

Board of Library Trustees Meeting
July 2, 2013
7:00 p.m.

Medway Public Library

Attendees:

Trustees:

Carol Brown
Diane Burkhardt
Ed Duggan
Karen Kassel, Secretary
Chris Monahan, Vice Chair (7:06 p.m.)
Wendy Rowe, Chair

Citizens:

Margaret Perkins, Acting Director

Meeting called to order by Wendy Rowe: 7:02 p.m.

A. Approval of Agenda

Motion to approve agenda: CB1, DB2, passed unanimously.

B. Secretary's Report

Motion to approve June 4, 2013 meeting minutes: CB1, DB2, passed unanimously.

C. Citizens Speak

None present.

D. Budget Report

- FY 13 budget
 - This is not the final report; bills came in this afternoon from Nstar and Town of Medway.
 - The encumbered expenditures are not reflected here, these include:
 - installation of additional wiring in the conference room
 - hanging of art display hardware (about \$300)
 - reimbursement to Wendy for cost of reupholstering chair in young adult room (about \$300)
 - cost of any bills that don't arrive by July 5
 - Encumbrances can be taken out of TM: Library Initiatives
 - Initiatives includes cost of Murder for Hire program. Can move some money out of Initiatives and into memorial donations
- Medway 2020
 - The only item pending is reupholstery of YA room chair, which is almost complete.
 - By the end of July all of Medway 2020 plan will be completed.

- Medway 300
 - Summer Choate Park Concert series: Medway Library is an official sponsor, along with Medway 300 and the Friends of Choate. In case of rain, programs will be moved to the Cole Room (except for August 10, in the park rain or shine).
 - The schedule:
 - July 18: Quintessential Brass
 - July 25: Elaine Kessler
 - July 27 & 28: Shakespeare in the Park
 - August 1: Songs for Ceilidh
 - August 10: Military Band Concert, followed by fireworks
- FY 14 budget
 - New fiscal year and new budget, but no major changes.
 - May need to invest money in the cooling system. The Cole Room was not cool enough during the last movie night. Adjusting the system is not simple; it requires Margaret to log in (from the library) and adjust it. Would like to train more people on doing this adjustment and/or set up a vpn so that Margaret can do this from a computer at home.

E. [Director's Report](#)

- New library cards:
 - Discussed creating a new library card that includes one of the Medway 300 images.
 - Can create dual cards – one wallet size & one mini to go on a key chain.
 - The cost to the library would be less than \$1.00 per card; we can sell them for \$1 or \$1.25 and the funds would go into Library Restitution Fund.

F. Special Programs, Fundraising, Sponsorships

- Laurie created a brochure with Summer Reading Programs; it is now available
- There will be a program for Bridging Cultures: Muslim Journeys

Margaret Perkins left 7:32 p.m.

G. Old Business

- Full-time Library Director search
 - [Ed distributed an email](#) that he sent to Wendy about extending the application deadline to August 1. This idea was discussed. It was decided to keep the deadline at July 1.
 - Ed also distributed a few handouts that list [things to consider](#) and [pitfalls to avoid](#) when hiring a library director.
 - We reviewed resumes and cover letters and chose five qualified applicants to interview. Wendy will contact these people to set up interviews as soon as possible.
 - The whole board will interview all five candidates.
 - We discussed the interview process and the interview questions. We used the

interview procedure dated 8/9/00 as a starting point. Most of the questions are still appropriate. A few questions were added.

- Discussed schedules for interviewing; would like to do all interviews within the next 2 weeks.
- Wendy will send the approved job description to each candidate before interview.
- We will meet on Monday July 8 to finalize the process and the questions before we begin interviews.

H. Adjournment. Next meeting Monday July 8 @ 7:30 p.m.

Motion to adjourn: CM1, ED2, unanimously approved. 9:28 p.m.

