

Board of Library Trustees Meeting

November 5, 2013

7:00 p.m.

Medway Public Library

Attendees:

Trustees:

Carol Brown

Ed Duggan

Karen Kassel, Secretary

Chris Monahan, Vice Chair

Wendy Rowe, Chair

Margaret Perkins, Library Director

Citizens:

John Foresto

Meeting called to order by Wendy Rowe: 7:06 p.m.

A. Approval of Agenda

- Adding Budget Strategy discussion

Motion to approve agenda with addition: CB1, CM2; passed unanimously.

B. Secretary's Report (October 1)

Motion to approve the minutes with slight format change (move Margaret out of "citizen" designation): CB1, CM2; Yea: 3. Abstain: KK, ED.

C. Citizens Speak

John Foresto's comments were directly related to our budget; see next section.

D. Budget Report

John Foresto offered suggestions & information for helping the library to receive maximum funding:

1. Trustees should come to Town Meeting, November 18, 7:00. Margaret will alert The Friends of Library and ask them to send an email encouraging people to come.
2. Budget call will come from Board of Selectman (BOS); they'll say to keep things flat.
3. John recommends that we submit 2 versions of our budget. The first, based on the present budget; the second based on the desired budget, within reason (about \$30-40K more than what we have now). Besides our standard submission, we should give both versions to John, who will advocate for us.
 - a. Next year there will be a gap in the town budget (created when reduced operating costs free up some revenue), so we have a chance of getting more funding.
4. There is money left over from Medway 300. It will be used as seed money to fund ongoing programs in town. Planning will begin after Christmas.

Margaret's budget report; a few notes:

- At Town Meeting on November 18th, we'll find out if we'll get funding to continue the after-hours steward position. This has already been approved by FinCom and the BOS.
- All encumbered items are paid for.
- All money from initiatives has been spent.
- There is not a lot of money left in Memorial donations.
- "I don't know what we would do without the Friends. Their programming, displays, book sales, etc., are great."

E. Director's Report

Margaret learned more about MakerSpaces, a program in which the library provides space and tools for people to come in and make things. The tools can be as simple as arts & crafts materials or as sophisticated as a 3-D printer. Margaret plans to visit a MakerSpaces program at the Westborough Public Library.

Chris noted that robotics is now offered to 8th graders and at the high school; this could be an area of interest for a MakerSpace program.

This Thursday, The Friends is screening the documentary “Koran by Heart”. Margaret found two people to lead the discussion. She is hoping for a big audience.

Ed is concerned that we still do not have the monitor installed in the circulation office so that we can view footage from the downstairs security cameras. Margaret said the equipment should be installed soon.

Ed suggested putting the new audio books with the new books. Margaret will consider it. The new audio books often go out very quickly. Also, sometimes people don’t look for new audio books in with the books. Presently, they have a “new” sticker on them, and are shelved with all other audio books.

Margaret distributed a revised first page for the ARIS report.

F. Old Business

Addition of part time Children's Librarian

Margaret has received 7 resumes so far. She has one interview planned. She tried to schedule another interview, but the applicant took another job. Margaret was hoping for more resumes showing a passion for children’s librarianship; she has received resumes from people who haven’t worked in children’s librarianship at all or for several years.

Library Director Evaluation Procedure

Motion to approve the final draft of Library Director Evaluation Procedure: CB1, CM2; unanimously approved.

Long-Range Plan Update

We should have a complete, updated version of our long-range plan before the start of the next fiscal year. We will work on it in January, so we're not doing it at the same time as the budget.

We'll begin with a quick update at our December meeting. Each Trustee will read the plan and prepare edits for the December meeting.

We will collect user feedback with a survey (presently on the front page of the web site) and a focus group (in January or February).

G. New Business

Library Director Goals & Objectives

There are many goals and objectives in the long-range plan.

Wendy has an old form used for evaluation; she will review it with us as a starting point for roles, goals, and objectives.

We'll use these sources, along with Margaret's input, to create the final goals & objectives. We will finalize in December meeting.

Margaret's primary goals: to increase the number of hours we are open (especially on Tuesday & Thursday); and to increase circulation.

H. Special Programs, Fundraising, Sponsorships

Wendy would like to find a way to encourage people to bequest money to the library.

I. Adjournment. Next Meeting December 3, 2013.

Motion to adjourn: CB1, CM2; unanimously approved. 8:25 p.m.

Medway Public Library
Director's Report
November 3, 2013

Staff

I have received five resumes for the Children's/Young Adult Librarian position. One candidate has since accepted another part-time position. I plan to interview another candidate next week.

