

Medway Public Library Board of Trustees
Tuesday June 13, 2017
7:15 p.m., Medway Library

Trustees in attendance:

Susan Alessandri

Karen Kassel, secretary

Cheryl MacNeil

Chris Monahan, chair

John Scott Smith, vice chair

Margaret Perkins, Library Director

Meeting called to order by Margaret Perkins at 7:18 p.m.

A. Board Reorganization

Election of chair: KK nominated Chris Monahan; CMac2. Discussion: none. Vote: unanimously approved.

Chris took over the meeting.

Election of vice-chair: CMac nominated John Scott Smith; KK2.

Discussion: none. Vote: unanimously approved.

Election of secretary: CMac nominated Karen Kassel; CM2. Discussion: none. Vote: unanimously approved.

Thank you and re-welcome to Chris and John for re-election to the board.

B. Approval of Agenda

KK: Motion to approve agenda. CMac2. **Vote:** unanimously approved.

C. Approval of the Minutes (May 2nd)

SA: Motion to approve the Minutes of the May 2nd meeting as written.

JSS2. **Vote:** unanimously approved.

D. Citizens Speak

SA is on the Medway Pride committee; each year they donate remaining funds to a local charity. They would like to donate to the Summer Lunch program.

MP: one of the patrons emailed because she noticed that on the website, the screen reader cannot read fliers that are posted because they are posted as images. Margaret contacted the company that runs our website and he

told her a new way to create the fliers for posting online. They are making all new fliers in a more accessible way.

SA: The Middle School is creating a Makerspace.

E. Budget Report

Margaret distributed the [budget report](#) via email prior to the meeting. There is nothing out of the ordinary to report on the budget.

F. Director's Report

Margaret distributed the [director's report](#) via email prior to the meeting. There continue to be many great programs.

G. Old Business

Front parking lights

Nothing new to report.

Wiring Cole Room and conference room for video recording

Nothing new to report.

Makerspace update/discussion

It would be helpful to have another computer to replace the broken one that was removed. Diane has had to bring a PC from the Cole room into the Makerspace for some classes; this is not ideal. Chris will look into this.

We need a CD buffer, which cleans small scratches off DVDs and CDs. Holliston has one that they are very happy with. This would be useful for both patrons and staff. We could put a "suggested donation" box alongside the buffer. Can we include this in the copier revolving fund? Margaret will look into this.

Also on the wish list:

- poster printer; we can pay for this with funds from the printer revolving fund
- cri-cut machine

The 3D printer is holding up fine for now. We do not need a second one at this point.

Repurposing remaining money from carpet budget

These funds were approved at Town Meeting. The funds cannot be spent until FY 2018 begins. Some will be used for front parking lot lighting.

Director's contract renewal

Union employees have received a 2% increase.

KK: Motion to increase the Director's salary by 2.75%. SA2. **Vote:** unanimously approved.

Note: we will revisit a larger increase in the next budget planning session (January?).

H. New Business

Summer vacations and meeting conflicts check

July 11 – not enough people; July 18 works for most people

August 1 – tentative

At July 18 meeting, we'll reevaluate the August meeting. If no pressing business, skip August meeting and next meeting is September 5.

Town Charter Review designee

Susan and John are interested in volunteering; John will do it.

Moving off of Yahoo groups

Chris has investigated other options. He found GroupsIO, which has a free version that will work for us. Chris will switch us over to that.

Revisit cell phone policy

Move discussion to next meeting.

Town surplus furniture

Bobby McGee will pick it up and deliver it here in a few weeks. Margaret will try it in a few places to find the best spot. If it doesn't work out, Bobby will bring it somewhere else.

Summer lunch program

See info in Director's Report. Also, Lions Club donated money for another week (total of 8 weeks).

Word of Mouth Marketing update

The staff will use WOMM to promote a database that isn't widely used yet as well as to promote some programs.

H. Special Programs, Fundraising, Sponsorships

None discussed.

I. Adjournment

KK: Motion to adjourn.

