Medway Library Board of Trustees
Tuesday, April 2, 2019
7:00 p.m. Library

Trustees in attendance
Karen Kassel, secretary
Chris Monahan, chairperson
John Scott Smith, vice chair
Margaret Perkins, Library Director

Meeting called to order 7:17 p.m.

A. Approval of Agenda
   KK: Motion to approve agenda. JSS2. Vote: unanimously approved.

B. Approval of the Minutes (March 5th)
   Minutes not available yet.

C. Citizens Speak
   JSS: a citizen expressed concern about using the Library car to deliver books to patrons who live outside of Medway. For example, a patron who has moved out of Medway to a town that doesn't have book delivery or a long-time patron who lives in another town.

Considerations – we need more information on a few topics before deciding:
   1- are there any regulations for using a town vehicle to deliver books out of town?
   2- do we want to set the limit to patrons who are also town residents or allow delivery to patron, non-residents
within a specific distance from the library? 
3- how will this program be perceived by the public?

Trustees will discuss again next month.

D. New Business
Staff Appreciation Luncheon
This lunch will be on Tuesday, April 9. Karen will order from Restaurant 45; same as last year. She’ll send an email with more details.

Open Seat on the Board
Susan is running for re-election. Karen is not running again. A patron/member of the Friends has pulled papers.

E. Old Business
State Conflict of Interest Training
A few Trustees still need to complete this training; it must be done by the end of April. Completion certificates are due to the Town Administrator’s office; they can be given to Mary Jane as well.

Magnetic Sign for Electric Car
Lorie submitted an image of a person holding a book on a green background with the words: “Medway Library, Community Outreach.” Margaret brought the image to Ad Print. They can produce two car magnets with this image. The Trustees approved the image.

F. Budget Report
Margaret distributed the budget report via email.

G. Director’s Report
Margaret distributed the director’s report via email.
H. Special Programs, Fundraising, Sponsorships
Town-wide book program – Nothing new to report

I. Adjournment
KK: Motion to adjourn
Meeting adjourned 8:55 p.m.
Next meeting: May 7, 2019
Programs in March:
- Thursday and Friday Story Times
- Tuesday and Wednesday Toddler Jams
- PAWS to Read
- Learn to Play Chess
- New England’s General Stores: Exploring an American Classic with Ted Reinstein
- The Iditarod: with Karen Land and her sled dog Noggin
- 1000 Books Before Kindergarten Kickoff
- Kids’ Paint and Sip
- Teen Paint and Sip
- Teen Author Book Signing
- Cursive Club
- LEGO Club (Friends of the Library)
- “Oh Shoot” Photography Club
- Book Club - Lorie Brownell

Makerspace visitor count: Makerspace visitor count in January: 257

Workshops & Classes:
Arduino Coding & Robotics - Meets weekly on Monday nights - 9 participants.
Painting with Trudi - 6 people
Creative Tinker Lab - 12 participants
Wonderful World of Mathematics - 13 children
Light, Optics, and the Electromagnetic Spectrum! - 12 children
Tuesdays with Trudi (6 week tutorial on how to use brushes, pallet knives and how to care for brushes) - 2 to 3 participants each week

Medway Cable Access weekly drop-in help (Wednesday 2-4pm)
Walk-in 3D Printer Certification sessions every Tuesday (3:30-5:00pm)
Bulky Knitting Machine Certification Sessions (Monday nights & Wednesday mornings)
Drop-in Technical Assistance session - every Friday morning from 10-12pm
Certifications:
3D printer - 4 people
Knitting machine - 3 people
Sewing Machine - 1 person

Noticed large format printer, vhs/dvd converters, Epson Scanner, sewing machines, 8mm converter, soldering iron, small hand tools and 3D printer all being used by patrons.

Upcoming Workshops:
Sewing Together - adult/child sewing workshop - April 3
Painting with Trudi - April 10
Tuesdays with Trudi - (3 remaining sessions)
Creative Tinker Lab - April 18
Wonderful World of Mathematics - April 25 - This month we will be learning about platonic solids
Music in the Makerspace - April 30 & May 2 - monthly science program.
we are celebrating Art Week at the library.

Other:
A representative from ExelonGeneration came to the Library to photograph some of the science and technology books we were able to purchase with their $500 donation. Lucy Anderson, Friends Co-chair Meg Hamilton and I were included in the photographs.

ExelonGeneration’s approval of the $1000 towards purchasing a computer for the Makerspace has not yet been completed.

