

Medway Library Board of Trustees
Tuesday February 6, 2018
7:00 pm, Medway Library

Trustees in attendance

Diane Burkhardt
Karen Kassel, secretary
Chris Monahan, chairperson
John Scott Smith, vice chairperson

Margaret Perkins, Library Director
John Foresto, Selectman

Meeting called to order 7:07 pm

A. Approval of Agenda

KK: Motion to approve agenda. DB2. Vote: unanimously **approved**.

B. Approval of the Minutes (January 2nd)

DB: Motion to approve the January 2nd minutes as written. JSS2. Vote: unanimously **approved**.

C. Citizens Speak

John Foresto provided an update on the budget process:

On February 1, 2018, the Library received \$10,000 for Youth Activity Programs from Commcan Inc. as part of their Host Community Agreement with the Town. The BOS will approve the money; the Trustees and Director will decide how to spend it. Through this host agreement, the Library will receive \$10,000 each year for the next five years.

The FY2019 Library budget has been approved by the Town Administrator and the Board Of Selectmen (BOS), the last step is approval by the Finance Committee (FinCom) and approval at Town Meeting. FinCom will likely accept the Library items. The budget includes money for the kitchen upgrade, and funding for a new MakerSpace Coordinator/Library Assistant position. John will continue to advocate for the Library during the rest of the budgeting process. As funds become available, he will try to reinstate the \$4k that was cut from Library Part Time Salaries and the \$6k that was cut from the Materials budget.

The BOS submitted a grant application to the state for two electric vehicles and two charging stations. One vehicle and charging station will be for the Library. The other charging station will be at Town Hall.

Cable Access approved money for the poster printer. John found microphones for the Cole Room. He will talk to Cable Access about fixing the broken computer in the MakerSpace.

John left at 7:34 pm.

Citizen Speak continued

A patron remarked to Margaret that the Arduino Coding class is excellent (her child is in the class). It is geared to middle school-aged kids, but is on par with high school-level classes.

As Diane has been collecting signatures for her nomination papers, several people commented on how great the Library is and the many new and interesting programs and materials being offered.

D. Budget Report

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

E. Director's Report

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

A few items of note:

Lunch at the Library will be held one day each during February and April vacation.

Five librarians from local libraries came to tour our MakerSpace; they were very impressed.

Loaning new magazines... the Library cannot have separate loan rules for new vs old magazines. Margaret posted to the MinuteMan network to learn what other libraries do about circulating the newest copy of a magazine. Some larger libraries have 2 subscriptions for the most popular magazines (one to keep in the library, one to circulate). There are only 3 libraries in the network that loan out new magazines. The staff is overwhelmingly not in favor of circulating new magazines. The existing policy on magazine circulation will remain.

Hoopla is being rolled out; working on training and publicity. To start, patrons will be allowed to "check out" from Hoopla up to four items per person per month. This number will likely increase as we see how much people are using the service. The staff have found Hoopla very easy to use.

F. Old Business

Front parking lights

Nothing new to report; still waiting on revised plan

Wiring Cole Room and conference room for video recording

Nothing new to report; microphones will be installed first

Ongoing Makerspace update/discussion

Poster printer is on the way; Medway Cable Access approved the funds to purchase one.

Someone is loaning a Silhouette machine; she will bring it in next week.

The 3D printer is working; do not need another one now.

Repurposing remaining money from carpet budget

These funds will be used for outdoor lighting and also to pay for the hand dryers (already installed).

Moving off of Yahoo Groups update

Nothing new to report

Capital Plan Requests for future years

Nothing new to report

Issue with bathroom faucets

The bathroom faucets have been replaced and are working well.

Next year's budget

Margaret distributed the FY2019 budget on paper at the meeting. After approval by Town Administrator and BOS, the budget is \$401,877; still needs approval by FinCom and approval at Town Meeting, which are likely. This is an increase from last year (\$372,906). The gap in the book budget is smaller than previous years. We really need to have the \$4,000 reinstated for salaries for subs; John will work on this.

Hoopla service

Already discussed with Director's Report.

G. New Business

Go over Director Annual Review document

Chris distributed a hard copy of the review document (he will email it to the Trustees not here tonight). The Trustees will review the document at the March meeting and make any necessary changes. Then Chris will compile a spreadsheet and send a link to where the Trustees can complete the review online. Each Trustee will complete the review before April. We will conduct the review with Margaret at the April meeting.

Town Charter changes

As previously discussed, the Trustees have asked the Charter Review Committee (CRC) to change the charter to reflect a six-member Library Board; the existing charter states there are five Trustees on the Library Board. If changes are requested in the charter, they will not be done before this spring's elections. Therefore, the Board will drop to five Trustees in order to comply with the current charter; which means one seat on the ballot this spring.

