

Medway Public Library Board of Trustees  
Tuesday, June 5, 2018  
Medway Library

**Trustees in attendance**

Susan Alessandri  
Diane Burkhardt  
Karen Kassel, secretary  
Chris Monahan, chair  
John Scott Smith, vice chair

Margaret Perkins, Library Director

Meeting called to order at 7:18 p.m.

**Board Reorganization**

The Library Director ran the meeting until the Chair was elected.

Election of Chair

DB: I nominate Chris. JSS & SA 2<sup>nd</sup>. Chris accepts. Vote: unanimously approved.

Chris took over the meeting.

Election of Vice Chair

DB: I nominate John. SA 2<sup>nd</sup>. John accepts. Vote: unanimously approved.

Election of Secretary

DB: I nominate Karen. SA 2<sup>nd</sup>. Karen accepts. Vote: unanimously approved.

Welcome to returning board member Diane Burkhardt

**A. Approval of Agenda**

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

**B. Approval of the Minutes (May 1st)**

**CM: Motion** to approve the minutes of May 1, 2018 meeting. KK2. **Vote:** unanimously approved.

**C. Citizens Speak**

None present.

**D. Budget Report**

Margaret distributed the [budget report](#) over email.

There is \$11,478 in the printer & copier revolving fund. We can spend up to \$3,000 per year of that money on copier/printer-related equipment and supplies; we presently spend about half that amount. In the next fiscal year, we'll look for a good use for that money. The Library will need a new fax machine soon. Maybe a laminating machine can be purchased with those funds.

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

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

Margaret met with the town's new communications director, who will help to publicize the Library's programs. She noted that the Library's Facebook page is one of the best among the town departments. Margaret said that is mostly the work of Susan Allison.

The summer lunch program will run Tuesdays, Wednesdays, and Thursdays, starting the week of June 25. Margaret already has several sponsors lined up (Whole Foods, Garelick Farms, The Lions Club, Muffin House). She could use help in picking up the food. The Trustees are happy to help with that; Margaret will email the Trustees with more details on this.

### **F. Old Business**

#### Front parking lights

The lighting engineer is finishing the design, which should be done in early June.

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

Nothing new to report

#### Ongoing Makerspace update/discussion

From the Director's report: "Several of the patron computers are exhibiting hardware and software issues. IT should be bringing us four computers (including one to replace a Makerspace Windows computer that broke awhile ago) and they will take the three broken ones to repair."

#### Moving off of Yahoo Groups update

Nothing new to report

#### Next year's budget

Nothing new to report

#### Hoopla trial service update

Nothing new to report

### Discuss new Patron Behavior Policy

The Town attorney reviewed the [proposed behavior policy](#) that the Trustees discussed at the last meeting. She was fine with the wording of the policy. She also outlined the steps that need to be taken in order to disinvite a patron from the Library for violating this policy. These steps do not need to be included in the policy, but can be listed in the Library's internal procedures.

KK proposed the policy as a means to support the staff by giving them “back up” when asking a patron to refrain from a particular unacceptable behavior; and also to have documented consequences for repeated inappropriate behaviors.

There is not a consensus among the Trustees that a new policy is warranted to manage unacceptable behavior among a few patrons. It was recommended that the vote be postponed to a future meeting.

JSS: is there another way that the Trustees can support the staff rather than by creating a new policy?

KK: a staff member suggested creating a slip of paper stating that viewing pornography is against our Internet Use policy; this can be given out to patrons as necessary. Trustees are in favor of this.

CM: recap how Margaret can discuss/handle this issue with the staff—she will talk to the staff about creating a slip of paper for librarians to give to those looking at pornography on computers, and look into training on how to handle difficult patrons

### Vacation check for summer meetings

Summer meeting dates are:

July 10th (skipping July 3rd): 4 people

August 14<sup>th</sup>: 4 people

September 4<sup>th</sup>: 4 people

### **G. New Business**

The Town's IT department moved the Makerspace WiFi Internet connection from Minuteman's unfiltered Comcast connection to the Town's filtered Verizon Internet connection without notifying Margaret. IT is reluctant to move it back because students use the Makerspace and feel the Internet there should be filtered for the students.

IT and the Town Administrator seem to think that we are an extension of the schools, but we are not.