Programs in April include:
- Thursday and Friday Story Times
- Tuesday and Wednesday Toddler Jams
- Paws to Read
- Cursive Club
- LEGO Club (Friends of the Library)
- Barn Babies
- Barnyard: Messy and Clean Sensory Activity
- Lunch at the Library
- Visit to the Antarctic with Kristin Foresto
- Celebrating Ireland in Story and Song
Pastel Painting Workshop with Gregory Maichack
Birds of Prey - Audubon
“Oh Shoot” Photography Club - Lorie Brownell
Book Club - Lorie Brownell

Children’s/YA Librarian Report (Lucy Anderson):
There were 24 children's programs in March with 264 people attending (adults and children). Two Teen program had a total of 7 participants. With the support of Walpole CFCE we have kicked off the 1000 Books before Kindergarten program! 23 children signed up at our kickoff party and 4 more have signed up since.

Girl Scouts will be using the bulletin board and other display spaces in the Children's areas for their art display throughout April.

The materials budget spent so far this year is $16872.68.

Outreach
Ken Masterson has kindly stepped in as a substitute, delivering books to homebound patrons. I spoke with someone in the management office at Mahan Circle, and they are interested in having the Library bring books for the residents, as was done by the Outreach Librarian years ago. I plan to speak to the management office staff at the two other senior housing facilities in Medway shortly.

Building
One of the large light fixtures near the stairway is out, and replacement bulbs are not available. We will probably need to replace that fixture or both that one and the matching one.

The Kill A Watt devices were removed from circulation due to a malfunction, likely age related.

Technology
A switch required for the security cameras and wifi to function stopped working. Information Services is going to order a replacement. Meanwhile, a temporary switch has been installed and only the town wifi is available. Patrons have had trouble connecting to it on several occasions.
Meetings in March included:
● Town of Medway Department Heads meeting
● Minuteman Library Network Membership (Directors) Meeting
● Metrowest Planners (meeting at Medway)

Meetings in April include:
● Town of Medway Department Heads meeting
● Minuteman Library Network Reference Interest Group Meeting

Other
During March, the lower level community space was used after hours for 15 meetings and 58 individuals during the 15 nights it was open.

The training by the police department will be held on a Friday afternoon, most likely on May 3rd.

Modeled after the Rokus at the Holliston Library, our Roku now has Netflix and several free apps, such as PBS Kids, installed on it. It also has a small collection of movies. Holliston has 6 Rokus, which circulate very well, and we are hoping that our Roku will circulate well also.

