

**Board of Library Trustees Meeting
September 4, 2012**

7:00 p.m.

[Medway Public Library](#)

Attendees:

Trustees:

Carol Brown (Vice Chair)
Diane Burkhardt
Ed Duggan
Chris Monahan
William Roberts (Secretary)
Wendy Rowe (Chair)

Citizens:

Margaret Perkins, Acting Director

A. Approval of Agenda

Motion to approve agenda: (wlr1,cb2) passed unanimously

B. Secretary's Report

Motion to approve minutes with correction of typo: (WLR1, DB2) passed unanimously

C. Citizens Speak

D. [Budget Report](#)

May tape the September program on retirement for government employees.

Meeting with the Cable committee pushed back to the last Wednesday in October, provisionally

E. [Director's Report](#)

F. Old Business

- Medway 2020

The steward job description is moving through HR

Furniture is all but ready to be ordered

- Medway 300

G. New Business

- Sony eReader Circulation Policy

Margaret circulated Belmont's ereader policy amongst the trustees. The trustees generally liked what they saw.

The difference is that Belmont circulates Kindles preloaded with content so they have to make sure it comes back with what it left with, no more and no less. With the Sony E-reader, the patron downloads from Overdrive themselves (anywhere there's Wi-fi)

It circulates in a bag that has the ereader circulation policy attached to it.

Special point of saying not to toss it in the book drop. There was also the suggestion of getting it a case.

There was discussion lending it to children. Should they be required to have a permission slip? be accompanied by a parent? Belmont does not. The Trustees generally felt that it would not be a problem and that if experience proves otherwise, the policy can be changed.

The late fine should be \$1 per day.

Motion to adopt an e-reader policy in line with Belmont's. (WLR1, CB2) passed unanimously.

- Friends Ongoing Sale

Ed is worried about the amount of space the Friends are taking up and more to the point that not enough is being done to market the library.

Some of the current Friend's space could be used for posters, staff picks, patron favorites, blasts from the past, and the like.

The problem is that doing anything is difficult with our current staffing. In the past this kind of thing was managed by the full-time director.

The trustees generally felt that it was a problem, but didn't want to move or reduce the space given to the Friends who are after all making money for the Library as well as being enthusiastic.

H. Special Programs, Fundraising, Sponsorships

I. Adjournment; next meeting October 2

Motion to adjourn (8:05PM): (Ed1, CB2) passed unanimously.

Medway Public Library

Director's Report

September 3, 2012

Staff

We were able to hire an additional substitute, Fran Hollister, who will work occasionally. Fran works part-time at the Holliston Public Library.

On one occasion this month, we had to have a Trustee come in to receive Network Delivery, due to staffing issues.

Programs

The Science Friday programs with Jennifer Keen and the Baby Lapsit story and music programs with Amy Kaufman were well received. Science Fridays concluded with a great program on roller coaster science, led by 4-H agent Jay Field. We are hoping to arrange additional sessions of the Baby Lapsit programs, although they may have to be held on Wednesday morning, when the library is closed, due to scheduling conflicts.

Although at least one teen expressed interest in the young adult book group/advisory council, there were no sign-ups.

The preschool story hour and the Paws to Read program will begin again in October.

I am planning to schedule a program in September on retirement for government employees, with a speaker from Social Security. Unfortunately the speaker is only available during the day.

The Senior Center will host a monthly book group. I agreed to run the first meeting, on September 24th.

The Gazebo Players, a community theater group from Medfield, will give two performances of “The Tempest,” on the 27th and 28th of July, 2013. The play will be held in Choate Park unless the weather is inclement, in which case it will be held in the Cole Room at the Library. Thanks go to Wendy Rowe for arranging this event.

Curry Audio came to adjust the projection equipment, since the Friends and other groups had been having problems with it. They gave us a different remote, which seems to help.

Other

I submitted the ARIS report to the Massachusetts Board of Library Commissioners, and receipt was confirmed.

The Capital Plan requests for FY14 have been submitted by DPS. The only change for the library is the removal of the request for HVAC repair, since this has already been completed.

The librarian who handles the circulation of eReaders in Belmont, where Kindles have been circulating for a long time, shared their policies, which specify how much they charge for damaged/lost eReaders. They have no age requirements, although the bag instructs children/teens to show the Kindle to their parents or guardians. Due to the high cost of eReaders relative to most other materials, a clear policy is critical.

-Margaret Perkins

Budget Report

Account	Acct #	Start Balance	Expen. To Date	End Balance	% Spent
Salaries - Full Time	5110	\$82,173.00	\$12,642.00	\$69,531.00	15.38%
Salaries - Part Time	5111	\$70,845.00	\$12,409.97	\$58,435.03	17.52%
Longevity	5150	\$1,350.00		\$1,350.00	0.00%
Electricity	5211	\$19,956.00	\$2,308.06	\$17,647.94	11.57%
Heating Fuel	5212	\$7,900.00	\$71.97	\$7,828.03	0.91%
Trash	5232	\$880.00		\$880.00	0.00%
Water & Sewer	5231	\$1,717.00		\$1,717.00	0.00%
R & M Miscellaneous	5240	\$5,411.00	\$427.00	\$4,984.00	7.89%
Telephone	5341	\$1,300.00	\$122.13	\$1,177.87	9.39%
Supplies	5400	\$1,600.00	\$639.19	\$960.81	39.95%

Postage	5343	\$264.00		\$264.00	0.00%
OPS - (Minuteman bill)	5380	\$23,222.00	\$23,222.00	\$0.00	100.00%
Travel	5710			\$0.00	
TOTAL - GENERAL FUND		\$216,618.00	\$51,842.32	\$164,775.68	23.93%

TM: Books and Materials	5521	\$20,000.00	\$2,474.01	\$17,525.99	12.37%
TM: Library Initiatives	5200	\$23,150.00	\$198.00	\$22,952.00	0.86%

		Start Balance	Expen. To Date	Income to Date	Account Bal
Memorial Donations	5400	\$15,379.32	\$6,018.43	\$181.76	\$9,542.65
Tuchinsky Fund Interest		\$40,894.62		\$24.32	\$40,918.94
Tuchinsky Fund Principal		\$102,869.11			\$102,869.11
Library Restitution Fund	024-610-706-4773	\$806.61	\$6.95	\$358.42	\$1,158.08
Copier & Printer Rev. Fund	024-610-722-4840	\$3,766.28		\$212.40	\$3,978.68
Meeting Room Rev. Fund	024-610-723-4840	\$2,242.20		\$25.00	\$2,267.20
Free Public Library	2017	\$9,070.35	\$3,348.40		\$5,721.95
TOTAL - OTHER FUNDS		\$175,028.49	\$9,373.78	\$801.90	\$166,456.61