

Board of Library Trustees Meeting

May 6, 2014

7:00 p.m.

Medway Public Library

Attendees:

Trustees:

Carol Brown

Diane Burkhardt

Ed Duggan

Karen Kassel, Secretary

Chris Monahan, Vice Chair

Wendy Rowe, Chair

Margaret Perkins, Library Director

Citizens:

John Foresto, Selectman

Meeting called to order by Wendy Rowe: 7:04 p.m.

A. Approval of Agenda

Karen: Add to New Business, discussion of after-hours access for past Trustees.

Motion to approve agenda as amended: CB1; DB2; passed unanimously.

B. Secretary's Report (April 1)

Karen: I added a paragraph to the discussion of the Long-Range Plan to detail the changes we made. It reads as follows:

After discussion of the weaknesses of the survey, we decided it is inadequate and should not be included in the update to the Long Range Plan. Any references were removed. We also decided to add a note on the first page to state that Medway Library is no longer associated with Franklin Library, and that we have hired a full-time Library Director.

Motion to approve the minutes with edit: CB1; DB2; passed unanimously.

C. Citizens Speak

John Foresto – the warrant is in the budget. There shouldn't be any problem, but would be good to have representation at the meeting – Monday, May 12.

Medway Cable Access (MCA) is going to do the wiring needed to set up the Cole Room so people can broadcast from there. This is something that's been in the works for a few years.

John Foresto left at 7:10 p.m.

D. [Budget Report](#)

FY2015

No major changes.

Several new programs were paid for with funding from a few sources, including Medway Cultural Council and Town of Medway.

E. [Director's Report](#)

Programs

It's Not About the Hike and Team Magic Literacy Program were both very

well attended. Craft Wars also went well. Crafternoon is scheduled during the book sale.

The Mad Science workshop is coming up and it is 2/3 full. This program is paid for by an association in Norfolk. They will provide full funding for one science program and partial funding for one or two more programs.

Also, an Author/Illustrator is coming at the end of May.

CB: This is a huge increase in programs. What kind of feedback are you getting?

MP: People are coming in and asking to speak to the Children's Librarian. Teachers have called to give Summer Reading List – this is early. Mariah and I are attending the STEM meeting at the schools.

Minuteman News

MP: Minuteman is considering doing a pilot project with streaming video to supplement DVD rentals. Among the companies (Hoopla, OverDrive, Freegal), the variety, volume, and quality varies greatly.

Seed Library

The Seed Library is coming along. Paula is busy filling seed packets. We hope to have most ready by the book sale this weekend.

ED: Are we working with Medway Community Farm on this?

MP: I contacted them about it, but haven't heard back. I would like to look into buying seeds with the Farm to get a bulk discount.

Building

Painters were here today painting the railings in the back. One of the outside water spouts is turned on.

F. Old Business

Replacing the Library's Website (librarywebsites.com)

Margaret shared a sample of the homepage. The new site will have links to make it easier to see events (most important thing), book meeting rooms, reserve museum passes, access OverDrive, etc.

CM: It would be nice to highlight the next 3 upcoming events on the front page.

MP: Yes, we'll be able to do that.

WR: What is the time frame for the migration to the new web page?

MP: I'll get more detail within the next week. Then we'll have more decisions on how many pages, navigation, etc. Probably a month from now.

MP: We will not lose any info from current site. It will look better and be easier to use.

Medway Players

For the use of the Cole Room, The Medway Players pays us \$25 for each performance and \$10 for each practice. They are proposing to do ½ of their practices in the story room and the rest in the Cole Room in exchange for not having to pay for the story room; they will still pay for Cole Room.

WR: They are not incorporated as a non-profit, but they do not make a profit. We charge them because they make money at their shows. We charge them for the practices because they use the Cole Room a lot and when they have their set up, others have to work around it. If they use the story room, the Cole Room will be available.

The Medway Players proposal to split their practice between the Cole Room and the Story Room is fine with all of the Trustees.

G. New Business

Mission Statement Update

When we were with Franklin, our Mission Statement was changed. Wendy suggested that we consider adding back some of the key phrasing that was taken out, particularly the second sentence below:

“The Public Library is a unique institution in American life. The library is created by the community at large to disseminate knowledge, to bring the breadth of human cultures into the community, and to promote the love of reading.”