Programs

Although only a few patrons attended Zinio night, they seemed pleased that we were able to provide training not only on Zinio but also on Overdrive and OneClickDigital. A variety of Apple and Android devices were available.

Patrons enjoyed local author Lisa Graves' discussion of her children's book, *History's Witches*, and Dale Freeman's discussion of the 1801 Fairbanks murder mystery. Teens also enjoyed the Friends' movie night presentation of "Hunger Games." I provided a selection of read-alikes available for checkout after the movie. These books are on display in the YA room. After the movie, two teens expressed interest in working on program planning for Young Adults.

Through the Sharon Pluralism Network, I was able to find a knowledgeable discussion leader for the Bridging Cultures – Muslim Journeys documentary film presentation, "Koran by Heart." Unfortunately, he had to cancel due to a conflict, but he has found two people to replace him. Both of these scholars actually teach Qur'an memorization and recitation, so it should be a fascinating discussion.

Instead of pajama story time, the Girl Scouts are going to hold monthly themed programs with crafts this year,

Building

I met with the Town administration to discuss the Library's Capital Improvement Requests. They suggested moving the Fire Alarm equipment request earlier than its current FY2017 date. I recommended adding the lower level dehumidifier to the 2015 requests, and moving the new roof shingles out to 2018 or 2019.

Fire Chief Lynch confirmed during the elevator inspection that the panel in the Story Hour room is not working properly. We will have an estimate from another company shortly.

DPS repaired several leaks around nail holes in the rubberized section of the roof, and replaced a couple of damaged ceiling panels. They estimate that the roof will need to be replaced in approximately five years. Neither they nor we have been able to locate the source of the odor in the Children's Librarian's office, though keeping the door open as much as possible seems to help.

The town is developing a town wide building emergency plan, and I was asked to edit Needham Library's evacuation plan to use as a basis for Medway Library's. In addition to the edited plan, I also sent Karen Kisty a link to the MLS Employee Emergency Procedures template which I found out about

at a NELA program. She forwarded it to the Police and Fire Chiefs so they could consider adding some of the sections from this plan to the town's plan.

Meetings

I attended the New England Library Association Conference, October 20th-22nd in Portland, Maine. All the programs I attended were very good:

Libraries in the Changing World of eBooks: Jo Budler, the Kansas state librarian, talked about how they handle eBooks in the wake of cancelling their contract with Overdrive, fair pricing for eBooks in libraries, and accessibility.

Appy Hour: Review of recommended apps for children

BYOD: Supporting Patrons' Devices in the Library: Presenters talked about patron support and training, including a "Gadget Users Group."

New Library Directors Table Talk: Discussion of issues and helpful information for new directors

Community MakerSpaces: How Libraries Can Help: Presentation on Port City MakerSpace, which offers space and tools to members, and how libraries and MakerSpaces can work together.

How to Make Those Challenging Relationships Work Better and Easier: presentation by consultant on becoming more effective in achieving positive results

Self-publishing Today: How authors can get started, possible library workshops

Trends in eBooks: Presentations on consortium in NH that offers 3-M eBooks, on MLS statewide eBook platform, and on accessibility

Safety in Libraries: Presentation by expert in crisis management and disaster recovery

Author Luncheon: John Searles

I attended the following meetings:

- Met with all four school librarians to discuss eBooks, databases, and other electronic and print resources available through the Library. We also discussed encouraging teachers to share assignments with the Library, so that the Library can borrow resources from other libraries for the students to use. We plan to meet again, this time at the Library.
- Interview at WMRC Radio
- Demonstrated Zinio at the MLN Reference Committee meeting.
- The Digital Shift: Reinventing Libraries (webinar)
- MLS program on Knowledge Management practices to encourage training and retention of institutional memory
- Muslim Journeys and Your Community: Managing Controversy, Maximizing Impact (webinar)
- Minuteman Library Network Board of Directors (toured new Westwood Public Library) and Minuteman Library Network Finance Committee meetings: We are working on a small adjustment to the membership fee computation.
- Library Directors' Roundtable discussion of how to increase circulation
- Minuteman Library Network Technology Interest Group
- New England Library Association/Information Technology Section meeting - we plan to sponsor a program on Makerspaces in the spring
- Massachusetts Library System Annual Meeting: Included table talks on a relatively low budget Makerspace for children and teens at the Duxbury Public Library, working with a non-profit group to sponsor documentaries, sewing workshops, etc. at the Norwood Public Library, a Media Makerspace in partnership with cable access in Westborough (which I plan to visit), and a partnership with Community Supported Agriculture in Wilmington. The keynote speaker, from Urban Librarians Unite in New York, discussed numerous initiatives, including a

- wonderful Read-a-thon.
- Toastmasters (2 meetings)

There were no attendees at the October Senior Center book discussion, although one patron later expressed interest in attending. I will lead another discussion in the the spring.