Meeting adjourned 9:11

Next meeting July 18, 2017

Medway Public Library
Director's Report
June 13, 2017

Programs in May:

- Thursday and Friday Story Times
- PAWS to Read
- Tuesday and Wednesday Toddler Jams
- Artful Thursday
- Harry Potter Festival
- Parachute Playgroups
- Wimpy Kid Krafts!
- "Missing Assignment" Breakout Box for Teens
- Elementary Book Club
- LEGO Club (Friends of the Medway Library)
- Papercraft Time for Adults
- Creating a Happy and Fun Life for Your Cat
- Feng Shui Tips for the Home
- Indian Cooking with Sandya Jain
- Extra Yarn Knitting and Crocheting Group (Karen Kassel)
- Library Book Club
- Book Club at the Senior Center
- LEGO Club (Friends of the Medway Library)
- The following Makerspace programs were held:
 - Workshops:
 - Scrapbooking 2 sessions - Monday May 8 & May 22 (number of participants are unknown)
 - Walk-in Sewing Clinic - Monday & Tuesday May 8 - May 30
 - Learn to Knit Workshop - May 8 & May 15 - 5 & 7 participants (some members of the group continued to meet the following week)
 - Arduino Coding for Beginners Classes - May 15 & May 22 - 8 total participants - will continue to meet every Monday. Makerspace volunteer Gus will be teaching them the fundamentals of C programming. First session consisted of setting up a program to turn on and blink an LED on the Arduino board.
 - Certifications
 - Sewing Machines - 2
 - 3D printer - 3
 - noticed 3D printer being used to make spinners
 - noticed patrons using slide scanners, vhs/dvd converters & sewing machine

Programs in June include:

- Thursday and Friday Story Times
- PAWS to Read
- Tuesday and Wednesday Toddler Jams
- Parachute Playgroups
- 4-H Embryology Club
- Junior Lego Duplo Club
- LEGO Club (Friends of the Medway Library)
- BFG Breakout Box
- 4-H Introduction to Robotics
- Summer Reading Kickoff with Davis Bates and Roger Tincknell
- Teen Summer Reading Kickoff - Henna by Heather
- Extra Yarn Knitting and Crocheting Group (Karen Kassel)
- Massachusetts Walking Tour Concert
- Papercraft Time for Adults
- Library Book Club
- Book Club at the Senior Center
- Makerspace programs
 - Intro to Quilting - 9 square quilt block - June 6 at 6:30pm
 - 8mm film converter has been set up
 - Some Monitors are taking the summer off so Paula and I have been working on filling the gaps in the schedule and determining which monitors will continue working during the next fiscal year.
 - Diane Busa has been asking monitors if they would like to be trained on the equipment on the Tech side of the room. So far 5 have expressed an interest. Diane will work on training them throughout the summer.
- Goals for the Month - set up a robotic 2 hour workshop & a drawing workshop for children
- We could use one more computer in the Makerspace to replace the broken MAC that was removed. Diane has to borrow the PC from the Cole room for the coding class. She would rather not have to move it and set it up every Monday.

The Co-Presidents of the Friends of the Medway Library, Meg Hamilton and Diane Busa, visited several businesses and restaurants seeking donations of food or cash for the Summer Lunch program. I talked to the pastor of the Community Church, and they are going to prepare and donate the Summer Lunch on July 13th. We have received donations and promises to donate from local businesses and community organizations to cover eight weeks of lunches. The school system Wellness Director, Dr. Ryan Sherman, and Communications Director Mary Becotte are helping us publicize the program.

Children's/YA Librarian Report:

There were 22 children's programs in May, with 409 people attending (adults and children). Two of those programs were in collaboration with Walpole CFCE. One Teen program had 8 participants.

The total spent so far this fiscal year for books and materials is \$19,629.62.

Lucy Anderson attended a meeting of the Young Adult Collaborative group at the Mass. Library System. Preparations are almost complete for Summer Reading Program. She met with our storytime substitute for the summer to show her around and complete paperwork.

Building

DPS has removed the hooks on the children's coat rack, and replaced them with hooks that are bent upward and protrude less than the previous hooks did.

Verizon plans to remove all the copper phone wires and replace them with fiber. Unfortunately, during the process of removing the copper wire, three of the Library's lines were disconnected on different days, and needed to be repaired.

Technology

Minuteman Library Network moved the patron and catalog database to hosted servers in June. The process went fairly smoothly for the Medway Library, although there were a few network-wide issues with some of the software.