The Trustees agree that the Library network should remain on the

Minuteman's unfiltered Comcast connection.

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

##### Town-wide book program

Still in the information-gathering phase; we'll discuss at the next meeting.

#### **I. Adjournment**

**KK: Motion** to adjourn, meeting adjourned 9:36 p.m.

Next meeting July 10, 2018.

Medway Public Library  
Director's Report  
June 5, 2018

**Programs in May:**

- Thursday and Friday Story Times
- Tuesday and Wednesday Toddler Jams
- PAWS to Read
- Science Tellers Presents: Pirates Lost at Sea (with Walpole CFCE)
- Attracting Birds, Butterflies and Other Beneficials  
(supported in part by a grant from the Medway Cultural Council, a local agency which is supported by the Massachusetts Cultural Council, a state agency.)
- LEGO Club - Friends of the Library
- Butterfly Celebration
- Artful Thursday
- Mystery Writer Event - Bruce Robert Coffin
- "Oh Shoot" Photography Club - Lorie Brownell
- Book Club - Lorie Brownell
- The following Makerspace programs were held:
  - **Workshops**
    - Arduino Coding
    - Monday Night Knitting
    - Medway Cable Access weekly drop-in help
    - Harry Potter Inspired Polymer Clay workshop
  - **Certification**
    - 3D printer - 1 person

Diane discovered that wireless did not work well in craft side of room, and we asked for an additional access point. IT switched wireless from Comcast to FIOS.

Other:

- Noticed slide converters, vhs/dvd converters, sewing machines, DVD duplicator and 3D printer all being used by patrons as well as soldering iron & smaller hand tools. A few YAs have been spending time in room using sewing supplies and paints.
- 4 people used the Large Format printer while a staff member was in the room

**Programs in June include:**

- Thursday and Friday Story Times
- Tuesday and Wednesday Toddler Jams
- PAWS to Read
- End of School Free Movie and Pizza
- Parachute Adventures
- Junior LEGO DUPLO Club
- Tumblebus
- Teen Paint and Sip

- “Oh Shoot” Photography Club - Lorie Brownell
- Book Club - Lorie Brownell
- Makerspace Workshops
  - Polymer Clay Jewelry workshop
  - Blender 3D modeling workshop

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

There were 24 children’s programs in May with 304 people attending (adults and children). One Teen program had 11 attendees (this number may be duplicated as a Makerspace program, it was the Harry Potter clay).

- The total spent so far this fiscal year for books and materials is \$21,151.21.
- Lucy attended the Massachusetts Library Conference.
- Summer Reading materials will be ready soon.
- Completed weeding the Easy picture books and Juv. series books.
- Growing butterflies was less successful than expected, but the video of our butterflies being released got a lot of good attention on Facebook.

●  
**Technology**

Several of the patron computers are exhibiting hardware and software issues. IT should be bringing us four computers (including one to replace a Makerspace Windows computer that broke awhile ago) and they will take the three broken ones to repair.

**Building**

Library roof: The public bid started last week and ends 6/14.

HVAC in the Story Hour room: Will be replaced on 6/6/18.

Drinking Fountain: The plumber came on 6/4 to look at the locations and is ordering the drinking fountains.

Parking Lot lights: Lighting Engineer will finish design by 6/8.

**Meetings in May included:**

- Massachusetts Library Association Conference
- Minuteman Library Network Membership (Directors) Meeting
- Town of Medway Department Heads meeting
- Minuteman Library Network Integrated Library System renewal meeting
- Regional Research Institute for Public Libraries Conference (Evaluation of Library Services)
- Met with new Communications Director
- Met with parking lot electrical engineers
- Annual Town Meeting

**Meetings in June include:**

- 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

**Other**

During May, the lower level community space was used after hours for 15 meetings and 62 individuals during the 18 nights it was open. The Makerspace visitor count was 224. At least three groups (knitting and a book group) that normally meet at the Senior Center are meeting at the Library due to the construction-related parking situation.

About a dozen pictures and photographs from two local artists are on display in the Conference Room.

