

**Board of Library Trustees Meeting
September 6, 2011**

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: (MAC1, CB2) passed unanimously

B. Secretary's Report (August)

Motion to approve the August minutes with the emailed correction to the budget report: MAC1, WLR2, passed - 5-0-1 (Chris abstained)

C. Citizens Speak

Many citizens were happy that the library opened early the days after the storm. The Trustees and the staff (via Margaret) do wish to thank Wendy and Ed for making this possible.

D. [Budget Report](#)

E. [Director's Report](#)

About the Senior Center's nascent book club. There's the concern about it taking staff resources (Lori and Margaret) which are in short supply. When Susan Brennan did it in the distant past, she was full time and it did not impact library staffing. Margaret said that the Senior Center's goal is for it to be self supporting.

It would be more desirable to restart Bill's senior outreach, though that's impossible because of our tight schedule.

There was the question of whether we could make use of the town's grant writer to apply for grants.

Margaret will get per capita library spending figures for various towns (those of like size to Medway and those in the neighborhood) for next month. The Selectmen were interested in how much Holiston spent on their library.

F. Old Business

- Facilities Use Policy

Deferred, as always

G. New Business

- Disaster Response planning

Margaret has taken disaster planning training.

- Hurricane Irene patron service
- Ideas to improve capabilities for next time

Word did not get out about our being open as well as it might have.

Wendy said we should make sure that we have enough basic supplies (toilet paper) on hand for any future such event.

- Public fax machine?

The suggestion is to move the library's fax machine (currently only for library business) and make it publicly available and charge for its use.

It would be a clear value to patrons, however there are the issues of how much staff time it would absorb and of what its costs would be. We'd want to charge enough to cover its use.

There's the worry that patrons would need help using it and clearing the inevitable jams would be time consuming.

Wendy will do some research to find out the costs, such as how much it's use would increase our phone bill. She will also find out if its revenue can be slid into the printer/copier revolving fund.

- Policy Flip Flop

The staff doesn't like the lack of an age restriction for a library card. Patrons (including the young) like an age restriction as getting a library card is a bit of a rite of passage. As the trustees agreed:

Motion: To restore the new library card age restriction to 5. CB1, ED2, passed unanimously

Note, any toddlers and infants who got cards under the old policy are grandfathered.

- Medway 2020: Envisioning the future of Medway library service

Various nebulous ideas were floated: become more of a community center, have a teen lounge with xboxes, have a coffee shop, have more computers (perhaps trendy tablets rather than 1980s design work stations), loan Kindles (and have more books to download), have a downstairs quiet room, more programs, book clubs, more training opportunities (computer classes), reduce size of reference collection (who needs facts in this day and age?) in favor of more online resources, ...

The trustees are encouraged to send any ideas they may have over the next month to Margaret who will offer them up at our next meeting

- What should the Library be by 2020?
- What new initiatives would improve service, at what added cost?
- Where could we shift funding to improve service in the next decade?
- How can we increase services without using more municipal funds?
- How could we increase programs using volunteers?
- How could we encourage legacies (estate planning)?
- Updating our Strategic Plan short- and long-term

H. Fundraising

I. Adjournment (9:05); next meeting October 4

Motion to adjourn: ED1,CB2, passed unanimously

Budget Report

Account	Acct #	Start Balance	Expen. To Date	End Balance	% Spent
Salaries - Full Time	5110	\$78,624.00	\$12,106.08	\$66,517.92	15.40%
Salaries - Part Time	5111	\$66,692.00	\$9,703.71	\$56,988.29	14.55%
Longevity	5150	\$850.00		\$850.00	0.00%
Electricity	5211	\$21,500.00	\$2,235.87	\$19,264.13	10.40%
Heating Fuel	5212	\$7,900.00	\$71.32	\$7,828.68	0.90%
Trash	5232	\$1,683.00		\$1,683.00	0.00%
Water & Sewer	5231	\$863.00		\$863.00	0.00%
R & M Miscellaneous	5240	\$5,784.00	\$1,230.16	\$4,553.84	21.27%
Telephone	5341	\$1,500.00	\$68.56	\$1,431.44	4.57%
Supplies	5400	\$1,600.00	\$107.08	\$1,492.92	6.69%
Postage	5343	\$264.00		\$264.00	0.00%
OPS - (Minuteman bill)	5380	\$22,707.00	\$22,851.00	(\$144.00)	100.63%
Media	5427			\$0.00	
Books	5521			\$0.00	
Travel	5710				
TOTAL - GENERAL FUND		\$209,967.00	\$48,373.78	\$161,593.22	23.04%

