

Board of Library Trustees Meeting

January 7, 2014

7:00 p.m.

Medway Public Library

Attendees:

Trustees:

Diane Burkhardt

Ed Duggan

Chris Monahan, Vice Chair

Wendy Rowe, Chair

Margaret Perkins, Library Director

Meeting called to order by Wendy Rowe: 7:15 p.m.

A. Approval of Agenda

Motion to approve agenda: ED1, DB2; passed unanimously.

B. Secretary's Report (December 3)

Motion to approve the minutes as written: CM1, DB2; passed unanimously.

C. Citizens Speak

Selectman John Foresto, our liaison to the Board of Selectmen, talked about the upcoming budget season. "Get your budget in!" – requests are due January 17, and departments have been told to submit level service budgets. He said to send (to him, as well as anyone else) detailed information explaining what other funds we need to keep this year's service level and to restore the Library to the level of service from before the budget cuts. He will advocate for the restoration. Other Town departments have already had their budgets restored to pre-cut levels.

D. Budget Report

FY14

Nothing unexpected in the budget report, we're on track.

FY15

The FY15 budget is due January 17. The budget request submitted in Munis is supposed to be a level funding budget, not including services funded by the one-time Town Meeting appropriations. There isn't anywhere in Munis to submit an added-service budget request, so we'll submit it outside of Munis the same as we tried last year. John Foresto says to send it to him so he can advocate for it.

We discussed items that should be in the permanent budget, including funding for:

- The after-hours community area steward
- Weekly Baby/Toddler story time
- \$70,000 for materials (the FY15 level, appropriate for our size community) instead of this year's \$40,000 (and not even all of the \$40,000 is funded in the annual budget)
- Additional programs (such as those being funded this year with one-time funds)
- Opening an additional 8 hours, so we can open Tuesday/Thursday at 10 a.m. instead of 2 p.m.
- Cleaning and Maintenance (in our budget or Facilities'), including our current cleaning but also bi-annual carpet cleaning.
- More programming, including more for children and YA
- More iPads for patron use
- Employee development (e.g. conferences, and coverage during free courses)
- Color public printer
- Multipage feeder public/staff fax machine (ours feeds pages singly)
- Wireless public printer

Ed asked that Margaret consider reconfiguring the underutilized Reference section,

since so much Reference is done online. Margaret said that the Reference shelving would be more useful if we get another \$30,000 for materials. Wendy pointed out that people still like the study carrel in that area, and that Margaret has arranged for the addition of a seed catalog in the corner near the Director's office. Other ideas from Trustees included expanding homebound services, lighting the Library's name sign, public coffee, and having Maintenance turn on both outside water spigots for our non-winter outside watering use. Ed would like more prominent information about the Perkins services, since there's very little signage and not much information on this great service.

Tammy is cutting back to 4hrs/wk (plus Saturdays) from 16hrs/wk, but we'll need to hire/pay others to replace the lost 12hrs/wk. Margaret will talk with Sue (HR) about how they and the union would like to see the 12 hour vacancy handled, since we could potentially either turn a current employee into a 20+ hour employee or hire a non-union employee. Mariah will be due for a step increase after six months in her union position, so that definitely has to be built into the budget. Most of our employees are at the highest step already.

E. Director's Report

Children's Book Bins

The Children's area has been reconfigured to have some books in bins, making it much easier for children to browse the collection since they can see the books' fronts instead of just their spines. So far, the bins hold Vehicles and Princess books. Most of the Vehicles books went out soon after they were put in the bins, so it seems to be working.

F. Old Business

Library Director Goals & Objectives

A version of the Library's Goals & Objectives incorporating last month's changes was distributed for further review. These Goals & Objectives need to fit with the Goals &

Objectives outlined in the Long-Range Plan. An excerpted list of LRP Goals & Objectives was distributed along with the Library's Goals & Objectives for Trustees to compare and unify. Activities for the current year to meet the stated objectives will be used in the Director's evaluation.

Long-Range Plan Update

Wendy asked that everyone submit input so we can complete discussion on the Long-Range Plan update at our February 4 meeting.

