

Medway Library Board of Trustees  
July 31, 2018  
Medway Public Library  
7:00 pm

Trustees in attendance

Diane Burkhardt  
Karen Kassel, secretary  
Chris Monahan, chair

Margaret Perkins, Library Director  
Diane Busa, co-president Friends of Medway Library  
Meg Hamilton, co-president Friends of Medway Library

Meeting called to order 7:14 p.m.

**A. Approval of Agenda**

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

**B. Approval of the Minutes (June 5th)**

**DB: Motion** to approve June 5<sup>th</sup>, 2018 minutes as written. KK2. **Vote:** unanimously approved.

**C. Citizens Speak**

Meg Hamilton and Diane Busa are here representing the Friends of Medway Library to present a check for \$17,000. They are keeping another \$2,000 in reserve for unforeseen expenses that need to be funded quickly.

Most of the money came from the fall and spring book sales. The Friends have also been running more pop-up sales, which have been very popular. For example, the media sale made about \$600.

The Friends continue to run several successful programs: Lego club, Monday movies in the summer, once-a-month movies throughout the year, and the gingerbread festival. They fund the Southwick Zoo passes, which are very popular. The Friends have also been soliciting donations

for the free summer lunch program and volunteering their time at the lunches. They work to get articles in the local paper to help promote all the library's programs.

The Friends are thankful to Margaret and the librarians for being so supportive. They allow Diane and Meg to rearrange the area for their pop-up sales; they handle all the money for the sales; and allow the Friends in the building at any time to set up for sales.

The Trustees and Margaret are tremendously grateful to The Friends and to Meg and Diane for the many hours, great ideas, and positive energy they give to the library.

#### **D. Budget Report**

Margaret distributed two budget reports via email: [end of June 2018](#) and [July 2018](#). There is nothing unusual in these reports. She also distributed the ARIS report. This needs to be signed by Chris or another Trustee before submission on August 17, 2018.

#### **E. Director's Report**

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

Several building projects have been recently completed.

- The roof has been re-shingled for about \$52,000; the contract was signed before the end of June and was paid for with CIPC funds.
- The furnace in the story hour room was replaced; also funded with CIPC funds.
- The datalogger report (which has monitored the temperature, light, and humidity in various areas of the library) provided several suggestions to improve the environment of the library for the best care of the books, particularly in the historical room.

#### **F. Old Business**

##### Front parking lights

The design was completed at the end of June and installation should happen in the near future.

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

Nothing new to report

Ongoing Makerspace update/discussion

Nothing new to report

Moving off of Yahoo Groups update

Nothing new to report

Hoopla trial service update

Hoopla is no longer in a trial period; it is a part of the library's offerings and is well liked by patrons.

Discuss new Patron Behavior Policy

Move the discussion and voting to September when all the Trustees are in attendance.

Internet connection

This has been straightened out and returned to its original setup.

**G. New Business**

Vote on raises for non-union staff

**KK: Motion** to increase the hourly salary of non-union permanent and substitute staff to be equivalent to union staff, including the annual increases, for the duration of the current union contract, ending in July of FY2021. DB2. Vote: **unanimously approved.**

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

Town-wide book program

Susan is not in attendance; this will be discussed next month

**I. Adjournment**

**KK: Motion** to adjourn.

Meeting adjourned 9:07 p.m.

There is no August meeting. The next meeting is September 4th.

Medway Public Library  
Director's Report  
July 31, 2018

**Programs in June & July:**

- Thursday and Friday Story Times
- Tuesday and Wednesday Toddler Jams
- Friends of the Library - Monday Movie Madness (every Monday in July)
- Summer Lunch Program (every Tuesday, Wednesday & Thursday, 6/26-8/23, except 7/4)
  - Paws to Read (June)
  - Teen Paint & Sip (June & July)
  - Junior LEGO DUPLO Club (June)
  - Movie & Pizza
  - Parachute Adventures (June & July)
  - Tumblebus (June & July)
  - Teen Summer Kickoff: Interactive Movie
  - Rock the Library: Jungle Jim's Summer Reading Kickoff
  - Harmonica Lessons
  - Rock Star Hairdos
  - Make Your Own Video Game - Coding Workshop
  - Harry Potter Birthday Party
  - *Me, My Microbiome & I* (World Summer Science Festival video)
  - "Oh Shoot" Photography Club - Lorie Brownell
  - Book Club - Lorie Brownell

The following Makerspace programs were held:

- Makerspace Workshops
  - Arduino Coding - 5 children continued the class.
  - Blender for Animation, 3D Modeling and 3D Printing - 5 people
  - Polymer Clay Jewelry Workshop - 9 people

Medway Cable Access weekly drop-in help

Monday Night Knitters - 2-4 people weekly

- Certifications
  - 3D printer - 2 people
  - Sewing Machine - 1 person
  - Soldering Iron - 1 person

Other:

The senior center's Friday & Monday Knitting Groups are still meeting in the Makerspace.

Noticed slide converters, vhs/dvd converters, sewing machines, DVD buffer and 3D printer all being used by patrons as well as soldering iron, paper craft items & smaller hand tools.