Medway Public Library Budget Report 6/30/2013						
Account	Acct #	Start Balance	Expen. To Dat	End Balance	% Spent	Current Month Expend.
Salaries - Full Time	5110	\$82,173.00	\$78,934.16	\$3,238.84	96.06%	\$3,438.62
Salaries - Part Time	5111	\$70,845.00	\$88,924.67	(\$18,079.67)	125.52%	\$7,788.42
Longevity	5150	\$1,350.00	\$1,350.00	\$0.00	100.00%	\$0.00
Electricity	5211	\$19,956.00	\$17,477.26	\$2,478.74	87.58%	\$0.00
Heating Fuel	5212	\$7,900.00	\$5,908.32	\$1,991.68	74.79%	\$0.00
Trash	5232	\$1,717.00	\$1,122.73	\$594.27	65.39%	\$0.00
Water & Sewer	5231	\$880.00	\$252.98	\$627.02	28.75%	\$0.00
R & M Miscellaneous	5240	\$5,411.00	\$10,254.45	(\$4,843.45)	189.51%	\$0.00
Telephone	5341	\$1,300.00	\$954.50	\$345.50	73.42%	\$46.89
Supplies	5400	\$1,600.00	\$2,436.22	(\$836.22)	152.26%	\$0.00
Postage	5343	\$264.00	\$264.00	\$0.00	100.00%	\$0.00
OPS - (Minuteman bill)	5380	\$23,222.00	\$23,222.00	\$0.00	100.00%	\$0.00
Travel	5710		\$404.83	(\$404.83)		\$306.04
Addl. Funds for Salary Inc.		\$5,218.00				
TOTAL - GENERAL FUND		###	###	(\$9,670.12)	104.36%	\$11,579.97
TM: Books and Materials	5521	\$20,000.00	\$20,000.00	\$0.00	100.00%	\$0.00
TM: Library Initiatives	5200	\$23,150.00	\$22,278.62	\$871.38	96.24%	\$975.79
TOTAL - TM		\$43,150.00	\$42,278.62	\$871.38	97.98%	\$975.79
		Start Balance	Expen. To Dat	Income to Date	Account Bal	Current Month Net
Memorial Donations	5400	\$18,389.74	\$17,763.26	\$19,208.71	\$19,835.19	\$16,982.83
Tuchinsky Fund Interest		\$40,894.62	\$623.12	\$262.84	\$40,534.34	(\$598.78)
Tuchinsky Fund Principal		###			###	\$0.00
Library Restitution Fund	06-4773	\$806.61	\$1,908.50	\$1,344.25	\$242.36	(\$660.21)

Medway Public Library
Director's Report
July 1, 2013

Staff

I worked with Human Resources to get the discrepancies in leave accrual corrected.

Paula and I have created an improved schedule for senior tax work off participants, and I have added a brief "Senior Tax Work Off Handbook" to the notebook.

Programs & Meeting Room

Signups for summer programs have started. The final baby and toddler story hour programs had a very large turnout - a total of 21 children.

Almost all the meetings have been entered into the software, and Event Keeper is almost ready to go live for the public to enter their room requests from home.

From November until the end of June, the meeting rooms and lounge were used after 8:00 pm a total of 273 times, including 65 meetings. Use was quite consistent – patrons and/or groups used the space almost every evening.

The Friends of the Boston Harbor Islands donated discount tickets for weekday admission. Later this month they are going to bring display materials about the history of the islands.

The books and DVDs received as part of the Bridging Cultures Bookshelf: Muslim Journeys grant are on the display table currently. They are circulating well.

Budget

All invoices dated on or before June 30th must be entered in the MUNIS batch due Friday, July 5th. All invoices not received by that date must be encumbered by July 12th. We will need to encumber the funds for installing an additional circuit and outlets in the Conference Room, hanging the art display hardware, and the remainder of the cost of upholstering a chair. We will also need to encumber funds for electric and/or gas bills, if they have not arrived by the 5th.

Technology

Ryan Kennedy (IT Department) installed a new, more powerful, wireless access point in the ceiling near the circulation desk. The access point has been working very well.

The Holliston director, Leslie McDonnell, and I met with the sales representative from Zinio books to hear more about the One Click Digital audiobook platform that will be free with our Zinio subscriptions. We will receive 200 classic titles, all simultaneous use (any number of our patrons can have them "checked out" at the same time). We will also be able to purchase "one patron at a time" titles at a large discount, and additional simultaneous use titles. Zinio has produced excellent marketing

materials, some of which I have printed out for display at the library and to hand out to patrons.

The vendor that the Morse Institute Library (Natick) uses for its library cards featuring a photograph of the library building has offered to have their graphics department help to create a design that incorporates a photograph of the Library and one of the Medway300 graphics.

Meetings

I attended several meetings in May: MLN Library Services Platform Task Force, MLN Board of Directors, MLN Membership (Library Directors), and the Encore/EDS discovery platform demo. The Library Services Platform Task Force decided to seek additional information about the various discovery platforms before making a recommendation. The Board of Directors and Membership voted to maintain the status quo (the Classic Catalog and Encore) for the next year, while seeking additional information on alternatives. A director of a library in western Massachusetts has started a committee to look into consolidation of library networks. The Massachusetts Library System is has stated that this study needs to go through the networks rather than through a statewide agency.

