\$8,543.23</b>	<b>\$36,836.38</b>
*correction							