**Programs in August include:**

- Thursday and Friday Story Times
- Tuesday and Wednesday Toddler Jams
- Life Size Pac Man - Kids
- Life Size Pac Man - Teens
- Friends of the Library - Monday Movie Madness (every Monday in August)
- Summer Lunch Program (every Tuesday, Wednesday & Thursday, 6/26-8/23, except 7/4)
- Parachute Adventures
- Parachute Playgroup (with Walpole CFCE)
- Harmonica Lessons
- Tumblebus
- Teen Paint and Sip
- Karaoke Coding
- Teen Summer Reading Finale! Interactive Movie
- Mosaic Art Workshop (Teens)
- (Mosaic Art Workshop (Adults)
- Through Hiking the Appalachian Trail
- Library Crawl
- “Oh Shoot” Photography Club - Lorie Brownell
- Book Club - Lorie Brownell

The senior center's Friday & Monday Knitting Groups are still meeting in the Makerspace.

Noticed slide converters, vhs/dvd converters, sewing machines, DVD buffer and 3D printer all being used by patrons as well as soldering iron, paper craft items & smaller hand tools.

**Children's/YA Librarian Report (Lucy Anderson):**

There were 19 children's programs in June with 327 people attending (adults and children). One program with the Friends (Movie and Pizza) had about 55 attendees. One Teen program had 6 attendees.

The materials budget for Youth Services was successfully spent.

Lucy is in the process of weeding Juvenile nonfiction with the mindset of making it a more browsable collection.

Lucy met with Chris Baldiga at the end of the school year to discuss ways to get more kids aware that the public library has fun stuff to read as well as books that are similar to what they read in the classroom. We are trying to bring our goals closer together. A program collaboration was set up so that teachers from the McGovern School will be coming to the library to read to students over the summer.

**Technology**

Another patron computer stopped working. Information Services staff took it back for repair, and fixed two other patron computers. Two computers are currently out for repair.

**Building**

Library roof: The roof was reshingled, except for the part that is flat. The cupola was repaired and repainted as needed, and several other roof repairs were made. The HVAC in the story hour room was replaced, and improvements were made to the heating/cooling software and hardware.

Parking Lot lights: Lighting Engineer finished design - installation will follow shortly

Kitchen upgrades: Met with Department of Public Services twice to discuss options. They are seeking quotes.

Datalogger report: Library received a detailed report on temperature, humidity, and lighting in library, particularly in Historical Room. Dataloggers had been in place for just over a year, as part of a program offered by MBLC. The report offers suggestions on improving conditions in order to preserve the books and other documents.

**Meetings in June & July included:**

- Town of Medway Department Heads meeting
- Town Health Director about Summer Lunch program
- OSHA Training webinar
- You Can Do I.T.!: Technology Training to Empower Your Library Colleagues (New England Library Association/Information Technology Section Event)
- Minuteman Library Network Membership (Directors) Meeting
- Self-checkout demonstration at Milford Library
- Selectmen's Meeting - Library Needs Update
- ARIS Reports - webinar
- Novatime Supervisor Portal Upgrade Training
- Meeting with EV Charging Station vendor
- Participated in Medway Cable Access filming project - introduction to the Makerspace

**Other**

The Library welcomed a new Substitute Library Assistant, Eileen Yates.

During June, the lower level community space was used after hours for 11 meetings and 45 individuals during the 15 nights it was open. The Makerspace visitor count was 167 in June.

Minuteman Library Network is seeking photographs of the interior and exterior of member libraries. Lorie Brownell took many wonderful photographs - it will be difficult to select on a few.