-Margaret Perkins
Acting Director

Wendy,

I will be out of town the balance of this week.

I have read each one of the resumes submitted.

I would like the Board to extend the application deadline to August 1st. The time frame will enable us to both obtain additional candidates and develop specific criteria for this position for our Town over and above the Job Description.

For example, their ability to expound in a convincing manner the mission and the needs of the Library, their ability to be forceful and dynamic, their ability to present themselves in a businesslike manner reflecting a positive image as the person representing the Medway Library This and other similar type of criteria can be evaluated primarily during the person to Board interviews.

The Medway Library has been without a full-time Director for a long time. In fairness to Medway, the staff and our patrons it is incumbent upon us as Trustees to find the best person for the job of Director. This is in keeping with the responsibilities that the voters have placed upon us,

Regards,
Ed Duggan

POINTS TO PONDER

Listed below are some of the traits and characteristics to consider for making the selection of the Medway Library Director. The Job Description provides the guide. These items consider how to implement.

Many of these are extracts from various publications. This list is not all inclusive. You may have other considerations to be included and/or consider some of these items to be redundant.

The Director must be an effective advocate and promote the library needs and stay informed as to what is happening in the community.

The Director will possess outstanding communication skills, organizational skills, strong supervisory and training skills.

The Director must possess imagination, motivation, initiative, and resourcefulness.

The Director will be active in a public relations role.

The Director will operate the library under a philosophy of service, which puts the needs of the library patrons first and responds to their needs in a positive, helpful and friendly manner.

The Director will be forceful, dynamic and present a businesslike manner while reflecting a positive image as the person representing the Medway Library

The Director will have the ability to exercise independent judgment in decision-making.

Ed Duggan

AVOIDING PITFALLS OF THE PROCESS

When done correctly, the search for a new director can invigorate and energize a library. When needed, this can be an opportunity for rapid change. During the hiring process the library board has an opportunity to take a fresh look at services and to reflect on the library's future direction. The process can be arduous and full of pitfalls that should be avoided. This list of “do nots” should be discussed and considered.

- Hiring to the weaknesses or strengths of the former director – Evaluate each candidate on his/her own merit. Each person has strengths and weaknesses and finding a comfortable balance of skills and attitudes is essential.
- Rushing to resolution – Recognizing the importance of having a director in place, a board may hastily make a hiring decision and not reflect on the qualities and vision they need in a new director.
- Taking the easy way out – Reviewing applicants for a library directorship is a lot of work and takes time. Boards should not take the easy way out and promote an internal candidate without going through the complete search process. Internal candidates should be evaluated as thoroughly as external candidates.
- Assuming that all assistant directors are qualified to be directors – There is a vast difference between being an assistant director under a competent library director and being the library director. Evaluate each candidate for the range and depth of experience but also consider personality, work ethic, and commitment.
- Being penny-wise and pound foolish – This is not the time to be frugal. Taking time, using a consultant, and offering a good compensation package will help attract the best candidates available.
- Assuming all candidates are 100% candid – Sometimes candidates inflate their abilities and achievements. A thorough reference and background check should be conducted. Attention should be paid to both what is said and not said during reference checks.
- Putting too much emphasis on technical abilities – A library director should be more than a good librarian. Great library directors are visionary leaders that communicate well with the board, staff, and community leaders.

SELECTING THE CANDIDATE

1. Basic qualities

Regardless of the library's size, there are five basic characteristics that should be evident in a good library director:

- Common sense – This characteristic is often overlooked and yet is absolutely essential to good leadership. Common sense plays a critical part

in policy development and implementation. It determines whether a person is rigid or flexible in library operations and can successfully manage the day-to-day running of the library.

- Decision-making ability – The person should be self-confident enough to make tough, informed decisions independently and on the spot.
- People skills – Communication skills, fairness, friendliness, empathy, sense of humor, and, most significantly, being customer focused are all essential.
- Vision – A good director has the ability to scan the environment in the library profession and the world at large to see how change and innovation might improve library service in the community and to spot opportunities to move the library toward a commitment to excellence.
- Integrity – The individual must demonstrate a commitment to ethical behavior and to the core values of the library profession.

In addition to the above listed characteristics, a good director will have the following skills:

- Financial management skills to develop, implement, and stay within a budget.
- Human Resources skills that show the ability to hire, fire, and manage people effectively.
- Organizational skills and the ability to multi-task.