		Start Balance	Expen. To Date	Income to Date	Account Bal
Memorial Donations	5400	\$23,244.12	\$9,545.90	\$20,054.00	\$33,752.22
Tuchinsky Fund Interest		\$39,447.11			\$39,447.11
Tuchinsky Fund Principal		\$102,869.11			\$102,869.11
Library Restitution Fund	024-610-706-4773	\$13,195.47	\$1,003.14	\$151.67	\$12,344.00
Copier & Printer Rev. Fund	024-610-722-4840	\$2,399.74		\$147.85	\$2,547.59
Meeting Room Rev. Fund	024-610-723-4840	\$1,574.18		\$110.00	\$1,684.18
Free Public Library*	2017	\$3,500.63	\$3,105.00		\$395.63
TOTAL - OTHER FUNDS		\$186,230.36	\$13,654.04	\$20,463.52	\$193,039.84

**Emergency Transfer
(HVAC)**

\$18,840.00

Director's Report

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Hurricane

Thanks so much to Wendy and to Ed for volunteering at the library so that we could be open from 8:30 am until normal opening time all last week, for Internet use, charging electronics, and bathrooms for patrons without power at home. As many as 20 grateful patrons came on a single day.

Children's and YA

Well over 100 people attended the Creature's Teachers program, Penny the Therapy Dog's program, Music Night with Dale Freeman, and the Poi workshop. Many thanks to Lorie for planning these programs.

Our wonderful summer intern, Dorrie Karlan, volunteered a total of 85 hours. The attendance in her story times totaled 89, and in the Summer of Science programs 62. Unfortunately, Simmons does not have an intern available for the fall through their internship course, but our internship opening will be posted on their job board.

Lorie's fall story time will begin September 30th. The Girl Scouts' PJ story time will begin on September 3rd.

Staff

As of September, the library is open 36 hours a week, with expanded hours (10-8) on Mondays.

A productive first staff meeting was held on August 15th. All but one staff member were able to attend. I encouraged the staff to take advantage of the many professional development opportunities available, including classes offered at no charge by the Massachusetts Library System, now located more conveniently in Marlborough, and the staff is very interested in pursuing these opportunities.

The staff present at the meeting expressed unanimous concern regarding allowing children to get library cards at any age, and asked that the Trustees revisit the current policy. Their experience has been that getting a library card is an important rite of passage for many children, to which both children and parents look forward. In addition, allowing parents to get library cards for infants could increase the incidence of identity fraud and theft of library materials.

The staff is looking forward to meeting informally with the Trustees. A Wednesday or Thursday evening would work well for staff – possibly September 29th.

Building Maintenance

Bobby McGee obtained a quote of \$1666 for cleaning the carpet throughout the building. It is not clear yet how much this vendor would charge for less extensive carpet cleaning.

The HVAC repair/replacement has been completed.

Staff and patrons are very happy that Fredy is now cleaning the library every week, and the public bathrooms an additional two times per week.

The 2013-2017 Capital Improvement Plan requests were submitted. It was not possible to include the replacement of the failing HVAC unit that we hoped to have completed in FY12 in the Capital Plan.

Technology

The bar code scanner for self-checkout has arrived, and the touch screen monitor is en-route. I will install self-checkout as soon as it arrives. The license was installed on August 31st.

Staff has been using the bar code duplicator. Over 90% of items going into delivery network-wide are now bar coded on the outside, and paperless delivery will be implemented shortly.

Richard Boucher mentioned that he hopes to get a public scanner for the library.

Programming

Missy Dziczek asked if we could lead the senior center book group, which she is hoping to revitalize, for at least two months. Lorie, who recommended the book they are reading in September, has agreed to lead this month's meeting, and I will lead October's. Unfortunately, the book group does not meet at a time when I normally work in Medway.

I attended a census data workshop sponsored by the Medway Planning and Economic Development Committee, where we learned how to access Medway-specific data that will be useful for writing grant applications.

Wendy and I are planning to work with the Friends in order to hold several adult and family programs in the coming months.

Other

I completed the ARIS report, and I am working on the State Aid to Public Libraries report, which is due October 14th.

The book return box now remains open when the library is open, for the added convenience of the patrons.

-Margaret Perkins