Upcoming meetings/workshops:

- Medway Fall Town Meeting
- Minuteman Library Network Board of Directors, Steering Committee and Membership meetings
- Extreme Weather Disaster Summit/Improving Library Disaster Readiness Workshop

Other

I weeded Young Adult fiction, nonfiction, and graphic novels, as well as adult paperback fiction. I am in the process of weeding adult paperback mysteries. The Library received a generous donation of new books (many Young Adult) and books-on-CD, published in 2012-2013.

In preparation for reconfiguring the seating area near the fiction stacks, we have moved paperbacks to the area near periodicals. We are in the process of moving the previous years' periodicals to the shelving above and under the current periodicals. The New Fiction, New Mysteries, and New Science Fiction, as well as our graphic novels for adults, are now on one bookcase, and the Nonfiction on another. With the additional space, there is room for many of the new books to be put on display for ease of browsing.

Andy reported that there were 54 meetings during the first 4 months of FY14. In addition, 139 individuals used the Lounge, almost all using the computers. Only one evening (Halloween) had no usage.

The MBLC LibSat survey is now live on the Library's website.

We are grateful to have been able to host a display of the Medway 300 Adirondack chairs. They have been a very popular attraction. Beautiful art work created by Medway Middle School students is now on display throughout the Library, with more to come.

The Internet speed for patrons and staff has doubled to 50 Mbps.

Margaret Perkins
Library Director

Medway Public Library Budget Report 10/31/2013						
Account	Acct #	Start Balance	Exp. To Date	End Balance	% Spent	Current Month Exp.
Salaries - Full Time	5110	\$108,386.00	\$26,074.41	\$82,311.59	24.06%	\$8,336.00
Salaries - Part Time	5111	\$80,087.00	\$23,864.85	\$56,222.15	29.80%	\$5,150.98
Longevity	5150	\$1,450.00	\$800.00	\$650.00	55.17%	\$800.00
Electricity	5211	\$18,900.00	\$6,810.62	\$12,089.38	36.04%	\$1,974.97
Heating Fuel	5212	\$5,500.00	\$83.99	\$5,416.01	1.53%	\$44.02
Trash	5232	\$1,671.00	\$144.86	\$1,526.14	8.67%	\$0.00
Water & Sewer	5231	\$270.00	\$94.90	\$175.10	35.15%	\$0.00
R & M Miscellaneous	5240	\$792.00	\$1,315.00	(\$523.00)	166.04%	\$888.00
Telephone	5341	\$1,100.00	\$442.21	\$657.79	40.20%	\$116.41
Supplies	5400	\$2,800.00	\$887.18	\$1,912.82	31.69%	\$404.56
Postage	5343	\$250.00		\$250.00	0.00%	\$0.00
OPS - (Minuteman bill)	5380	\$23,833.00	\$23,883.00	(\$50.00)	100.21%	\$0.00
Travel	5710			\$0.00	0.00%	\$0.00
TOTAL - GENERAL FUND		\$245,039.00	\$84,401.02	\$160,637.98	34.44%	\$17,714.94
TM: Library Programs	5200	\$6,500.00	\$817.00	\$5,683.00	12.57%	\$361.00
TOTAL - TM		\$6,500.00	\$817.00	\$5,683.00	12.57%	\$361.00
		Start Balance	Exp. To Date	Income to Date	Account Bal	Current Month Net
Memorial Donations	5400	\$19,308.75	\$18,391.99	\$510.87	\$1,427.63	(\$3.75)
Tuchinsky Fund Interest		\$28,985.68		\$71.55	\$29,057.23	\$23.28
Tuchinsky Fund Principal		\$102,869.11			\$102,869.11	\$0.00
Library Restitution Fund	706-4773	\$274.10	\$1,183.21	\$1,238.72	\$329.61	(\$568.49)
Copier & Printer Rev. Fund	722-4840	\$4,656.87		\$481.96	\$5,138.83	\$86.91
Meeting Room Rev. Fund	723-4840	\$2,660.76		\$215.00	\$2,875.76	\$25.00

Free Public Library	2017	\$10,532.42	\$6,102.23		\$4,430.19	(\$1,914.24)
TOTAL - OTHER FUNDS		\$169,287.69	\$25,677.43	\$2,518.10	\$146,128.36	(\$2,351.29)
Encumbrances - Tuch.		\$252.13	\$252.13		\$0.00	\$0.00
TM Initiatives		\$1,382.25	\$1,382.25		\$0.00	(\$812.00)