Margaret Y. Perkins  
Library Director

<b>Medway Public Library Budget Report 6/1/2018</b>							
Account	Acct #	Start Balance	Expen. To Date	End Balance	% Spent	Materials Expenditures	Current Month Expenditures
Salaries - Full Time	5110	\$169,468	\$150,252.72	\$19,215.28	88.66%		\$19,811.32
Salaries - Part Time	5111	\$71,949	\$73,401.84	(\$1,452.84)	102.02%		\$9,856.08
Longevity	5150	\$1,500	\$1,500.00	\$0.00	100.00%		\$0.00
Electricity	5211	\$21,200	\$17,100.14	\$4,099.86	80.66%		\$976.98
Heating Fuel	5212	\$7,800	\$7,266.05	\$533.95	93.15%		\$688.62
Trash	5232	\$2,572	\$2,571.52	\$0.48	99.98%		\$642.88
Water & Sewer	5231	\$318	\$425.78	(\$107.78)	133.89%		\$100.03
R & M Miscellaneous	5240	\$6,000	\$3,345.50	\$2,654.50	55.76%		\$574.00
Telephone	5341	\$1,100	\$992.99	\$107.01	90.27%		\$177.84
Supplies	5400	\$4,000	\$4,740.04	(\$740.04)	118.50%		\$271.30
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%		\$144.00
Media Materials	5427	\$5,000	\$3,857.06	\$1,142.94	77.14%	\$3,857.06	\$876.63
Books & Periodicals	5521	\$50,000	\$40,734.67	\$9,265.33	81.47%	\$40,734.67	\$8,406.44
Travel	5710	\$480	\$436.74	\$43.26	90.99%		\$24.84
Dues & Meetings	5730	\$500	\$345.00	\$155.00	69.00%		\$0.00
<b>TOTAL - GENERAL FUND</b>		<b>\$372,906.00</b>	<b>\$337,834.63</b>	<b>\$35,071.37</b>	<b>90.60%</b>		<b>\$42,550.96</b>
		Start Balance	Expen. To Date	Income to Date	Account Bal		Change in Acct Balance
Memorial Donations	5400	\$43,372.69	\$14,774.40	\$21,538.23	\$50,136.52	5,730.54	-\$3,583.80
Tuchinsky Fund Interest		\$31,937.82		\$139.88	\$32,077.70		\$32.07
Tuchinsky Fund Principal		\$102,869.11		\$1,097.99	\$103,967.10		\$123.85
Library Restitution Fund	706-4773	\$2,404.97	\$878.87	\$1,270.57	\$2,796.67		\$41.00
Copier & Printer Rev. Fund*	722-4840	\$10,059.45	\$1,308.92	\$2,728.16	\$11,478.69		\$261.41

Meeting Room Rev. Fund	723-4840	\$2,612.16	\$240.00	\$550.00	\$2,922.16		\$50.00
Free Public Library	2017	\$16,028.68	\$10,586.63		\$5,442.05	\$10,586.63	-\$2,712.79
Youth Activities Grant		\$10,000.00	\$802.50		\$9,197.50		\$802.50
<b>TOTAL - OTHER FUNDS</b>		<b>\$219,284.88</b>	<b>\$28,591.32</b>	<b>\$27,324.83</b>	<b>\$218,018.39</b>	<b>\$60,908.90</b>	<b>(\$5,788.26)</b>

## **Medway Public Library Patron Behavior Policy**

Created April 2018

In order to ensure a safe and peaceful environment conducive to the use and enjoyment of the Library's resources and services, the Medway Public Library Board of Trustees has established this Patron Behavior Policy.

Patrons who violate the Patron Behavior Policy may be asked to leave the library for the day or may be officially disinvited for an extended period of time.

Library patrons are expected to behave responsibly and with consideration for other patrons and for the Library staff as well as for Library materials and property.

The following guidelines further define acceptable and unacceptable behavior in the Library:

- Speak quietly and limit excess noise
- Limit cell phone use to brief, quiet conversations
- Do not enter staff areas of the library without staff permission
- Use of illegal drugs, tobacco, marijuana, or alcohol is not allowed
- Abusive, harassing, or threatening behavior or language is not allowed
- Viewing and/or transmitting pornographic images is not allowed
- Transmitting harassing or threatening materials or messages is not allowed
- Refrain from behaviors that interfere with other patrons' enjoyment of the library