Margaret Y. Perkins  
Library Director

<b>Medway Public Library Budget Report 6/30/2018</b>							
Account	Acct #	Start Balance	Expen. To Date	End Balance	% Spent	Materials Expenditures	Current Month Expenditures
Salaries - Full Time	5110	\$169,468	\$166,994.91	\$2,473.09	98.54%		\$16,742.19
Salaries - Part Time	5111	\$71,949	\$81,230.81	(\$9,281.81)	112.90%		\$7,828.97
Longevity	5150	\$1,500	\$1,500.00	\$0.00	100.00%		\$0.00
Electricity	5211	\$21,200	\$18,865.57	\$2,334.43	88.99%		\$1,765.43
Heating Fuel	5212	\$7,800	\$7,386.83	\$413.17	94.70%		\$120.78
Trash	5232	\$2,572	\$2,571.52	\$0.48	99.98%		\$0.00
Water & Sewer	5231	\$318	\$425.78	(\$107.78)	133.89%		\$0.00
R & M Miscellaneous	5240	\$6,000	\$3,345.50	\$2,654.50	55.76%		\$0.00
Telephone	5341	\$1,100	\$991.06	\$108.94	90.10%		(\$1.93)
Supplies	5400	\$4,000	\$5,411.94	(\$1,411.94)	135.30%		\$671.90
Postage	5343	\$100	\$258.70	(\$158.70)	258.70%		\$0.00
OPS - (Minuteman bill)	5380	\$24,919	\$24,918.78	\$0.00	100.00%		\$0.00
OPS - (programs)	5380	\$6,000	\$5,687.10	\$313.12	94.78%		\$0.00
Media Materials	5427	\$5,000	\$5,629.67	(\$629.67)	112.59%	\$5,629.67	\$1,772.61
Books & Periodicals	5521	\$50,000	\$46,490.36	\$3,509.64	92.98%	\$46,490.36	\$5,755.69
Travel	5710	\$480	\$436.74	\$43.26	90.99%		\$0.00
Dues & Meetings	5730	\$500	\$345.00	\$155.00	69.00%		\$0.00
<b>TOTAL - GENERAL FUND</b>		<b>\$372,906.00</b>	<b>\$372,490.27</b>	<b>\$415.73</b>	<b>99.89%</b>		<b>\$34,655.64</b>
		Start Balance	Expen. To Date	Income to Date	Account Bal		Change in Acct Balance
Memorial Donations	5400	\$43,372.69	\$15,529.30	\$22,058.23	\$49,901.62	5,730.54	-\$234.90
Tuchinsky Fund Interest		\$31,937.82		\$220.41	\$32,158.23		\$80.53
Tuchinsky Fund Principal		\$102,869.11		\$1,350.06	\$104,219.17		\$252.07
Library Restitution Fund	706-4773	\$2,404.97	\$1,516.50	\$1,293.52	\$2,181.99		-\$614.68
Copier & Printer Rev. Fund*	722-4840	\$10,059.45	\$1,577.92	\$2,955.91	\$11,437.44		-\$41.25

Meeting Room Rev. Fund	723-4840	\$2,612.16	\$240.00	\$575.00	\$2,947.16		\$25.00
Free Public Library	2017	\$16,028.68	\$10,586.63	\$17,372.26	\$22,814.31	\$10,586.63	\$17,372.26
Youth Activities Grant		\$10,000.00	\$977.50		\$9,022.50		-\$175.00
<b>TOTAL - OTHER FUNDS</b>		<b>\$219,284.88</b>	<b>\$30,427.85</b>	<b>\$45,825.39</b>	<b>\$234,682.42</b>	<b>\$68,437.20</b>	<b>\$16,839.03</b>

<b>Medway Public Library Budget Report 7/31/2018</b>						
Account	Acct #	Start Balance	Expen. To Date	End Balance	% Spent	Materials Expenditures
Salaries - Full Time	5110	\$175,997	\$9,888.74	\$166,108.26	5.62%	
Salaries - Part Time	5111	\$92,250	\$4,819.51	\$87,430.49	5.22%	
Longevity	5150	\$1,650		\$1,650.00	0.00%	
Electricity	5211	\$21,200		\$21,200.00	0.00%	
Heating Fuel	5212	\$7,800		\$7,800.00	0.00%	
Trash	5232	\$2,500		\$2,500.00	0.00%	
Water & Sewer	5231	\$500		\$500.00	0.00%	
R & M Miscellaneous	5240	\$4,500		\$4,500.00	0.00%	
Telephone	5341	\$1,100	\$17.24	\$1,082.76	1.57%	
Supplies	5400	\$4,500	\$12.38	\$4,487.62	0.28%	
Postage	5343	\$100		\$100.00	0.00%	
OPS - (Minuteman bill)	5380	\$25,795	\$25,795.04	\$0.00	100.00%	
OPS - (programs)	5380	\$5,705	\$600.00	\$5,104.96	10.52%	
Media Materials	5427	\$5,000	\$327.31	\$4,672.69	6.55%	\$327.31
Books & Periodicals	5521	\$57,500	\$7,408.75	\$50,091.25	12.88%	\$7,408.75
Travel	5710	\$450		\$450.00	0.00%	
Dues & Meetings	5730	\$500		\$500.00	0.00%	
<b>TOTAL - GENERAL FUND</b>		<b>\$407,047.00</b>	<b>\$48,868.97</b>	<b>\$358,178.03</b>	<b>12.01%</b>	
		Start Balance	Expen. To Date	Income to Date	Account Bal	
Memorial Donations	5400	\$49,901.62	\$1,455.95	\$3.50	\$48,449.17	
Tuchinsky Fund Interest		\$32,158.23			\$32,158.23	
Tuchinsky Fund Principal		\$104,219.17			\$104,219.17	
Library Restitution Fund	706-4773	\$2,181.99		\$168.81	\$2,350.80	
Copier & Printer Rev. Fund*	722-4840	\$11,437.44		\$213.90	\$11,651.34	

Meeting Room Rev. Fund	723-4840	\$2,947.16			\$2,947.16	
Free Public Library	2017	\$22,814.31	\$2,292.96		\$20,521.35	\$2,292.96
Youth Activities Grant		\$9,022.50			\$9,022.50	
<b>TOTAL - OTHER FUNDS</b>		<b>\$234,682.42</b>	<b>\$3,748.91</b>	<b>\$386.21</b>	<b>\$231,319.72</b>	<b>\$10,029.02</b>