

**Board of Library Trustees Meeting
April 3, 2012**

7:00 p.m.

[Medway Public Library](#)

Attendees:

Trustees:

Carol Brown, Vice-chair
MaryAnn Cabibbo
Ed Duggan
Chris Monahan
William Roberts, Secretary
Wendy Rowe, Chair

Citizens:

Margaret Perkins, Acting Director

A. Approval of Agenda

Motion to approve the agenda: (CB1, WLR2) passed unanimously.

B. Secretary's Report

Motion to approve the Secretary's report as amended (CB1, ED2) passed unanimously.

C. Citizens Speak

D. [Budget Report](#)

E. [Director's Report](#)

There was a discussion of the trials and tribulations of the Minuteman Overdrive book selection process and of the web interface (which let various types of content be intermingled). The latter has been addressed to some extent. Minutemen is working on the former. ([See below](#))

The Town has the needed permissions to do CORI checks, but plans to do it for new hires not existing personnel, per the town's Personnel Director. Margaret will double check that.

The elevator phone costs us \$31 a month.

Franklin increased their library spending sufficiently to get a waiver with reservations. As our policy puts us in lock step with the Library Commissioners, Franklin patrons are once more getting served.

Moving the shelving out of the periodicals room revealed a handsome pole. There's still room to fit in the conference table, so the downstairs remodeling can proceed.

F. Old Business

- Medway 2020
- Medway 300
- Annual Town Election May 22
- Library Trustee candidates (for 2 slots): Ed Duggan, Diane Burkhardt

G. New Business

- Program Registration Policy

We are not allowed to limit Programs to Medway Residents, but we can offer a preference to them. Margaret and Wendy will draft a proposal.

- Policy re Library sponsorship of free programs by for-profit groups

After some discussion, the Trustees felt it best to leave the policy as it is: we don't sponsor unsolicited groups, but we allow them to pay our for-profit group fee (\$25) and use the room. If we solicit a for-profit group to do an educational program, we would sponsor it and not charge the fee.

- Upcoming special weeks/months:
 - April 8-14: National Library Week
 - April: Poetry Month

H. Fundraising & Program Sponsorship

I. Adjournment; next meeting May 1

Motion to adjourn, (8:45PM), ED1, CM2, passed unanimously.

Director's Report

Medway Public Library

Director's Report

April 2, 2011

Building Maintenance

DPS received quotes from TnT Energy and Keyes for replacement or repair of the two HVAC units that are in bad condition. Replacement of both units is included in the capital plan for FY13.

An electrician is installing cable equipment in the Cole Room from April 2nd – April 4th.

The thermostat installers set up remote access to the thermostat controls on the computer in the director's office and Bill's computer. The controls should also be accessible from outside the library. It is still possible to change the temperature setting at the thermostat.

Programming

A local attorney would like to present an estate planning seminar, sponsored by the library. The law office is for-profit, of course, but there would be no charge for the program itself.

The MBLC is sponsoring the second annual Library Snapshot Day on April 12th. Libraries are asked to take photographs and to highlight all the activities that happen at the library. Photos can be taken on a different day that week, if preferred, and will be displayed on Flickr. I will be working with the Friends and with Tammy, who attended the MLS Flickr training session, to coordinate this.

April is National Poetry Month. We are asking for submittals of poems from patrons of all ages, which we will display.

Registration has opened for the Astronomy program, funded by a grant from the Medway Cultural Council, and by the Friends', on Thursday evening, April 19th.

Once again, Pat Gipps has kindly offered to hold an additional Paws to Read session on a Saturday during April, to accommodate children who were wait-listed for the session on

April 4th. A question arose as to whether we should restrict registration to Medway residents only. I emailed MBLC to ask whether this was actually allowed. The library can give Medway residents preference in registration, but we cannot prohibit residents from towns with certified libraries from registering for our programs.

Amy Kaufman, a librarian at Framingham/McAuliffe, is interested in offering (at a very reasonable price) a six week summer series of music and stories aimed primarily at babies and toddlers under 3 with a parent. Older children are also welcome to attend. We are planning to offer this series from July 13th – August 24th.

I have also talked to a librarian about possibly running the Summer of Science six week program, in conjunction with 4-H, and also a summer YA book group/advisory council.

I gave a tour of the library to an enthusiastic troop of Daisy Girl Scouts. The tour included a library scavenger hunt (for example, finding a book about dinosaurs), which they enjoyed.

Meetings

All department heads were asked to attend a Selectmen's meeting on March 19th to discuss the budget requests and warrant articles. The Selectmen asked several questions about the Tuchinsky Fund. Suzanne explained that the \$20,000 that the Selectmen are proposing to allocate to the library will not affect the Municipal Appropriation Requirement because the money is not in the library's operating budget, but in a proposed article.