After-Hours Access for Past Trustees

Wendy would like to continue to help with activities and events at the library after she is no longer a Trustee. We are all in favor of this. It is easiest if she is allowed to keep her set of keys to the library.

CB: Are there any liability issues?

MP: Technically, only employees are supposed to have keys to the Library. Trustees are considered “special employees.” We can hire Wendy as a sub, which would make her an employee. She can sub sometimes and keep her keys.

WR: That would be great. I would like that.

All Trustees are in favor of this.

H. Special Programs, Fundraising, Sponsorships

Choate Summer Concerts and Shows

The Library is a sponsor of the Choate Summer Concert & Show Series. But the Library is not paying for any of the shows.

Medway Cable Access (MCA) is paying for several concerts and movies. MCA purchased an inflatable movie screen and a projector, and will show family movies Wednesday nights starting June 25th at Choate Park.

The Library is the current back-up location in case of rain. When the

Thayer House opens, it may become the rain location.

Some of the Concerts & Shows are listed here:

Monday Concert Series:

- July 7: Jumpin' Juba (MCA)
- July 14: Quintessential Brass (Medway Cultural Council grantee)
- July 21: Elaine Kessler (kids' concert)
- July 28: Songs for Ceilidh

Shakespeare in Choate Park:

- Saturday July 26 & Sunday July 27, 5pm
- A Winter's Tale, performed by the Gazebo Players of Medfield

I. Adjournment. Meeting adjourned at 8:04 p.m. Next Meeting June 3, 2014
Margaret will call the June meeting to order and initiate the election of the
Chairperson. The Chairperson will then run the meeting, including the rest of the
board re-organization.

Motion to adjourn: CM1; CB2; passed unanimously

Medway Public Library
Director's Report
May 5, 2014

Staff

We are very grateful to have additional substitutes available to cover staff vacations and absences due to illness in April.

Budget

The Board of Library Commissioners issued the second part of the Library's State Aid to Public Libraries Award, in the amount of \$5,031.93.

Programs

- It's Not About the Hike (~70 attendees)
- Team Magic literacy program (~30 children)
- Droids and Dragons Fantasy/Science Fiction monthly book club for teens and adults (Mariah)
- It's Storytime! – weekly storytime (Mariah)
- CraftWars program for pre-teens and teens (Mariah)
- Paws to Read
- Toddler Jam (Amy Kaufman)
- Tablet and eReader Help (Tammy)
- Tuesday Night Book Club (Lorie)

Special upcoming programs include:

- Edible Perennial Gardening
- North Sea Gas Scottish Folk Group
- Kid's Crafternoon (Mariah)
- Mad Science Che-Mystery Workshop (Mariah)
- Author/Illustrator David Hyde Costello and DIY Musical Instruments

Paula Belanger and I visited the Seed Library in Concord and spoke at length with one of the people in charge of the program. She provided us with a huge amount of information, sample templates and a sample brochure, and a PowerPoint presentation on seed saving. Thanks to a generous donation of heritage seeds by an anonymous donor, we are now in the process of preparing seed packets with planting and seed saving information.

Building

The insurance company called with an estimate for repairing the stone wall that had been damaged when a patron's car hit it. DPS arranged for a mason to look at the wall, and they and the mason decided that the wall was still structurally sound and therefore not worth repairing.

Technology

PiperWebs sent a couple of sample home page layouts for the new website. I sent back a couple of requested changes, and plan to discuss additional features with him later this week.

The Minuteman Library Network converted to the Sierra Library Service Platform in April. There have been a few glitches, most of which have been fixed; overall the transition went smoothly.

Meetings

I attended the following meetings in March:

- Minuteman Library Network Board of Directors
- Minuteman Library Network Tech Fair
- Network Retreat with the MBLC
- Medway Middle School – Summer Reading Planning Meeting
- NELA/Information Technology Section
- Toastmasters

Meetings and events in May include:

- Minuteman Library Network Board of Directors
- Minuteman Library Network Technology Interest Group
- Minuteman Library Network Membership (Directors) Meeting
- Minuteman Library Network Steering Committee Meeting (conference call)
- NELA/Information Technology Section
- Medway Middle School Literacy and STEM Night
- Toastmasters (2)

Other

I completed weeding the Reference Section, and I am now in the process of weeding adult non-fiction. Adult non-fiction will be shifted so that it will begin on the now-vacant shelving that used to house reference books, and some of the YA materials will be moved to the shelving near the emergency exit and YA room.