Margaret Y. Perkins
Library Director
<table>
<thead>
<tr>
<th>Account</th>
<th>Acct #</th>
<th>Start Balance</th>
<th>Expen. To Date</th>
<th>End Balance</th>
<th>% Spent</th>
<th>Materials Expenditures</th>
<th>Current Month Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries - Full Time</td>
<td>5110</td>
<td>$175,997</td>
<td>$124,680.97</td>
<td>$51,316.03</td>
<td>70.84%</td>
<td>13,498.76</td>
<td></td>
</tr>
<tr>
<td>Salaries - Part Time</td>
<td>5111</td>
<td>$92,250</td>
<td>$65,273.23</td>
<td>$26,976.77</td>
<td>70.76%</td>
<td>7,661.37</td>
<td></td>
</tr>
<tr>
<td>Longevity</td>
<td>5150</td>
<td>$1,650</td>
<td>$1,700.00</td>
<td>($50.00)</td>
<td>103.03%</td>
<td></td>
<td>250.00</td>
</tr>
<tr>
<td>Electricity</td>
<td>5211</td>
<td>$21,200</td>
<td>$15,172.12</td>
<td>$6,027.88</td>
<td>71.57%</td>
<td></td>
<td>1,226.29</td>
</tr>
<tr>
<td>Heating Fuel</td>
<td>5212</td>
<td>$7,800</td>
<td>$6,265.24</td>
<td>$1,534.76</td>
<td>80.32%</td>
<td></td>
<td>1,316.31</td>
</tr>
<tr>
<td>Trash</td>
<td>5232</td>
<td>$2,500</td>
<td>$1,928.64</td>
<td>$571.36</td>
<td>77.15%</td>
<td></td>
<td>642.88</td>
</tr>
<tr>
<td>Water &amp; Sewer</td>
<td>5231</td>
<td>$500</td>
<td>$365.10</td>
<td>$134.90</td>
<td>73.02%</td>
<td></td>
<td>120.34</td>
</tr>
<tr>
<td>R &amp; M Miscellaneous</td>
<td>5240</td>
<td>$4,500</td>
<td>$3,218.50</td>
<td>$1,281.50</td>
<td>71.52%</td>
<td></td>
<td>85.00</td>
</tr>
<tr>
<td>Telephone</td>
<td>5341</td>
<td>$1,100</td>
<td>$698.05</td>
<td>$401.95</td>
<td>63.46%</td>
<td></td>
<td>80.48</td>
</tr>
<tr>
<td>Supplies</td>
<td>5400</td>
<td>$4,500</td>
<td>$3,407.87</td>
<td>$1,092.13</td>
<td>75.73%</td>
<td></td>
<td>165.80</td>
</tr>
<tr>
<td>Postage</td>
<td>5343</td>
<td>$100</td>
<td>$6.51</td>
<td>$93.49</td>
<td>6.51%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OPS - (Minuteman bill)</td>
<td>5380</td>
<td>$25,795</td>
<td>$25,795.04</td>
<td>$0.00</td>
<td>100.00%</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>OPS - (programs)</td>
<td>5380</td>
<td>$5,705</td>
<td>$5,048.00</td>
<td>$656.96</td>
<td>88.48%</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>Media Materials</td>
<td>5427</td>
<td>$5,000</td>
<td>$5,453.35</td>
<td>($453.35)</td>
<td>109.07%</td>
<td>$5,453.35</td>
<td>395.69</td>
</tr>
<tr>
<td>Books &amp; Periodicals</td>
<td>5521</td>
<td>$57,500</td>
<td>$29,539.56</td>
<td>$27,960.44</td>
<td>51.37%</td>
<td>$29,539.56</td>
<td>1,614.15</td>
</tr>
<tr>
<td>Travel</td>
<td>5710</td>
<td>$450</td>
<td>$155.58</td>
<td>$294.42</td>
<td>34.57%</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>Dues &amp; Meetings</td>
<td>5730</td>
<td>$500</td>
<td>$302.99</td>
<td>$197.01</td>
<td>60.60%</td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>TOTAL - GENERAL FUND</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>$407,047.00</strong></td>
<td><strong>$289,010.75</strong></td>
<td><strong>$118,036.25</strong></td>
<td><strong>71.00%</strong></td>
<td></td>
<td><strong>$27,057.07</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Start Balance</th>
<th>Expen. To Date</th>
<th>Income to Date</th>
<th>Account Bal</th>
<th>Change in Acct Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Memorial Donations</td>
<td>5400</td>
<td>$49,901.62</td>
<td>$9,050.42</td>
<td>$18,526.55</td>
<td>4,092.59</td>
</tr>
<tr>
<td>Tuchinsky Fund Interest</td>
<td></td>
<td>$32,158.23</td>
<td>$335.06</td>
<td>$32,493.29</td>
<td></td>
</tr>
<tr>
<td>Tuchinsky Fund Principal</td>
<td></td>
<td>$104,219.17</td>
<td>$1,320.95</td>
<td>$105,540.12</td>
<td></td>
</tr>
<tr>
<td>Library Restitution Fund</td>
<td>706-4773</td>
<td>$2,181.99</td>
<td>$49.45</td>
<td>$985.14</td>
<td>$3,117.68</td>
</tr>
<tr>
<td>Copier &amp; Printer Rev. Fund*</td>
<td>722-4840</td>
<td>$11,437.44</td>
<td>$1,060.16</td>
<td>$2,577.39</td>
<td>$12,954.67</td>
</tr>
<tr>
<td>Meeting Room Rev. Fund</td>
<td>723-4840</td>
<td>$2,947.16</td>
<td>$250.00</td>
<td>$3,197.16</td>
<td>125.00</td>
</tr>
<tr>
<td>-----------------------</td>
<td>----------</td>
<td>-----------</td>
<td>---------</td>
<td>-----------</td>
<td>--------</td>
</tr>
<tr>
<td>Free Public Library</td>
<td>2017</td>
<td>$22,814.31</td>
<td>$10,976.39</td>
<td>$8,863.20</td>
<td>$20,701.12</td>
</tr>
<tr>
<td>Youth Activities Grant</td>
<td></td>
<td>$9,022.50</td>
<td>$1,527.36</td>
<td>$7,495.14</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>TOTAL - OTHER FUNDS</strong></td>
<td></td>
<td><strong>$234,682.42</strong></td>
<td><strong>$22,663.78</strong></td>
<td><strong>$32,858.29</strong></td>
<td><strong>$244,876.93</strong></td>
</tr>
</tbody>
</table>