G. New Business

Welcome Mariah Manley Children's/YA Librarian

Mariah's first day was Saturday January 4, a very busy day. She will work 20hrs/wk.

H. Special Programs, Fundraising, Sponsorships

None discussed.

I. Adjournment. Next Meeting February 4, 2014.

Motion to adjourn: DB1, CM2; unanimously approved. 8:27 p.m.

Medway Public Library
Director's Report
January 7, 2014

Staff

Our new Children's/Young Adult Librarian, Mariah Manley, started working on Saturday, January 5th. Since Saturday turned out to be one of the busiest days of the year, Mariah had the chance to meet lots of patrons, and had lots of practice with Millennium. Mariah was also able to talk to a couple of the teens involved in the Anime Club to discuss starting it up again. She is already working on teen and children's blogs.

I am again reviewing discrepancies among MUNIS, Novatime, and Library records regarding vacation, personal, and sick leave. It appears that increases in leave accrual based on seniority have not taken place, and also Novatime figures often are different from those in MUNIS.

I am planning to have monthly staff meetings, beginning January 22nd.

Budget

The FY15 Library budget is due by January 17, 2014, including a narrative which encompasses the Vision and Mission Statements, Description of Services, Staffing, Performance Measures/Indicators, FY13 accomplishments, FY14 and FY15 Goals and Initiatives, and the Budget Policy Impact.

Programs

The school Literacy Night that Mariah and I planned to attend has been postponed until May.

Jan Ham, a librarian who ran a non-profit through which she taught design and architecture programs to children for a number of years, will run a program for 3rd-5th grade children tomorrow, "Design a House, Design a Story." She will do an all-day (6 hour) program, "Junior Architects: Dream House Design Studio" for 5th-8th grade children during February vacation.

The first monthly eReader and Tablet tutorial program was held last night. Patrons can book half hour appointments with Tammy Page on the first Monday of the month from 6:30-8:30 to receive one-on-one assistance in getting to know their eReader or tablet, and in accessing eBooks, eAudiobooks, and eMagazines.

I am working with John Root to schedule a date for his program on Edible Perennials.

Technology

I have ordered an iPad (complete with: a cover that is supposed to enable the iPad to withstand a six foot drop; and headphones) from a computer supply company that is on the Massachusetts Higher Education Cooperative vendor list. I am looking forward to installing the Zinio app and making it available to patrons in the Library.

Building

Katherine and the cleaner, Fredy, discovered late Friday afternoon, December 27th, that the water heater was not working and was leaking. I called the plumber, who returned my call

within a few minutes and who then came to the Library to disconnect the heater so it would stop leaking. On Saturday they removed the water heater, but were unable to replace it with a similar model (wall-mounted). On Monday, they replaced it with a model that sits on the floor, and we are now awaiting the electrician.

The emergency lights were tested, and one of the battery packs needed replacement.

Meetings

I attended the following meetings:

- A. Minuteman Library Network Board of Directors
- B. Demo of Encore/EDS, a proposed Discovery Platform (i.e. catalog interface)
- C. NELA Information Technology Section
- D. Facility Managers' Roundtable – Massachusetts Library System
- E. Toastmasters (2)

Upcoming meetings include:

- F. Minuteman Library Network Board of Directors
- G. Minuteman Library Network Membership
- H. Minuteman Library Network Steering Committee
- I. Minuteman Library Network Reference Interest Group
- J. Minuteman Library Network Technology Interest Group

Other

The Vehicle and the Princesses Easy books that we moved to the browsable bins are circulating very well.

The Library was open from 10-2 on both December 24th and December 31st. The Town Hall closed at 2:30 on the 17th of December and the 2nd of January due to the storms, and both the Library and Town Hall remained closed on the 3rd of January. The Library closed at 3:00 on December 17th and did not open on the January 2nd, since the Library normally does not open until 2:00 on Thursdays.

The meeting rooms and lounge have been used after hours a total of 276 times so far this fiscal year, by 202 individuals and for 74 meetings.