I completed the online Advocacy course, which I found very thought provoking. Reading about the advocacy experiences in libraries throughout the United States and in other countries was particularly interesting.

Dr. Armand Pires, the Director of Curriculum, Instruction and Assessment for the Medway schools, contacted me to find out more details about the Library's eBook loaning models.

Kathleen Schroeder took quite a few nice photos during the "It's Not About the Hike" presentation, which I plan to put up on the new website when it is ready. She also sent photos from the story hours, which we put up in the Story Hour Room for the parents and children to enjoy.

The meeting rooms and lounge have been used after hours a total of 454 times so far this fiscal year, by 332 individuals and for 122 meetings.

Margaret Perkins
Library Director

Medway Public Library Budget Report 04/30/2014							
Account	Acct #	Start Balance	Expen. To Date	End Balance	% Spent	Current Month Expend.	Materials Expenditures
Salaries - Full Time	5110	\$108,386.00	\$86,265.43	\$22,120.57	79.59%	\$9,794.00	
Salaries - Part Time	5111	\$80,087.00	\$55,838.58	\$24,248.42	69.72%	\$5,267.92	
Longevity	5150	\$1,450.00	\$1,100.00	\$350.00	75.86%	\$0.00	
Electricity	5211	\$18,900.00	\$14,271.78	\$4,628.22	75.51%	\$1,254.98	
Heating Fuel	5212	\$5,500.00	\$7,073.93	(\$1,573.93)	128.62%	\$1,535.18	
Trash	5232	\$1,671.00	\$434.58	\$1,236.42	26.01%	\$0.00	
Water & Sewer	5231	\$270.00	\$189.80	\$80.20	70.30%	\$0.00	
R & M Miscellaneous	5240	\$792.00	\$4,567.66	(\$3,775.66)	576.72%	\$240.00	
Telephone	5341	\$1,100.00	\$904.15	\$195.85	82.20%	\$99.90	
Supplies	5400	\$2,800.00	\$2,122.75	\$677.25	75.81%	\$451.88	
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		\$239.85	(\$239.85)		\$67.75	
TOTAL - GENERAL FUND		\$245,039.00	\$196,891.51	\$48,147.49	80.35%	\$18,711.61	
TM: Library Programs	5521	\$6,500.00	\$4,241.55	\$2,258.45	65.25%	\$457.00	
TM: Expenses	5200	\$20,000.00	\$12,547.62	\$7,452.38	62.74%	\$714.23	\$12,003.60

TOTAL - TM		\$26,500.00	\$16,789.17	\$9,710.83	63.36%	\$1,171.23	
		Start Balance	Expen. To Date	Income to Date	Account Bal	Current Month Net	
Memorial Donations	5400	\$19,308.75	\$20,224.69	\$2,491.61	\$1,575.67	30.19	\$17,134.13
Tuchinsky Fund Interest		\$28,985.68	\$242.14	\$109.63	\$28,853.17	\$6.13	
Tuchinsky Fund Principal		\$102,869.11		\$338.70	\$103,207.81	\$56.94	
Library Restitution Fund	706-4773	\$274.10	\$1,997.83	\$1,895.03	\$171.30	\$80.80	
Copier & Printer Rev. Fund	722-4840	\$4,656.87		\$1,158.94	\$5,815.81	\$119.61	
Meeting Room Rev. Fund	723-4840	\$2,660.76		\$395.00	\$3,055.76	\$25.00	
Free Public Library	2017	\$10,532.42	\$13,153.65	\$10,063.84	\$7,442.61	\$4,972.46	\$12,809.22
TOTAL - OTHER FUNDS		\$169,287.69	\$35,618.31	\$16,452.75	\$150,122.13	\$5,291.13	\$41,946.95