However, an article in a recent *Country Gazette* reported there are two seats on the ballot this spring. Chris discussed this discrepancy with the Town Clerk on Monday (February 5); she will talk with the Town Administrator to resolve this issue.

H. Special Programs, Fundraising, Sponsorships

Town-wide book program

To be discussed next month.

National Library Worker's Day

We will host a staff appreciation luncheon on Tuesday, April 10. We will discuss this more at the March meeting.

I. Adjournment

KK: Motion to adjourn. Meeting adjourned 8:55 pm.

Next meeting March 6, 2018.

Medway Public Library
Director's Report
February 5, 2018

Programs in January:

- Thursday and Friday Story Times
- Tuesday and Wednesday Toddler Jams
- PAWS to Read
- Junior LEGO DUPLO club
- STEM Playground
- Artful Thursday
- Bubble Wrap Crafts
- A Look Inside the Great American Baking Show (audience of 80+)
- LEGO Club - Friends of the Library
- "Oh Shoot" Photography Club - Lorie Brownell
- The following Makerspace programs were held:
- **Workshops**
 - Arduino Coding - 5 children have continued the class.
 - Monday Night Knitting (anywhere from 2 to 5 people per week)
 - Medway Cable Access weekly drop-in help
 - Drop in Papercrafting

Diane Busa noticed the DVD buffer, slide converters, vhs/dvd converters, 8 mm converter, sewing machines and 3D printer all being used by patrons.

Issues:

The new smart Extruder has been installed. The 3D printer is up and running again.

Other:

Medway Cable Access has generously approved the funds for the large format printer. They will be ordering it soon. Diane contacted the patron who is going to lend us an older model of the Silhouette vinyl cutter to test out.

Diane will take a trip to the Recycling center with Lucy on Feb 14 to see what fun stuff they have.

Programs in February include:

- Thursday and Friday Story Times
- Tuesday and Wednesday Toddler Jams
- PAWS to Read
- Junior LEGO DUPLO Club
- Stormwater - Where Does It Go?
- Coding for Minecraft
- Movie and Popcorn - Friends of the Library
- Lunch at the Library
- Artful Thursday
- Teddy Bear Sleepover
- Sharpie Art Workshop for Teens
- Monet's Magic: Pastel Paint Monet's Wondrous Water Lilies."

- Local Author Talk: *Simply Being Happy* by Paula Sullivan
- LEGO Club - Friends of the Library
- “Oh Shoot” Photography Club - Lorie Brownell
- Book Club at the Senior Center - Lorie Brownell
- Makerspace
 - February's quilting workshop has been moved to March
 - We will be scheduling another drawing program for children/YA soon.
 - Diane is working on scheduling a polymer clay jewelry workshop.

Three librarians from Newton and two from Westwood, including Director Tricia Perry, came to tour the Makerspace to get ideas for their Makerspaces.

The Copley Cats will return to the Library for another concert, tentatively scheduled for April 2nd. During the coming months, we will also have a talk on growing mushrooms at home, and a talk on essential oils.

Medway Conservation Agent Bridget Graziano offered to present a program on Stormwater Management to the Science Explorers 4-H Club that meets at the Library. Children age 5 and up are invited, even if they do not belong to 4-H. We plan to hold the program at the Thayer House and Choate Park in March.

Children's/YA Librarian Report:

There were 18 children's programs in January with 199 people attending (adults and children).

The total spent so far this fiscal year for books and materials is \$11871.18. This includes the yearly Junior Library Guild subscription renewal, as well as an order to update our audiobooks.

Lucy Anderson attended a follow-up coaching session for the Healthy Boys training in November. Margaret and Lucy met with Ryan Sherman to learn about the new mental health referral service being offered in the schools and the community.

Budget

I met with Town officials to discuss the FY19 Library budget. The draft budget has been approved by the Town Administrator and the Selectmen, and will go to the Finance Committee shortly. Included in the budget is funding for a 19 hour/week Makerspace Coordinator/Library Assistant.

The Town of Medway and Commcan Inc. have signed a Host Community Agreement. During the term of the agreement, Commcan will donate money to the Town annually for public health and safety. The Town just received \$10,000 for Youth Activity Programs at the Library. Lucy and I have begun discussing ideas on how best to use these funds, and

we are looking forward to planning many youth programs related to health, safety, and substance abuse prevention.

Building

Automatic hand dryers have been installed in the two upstairs bathrooms. This will hopefully help to eliminate the plumbing issues that the Library has been having.

The Medway Cable Access Board generously voted to purchase a Poster Printer for the Makerspace. Selectman John Foresto is looking into possibilities for obtaining a microphone for the Cole Room cheaply, or possibly even at no cost.