Margaret Perkins
Library Director

Budget Report

| Medway Public Library Budget Report 12/31/2013 | | | | | | |
|---|--------|--------------------------|--------------------------|--------------------------|----------------|-------------------------------|
| Account | Acct # | Start Bal- ance | Expen. To Date | End Bal- ance | % Spent | Current Month Ex- pend. |
| Salaries - Full Time | 5110 | \$108,386. 00 | \$46,914.4 2 | \$61,471.5 8 | 43.28% | \$8,336.01 |
| Salaries - Part Time | 5111 | \$80,087.0 0 | \$36,897.3 9 | \$43,189.6 1 | 46.07% | \$5,130.94 |
| Longevity | 5150 | \$1,450.00 | \$1,000.00 | \$450.00 | 68.97% | \$0.00 |
| Electricity | 5211 | \$18,900.0 0 | \$8,903.26 | \$9,996.74 | 47.11% | \$2,092.64 |
| Heating Fuel | 5212 | \$5,500.00 | \$1,094.55 | \$4,405.45 | 19.90% | \$706.79 |
| Trash | 5232 | \$1,671.00 | \$289.72 | \$1,381.28 | 17.34% | \$0.00 |
| Water & Sewer | 5231 | \$270.00 | \$142.35 | \$127.65 | 52.72% | \$0.00 |
| R & M Miscellaneous | 5240 | \$792.00 | \$2,068.50 | (\$1,276.50) | 261.17% | \$753.50 |
| Telephone | 5341 | \$1,100.00 | \$563.32 | \$536.68 | 51.21% | \$62.73 |
| Supplies | 5400 | \$2,800.00 | \$1,132.97 | \$1,667.03 | 40.46% | \$245.79 |
| Postage | 5343 | \$250.00 | | \$250.00 | 0.00% | \$0.00 |
| OPS - (Minuteman bill) | 5380 | \$23,833.0 0 | \$23,883.0 0 | (\$50.00) | 100.21% | \$0.00 |
| Travel | 5710 | | \$172.10 | (\$172.10) | 0.00% | \$0.00 |
| TOTAL - GENERAL FUND | | \$245,039 .00 | \$123,061 .58 | \$121,977 .42 | 50.22% | \$17,328. 40 |
| TM: Library Programs | 5521 | \$6,500.00 | \$1,638.00 | \$4,862.00 | 25.20% | \$511.00 |
| TM: Expenses | 5200 | \$20,000.0 0 | \$2,974.84 | \$17,025.1 6 | 14.87% | \$1,839.86 |
| TOTAL - TM | | \$26,500. 00 | \$4,612.8 4 | \$21,887. 16 | 17.41% | \$2,350.8 6 |
| | | | | | | |
| | | Start Bal- ance | Expen. To Date | Income to Date | Account Bal | Current Month Net |
| Memorial Donations | 5400 | \$19,308.7 5 | \$18,856.6 2 | \$2,064.56 | \$2,516.69 | 1,453.96 |

| | | | | | | |
|----------------------------------|----------|---------------------|--------------------|-------------------|---------------------|-------------------|
| | | \$28,985.68 | | \$85.63 | \$29,071.31 | (\$53.92) |
| Tuchinsky Fund Principal | | \$102,869.11 | | \$116.61 | \$102,985.72 | \$116.61 |
| Library Restitution Fund | 706-4773 | \$274.10 | \$1,336.02 | \$1,449.46 | \$387.54 | \$181.66 |
| Copier & Printer Rev. Fund | 722-4840 | \$4,656.87 | | \$711.56 | \$5,368.43 | \$81.00 |
| Meeting Room Rev. Fund* | 723-4840 | \$2,660.76 | | \$295.00 | \$2,955.76 | (\$25.00) |
| Free Public Library | 2017 | \$10,532.42 | \$9,116.09 | \$5,031.91 | \$6,448.24 | \$2,018.05 |
| TOTAL - OTHER FUNDS | | \$169,287.69 | \$29,308.73 | \$9,754.73 | \$149,733.69 | \$3,772.36 |
| Encumbrances - Tuch. | | \$252.13 | \$252.13 | | \$0.00 | \$0.00 |
| TM Initiatives | | \$1,382.25 | \$1,382.25 | | \$0.00 | \$0.00 |
| *correction after reconciliation | | | | | | |