Budget

The monetary articles related to the Library on the warrant for the May 8th Annual Town Meeting all passed. Article 7 included \$60,000 for roof and gutter repairs and \$10,000 for replacement of the HVAC unit in the Story Room closet. Article 22 related to repurposing \$34,000 of the unexpended bond proceeds originally approved for carpet replacement:

Article 26 related to reauthorizing the Printer/Copier/Fax Revolving Fund (FY18 spending limit of \$3,000) and the Library Meeting Room fund (FY18 spending limit of \$1,000). The spending limits (\$4,000) are included when computing the Library's municipal appropriation, 16% of which must be spent on books and other circulating materials.

Meetings in May include:

- Metrowest Program Planners
- Massachusetts Budget Committee Meeting (virtual)
- Staff Meeting
- Minuteman Library Network Membership (Directors)
- Town of Medway Department Heads Meeting

Meetings in June include:

- Staff Meeting
- Minuteman Library Network Membership (Directors)
- Town of Medway Department Heads Meeting

Other

During May, the lower level community space was used after hours for 5 meetings and 46 individuals during the 18 nights it was open. The Makerspace visitor count was 179.

We are going to continue two story hours a week while Youth Services Librarian, Lucy Anderson is on maternity leave. The sessions will be on Tuesday with Amy Kaufman, who also does Toddler Jam, and on Thursday with Alana.

We are receiving quite a few requests for proctoring, from students who are participating in distance education at schools and colleges all over the country. It is a service that is greatly appreciated by our patrons.

The Town Administrator has asked the Library Board of Trustees to designate a representative to be on the Charter Review Committee.

Margaret Y. Perkins
Library Director

Medway Public Library Budget Report 5/31/2017							
Account	Acct #	Start Balance	Expen. To Date	End Balance	% Spent	Current Month Expenditures	Materials Expenditures
Salaries - Full Time	5110	\$162,634	\$141,044.29	\$21,589.71	86.72%	\$12,628.60	
Salaries - Part Time	5111	\$74,181	\$66,552.15	\$7,628.85	89.72%	\$6,464.87	
Longevity	5150	\$1,100	\$1,100.00	\$0.00	100.00%	\$0.00	
Electricity	5211	\$20,000	\$17,572.37	\$2,427.63	87.86%	\$0.00	
Heating Fuel	5212	\$7,800	\$5,312.10	\$2,487.90	68.10%	\$215.06	
Trash	5232	\$2,734	\$2,395.20	\$338.80	87.61%	\$598.80	
Water & Sewer	5231	\$291	\$381.06	(\$90.06)	130.95%	\$103.69	
R & M Miscellaneous	5240	\$6,000	\$3,813.75	\$2,186.25	63.56%	\$579.00	
Telephone	5341	\$1,200	\$950.03	\$249.97	79.17%	\$140.86	
Supplies	5400	\$3,000	\$5,314.69	(\$2,314.69)	177.16%	\$794.55	
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	\$7,865.58	(\$1,874.58)	131.29%	\$859.00	
Media Materials	5427	\$5,000	\$3,853.03	\$1,146.97	77.06%	\$30.00	\$3,853.03
Books & Periodicals	5521	\$44,217	\$36,091.10	\$8,125.90	81.62%	\$908.09	\$36,091.10
Travel	5710	\$480	\$293.92	\$186.08	61.23%	\$0.00	
Dues & Meetings	5730	\$500	\$255.99	\$244.01	51.20%	\$0.00	
TOTAL - GENERAL FUND		\$359,237.00	\$316,803.81	\$42,433.19	88.19%	\$23,322.52	
		Start Balance	Expen. To Date	Income to Date	Account Bal	Current Month Net	
Memorial Donations	5400	\$32,451.66	\$6,938.99	\$19,469.84	\$44,982.51	-\$411.15	2,678.38
Tuchinsky Fund Interest		\$30,938.23		\$127.62	\$31,065.85	\$23.31	
Tuchinsky Fund Principal		\$102,869.11		\$784.02	\$103,653.13	\$155.81	
Library Restitution Fund	706-4773	\$1,201.40	\$152.56	\$1,100.66	\$2,149.50	-\$142.56	
Copier & Printer Rev. Fund*	722-4840	\$7,812.48	\$563.97	\$2,071.01	\$9,319.52	-\$269.00	

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	\$12,569.52	\$7,991.15	\$7,463.65	-\$3,098.15	\$12,323.52
STEM Grant		\$4,035.79	\$4,035.79		\$0.00	\$0.00	\$580.00
TOTAL - OTHER FUNDS		\$194,787.85	\$25,260.83	\$31,619.30	\$201,146.32	(\$3,741.74)	\$55,526.03