Thanks to a generous donation, I was able to join the American Library Association/Public Library Association, and attend the virtual PLA Conference. This conference included many of the most popular programs, including Engaging with Teens on a Shoestring Budget, Social Media and Your Marketing Strategy, Q & A with Nancy Pearl, iPads in the library: From Tech Programming to Staff Productivity, Program-Palooza: Sixty Programs in Sixty Minutes, Library to Go – Putting Your Library Virtually Anywhere, Combating Negativity Nellies in the Workplace, and several others. The Virtual Conference was very informative, and I heard a lot of great ideas, both from the presenters and from the other listeners.

I attended the Membership meeting of Minuteman Library Network library directors on March 21st. Several changes have been made to the Overdrive digital catalog. The children's and young adult books will now appear as ribbons separate from the adult books, at the top of the page, and the "recently returned" ribbon has been removed. However, the search box searches the children's, young adult, and adult collections. In a few weeks, we will have a new, improved version of the Overdrive digital media catalog web site, which Susan McAlister demonstrated. There are other e-book vendors marketing to libraries, and a task force will look into what they offer. Meanwhile, there was a consensus that the amount invested in Overdrive per year should not increase. The members were polled on whether they thought we should keep 39 controversial titles that

are currently in the Overdrive collection, and the majority said yes. However, when polled as to whether the collection development committee should be continue to purchase titles in that subject area, 16 directors said no, and 15 said yes. Shared collection development is a new area for Minuteman. There was some discussion about whether a digital version of a controversial book that is on the New York Times bestseller list, “Fifty Shades of Grey,” should be purchased. (Currently that title and the other two books in the trilogy are numbers 1, 2, and 4 on the Combined Print & E-book Fiction NYT Bestseller list). A task force is working on revising the collection development policy. The Membership Committee has scheduled an extra meeting on April 25th to discuss this issue further.

Overdrive

The staff has been familiarizing themselves with the Kindle, the Nook, and the Sony e-readers. The Sony e-reader allows the user to use the digital catalog, download books, and read them without needing access to a computer. The Sony reader is available at a discounted price, similar to the price of a low-end Nook.

Friends of the Library

I have ordered the Museum of Fine Arts pass, which we have been able to purchase thanks to a generous donation from the Middlesex Savings Bank to the Friends.

The Friends of the Library have made a lot of money from the books which are sold from the cart near the door. They asked for additional space so they could display more books for sale. The display shelves which formerly held Friends' information and displays on one side, and Graphic Novels and Large Print books on the other side, will now be used exclusively for Friends' displays and their book sale.

-Margaret Perkins

Account	Acct #	Start Balance	Expen. To Date	End Balance	% Spent
Salaries - Full Time	5110	\$78,624.00	\$61,684.11	\$16,939.89	78.45%
Salaries - Part Time	5111	\$66,692.00	\$53,982.55	\$12,709.45	80.94%
Longevity	5150	\$850.00	\$850.00	\$0.00	100.00%
Electricity	5211	\$21,500.00	\$10,498.58	\$11,001.42	48.83%
Heating Fuel	5212	\$7,900.00	\$3,753.49	\$4,146.51	47.51%
Trash	5232	\$1,683.00	\$835.66	\$847.34	49.65%
Water & Sewer	5231	\$863.00	\$147.87	\$715.13	17.13%
Emergency Transfer		\$17,640.00	\$17,640.00	\$0.00	100.00%
R & M Miscellaneous	5240	\$5,784.00	\$6,936.53	(\$1,152.53)	119.93%
Telephone	5341	\$1,500.00	\$883.29	\$616.71	58.89%
Supplies	5400	\$1,600.00	\$1,590.64	\$9.36	99.42%
Postage	5343	\$264.00	\$308.00	(\$44.00)	116.67%
OPS - (Minuteman bill)	5380	\$22,707.00	\$22,851.00	(\$144.00)	100.63%
Media	5427			\$0.00	
Books	5521			\$0.00	
Travel	5710		\$206.22	(\$206.22)	
TOTAL - GENERAL FUND		\$227,607.00	\$182,167.94	\$45,439.06	80.04%
Retroactive salaries		\$9,483.00			

Start Balance	Expen. To Date	Income to Date	Account Bal
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Memorial Donations	5400	\$9,836.82	\$26,056.91	\$21,914.40	\$5,694.31
Tuchinsky Fund Interest		\$40,610.32	\$109.76	\$193.47	\$40,694.03
Tuchinsky Fund Principal		\$102,869.11			\$102,869.11
Library Restitution Fund	024-610-706-4773	\$10,389.75	\$6,468.28	\$767.80	\$4,689.27
Copier & Printer Rev. Fund	024-610-722-4840	\$2,958.53	\$350.90	\$829.55	\$3,437.18
Meeting Room Rev. Fund	024-610-723-4840	\$2,114.18		\$350.00	\$2,464.18
Free Public Library	2017	\$8,724.52	\$7,212.80	\$4,314.36	\$5,826.08
TOTAL - OTHER FUNDS		\$177,503.23	\$40,198.65	\$28,369.58	\$165,674.16

Automated Checkout **\$4,000.00**