The new DPS Compliance Coordinator and a building envelope specialist will be visiting the Library shortly as part of an audit required in order for the Town to apply for Green Communities grants.

Meetings in January included:

- Medway Department Heads Meeting
- Metrowest Program Planners (hosted at Medway)
- Minuteman Library Network Membership (Directors)
- FY19 Library Budget Meeting (Town Hall)
- Minuteman Library Network Membership (Directors)
- Hoopla Launch Webinar

Meetings in February include:

- New England Library Association/Information Technology Section
- Minuteman Library Network Technology Interest Group
- Medway Department Heads

Other

Hoopla is now live at the Library. We are working on staff training and publicity. Initially, patrons will be able to download 4 items a month, which we can change after the usage rate becomes more clear. Hoopla includes ebooks, downloadable audio, movies, television shows, comic books, and music.

Retired librarian Deborah Eastman has volunteered to reorganize the Historical Room, and has been making great progress. She recently offered to create a display of some of the most interesting items, as well as to work on several other improvements and possibly even look into state preservation grants. We greatly appreciate all she has done.

We received a generous donation of fish for the tank in the Story Hour room. Diane Busa and I selected 12 Zebra Danios and 2 Catfish.

During December, the lower level community space was used after hours for 15 meetings and 51 individuals during the 16 nights it was open. The Makerspace visitor count was

124, which is probably an underestimate because people do not always remember to sign in.

Margaret Y. Perkins
Library Director

Medway Public Library Budget Report 2/1/2018								
Account	Acct #	Start Balance	Expen. To Date	End Balance	% Spent	Materials Expenditures	Current Month Expenditures	
Salaries - Full Time	5110	\$169,468	\$90,825.27	\$78,642.73	53.59%		\$13,288.19	
Salaries - Part Time	5111	\$71,949	\$44,762.52	\$27,186.48	62.21%		\$5,374.72	
Longevity	5150	\$1,500	\$1,500.00	\$0.00	100.00%		\$0.00	
Electricity	5211	\$21,200	\$10,488.65	\$10,711.35	49.47%		\$1,063.84	
Heating Fuel	5212	\$7,800	\$2,846.12	\$4,953.88	36.49%		\$1,806.06	
Trash	5232	\$2,572	\$1,285.76	\$1,286.24	49.99%		\$0.00	
Water & Sewer	5231	\$318	\$226.39	\$91.61	71.19%		\$0.00	
R & M Miscellaneous	5240	\$6,000	\$1,640.50	\$4,359.50	27.34%		\$0.00	
Telephone	5341	\$1,100	\$590.69	\$509.31	53.70%		\$171.99	
Supplies	5400	\$4,000	\$2,987.13	\$1,012.87	74.68%		\$255.68	
Postage	5343	\$100	\$256.17	(\$156.17)	256.17%		\$0.00	
OPS - (Minuteman bill)	5380	\$24,919	\$24,918.78	\$0.00	100.00%		\$0.00	
OPS - (programs)	5380	\$6,000	\$5,303.10	\$697.12	88.38%		\$0.00	
Media Materials	5427	\$5,000	\$2,534.05	\$2,465.95	50.68%	\$2,534.05	\$1,543.96	
Books & Periodicals	5521	\$50,000	\$24,858.99	\$25,141.01	49.72%	\$24,858.99	\$919.47	
Travel	5710	\$480	\$271.57	\$208.43	56.58%		\$0.00	
Dues & Meetings	5730	\$500	\$140.00	\$360.00	28.00%		\$0.00	
TOTAL - GENERAL FUND		\$372,906.00	\$215,435.69	\$157,470.31	57.77%		\$24,423.91	
		Start Balance	Expen. To Date	Income to Date	Account Bal		Change in Acct Balance	
Memorial Donations	5400	\$43,372.69	\$4,978.05	\$21,357.71	\$59,752.35	2,359.54	-\$595.82	
Tuchinsky Fund Interest		\$31,937.82		\$72.35	\$32,010.17		\$12.20	
Tuchinsky Fund Principal		\$102,869.11		\$603.48	\$103,472.59		\$127.36	
Library Restitution Fund	706-4773	\$2,404.97	\$296.16	\$775.51	\$2,884.32		\$642.54	
Copier & Printer Rev. Fund*	722-4840	\$10,059.45	\$1,308.92	\$1,601.90	\$10,352.43		\$163.25	

Meeting Room Rev. Fund	723-4840	\$2,612.16	\$240.00	\$350.00	\$2,722.16		\$200.00
Free Public Library	2017	\$16,028.68	\$5,301.94		\$10,726.74	\$5,301.94	-\$1,097.60
TOTAL - OTHER FUNDS		\$209,284.88	\$12,125.07	\$24,760.95	\$221,920.76	\$35,054.52	(\$548.07)