

Medway Library Board of Trustees
October 6, 2015
7:00 PM Library

Board Members

Carol Brown
Diane Burkhardt
Karen Kassel, Secretary
Cheryl MacNeil
Chris Monahan, Chair
John Scott Smith

Margaret Perkins, Library Director

Meeting called to order 7:05 p.m.

A. Approval of Agenda

CB: Motion to approve agenda, DB2. **Vote:** unanimously approved.

B. Secretary's Report (September 1st)

CB: Motion to approve minutes as written, CM2. **Vote:** in favor 4, abstain 1 (KK).

JSS arrived at 7:10 p.m.

C. Citizens Speak

Ed Duggan asked Chris about the status of the front parking lot lighting. This will remain on the agenda.

D. Budget Report

Margaret distributed the [budget report](#) via email earlier today. Nothing out of the ordinary.

E. Director's Report

Margaret distributed the [director's report](#) via email earlier today. Margaret & Bobby discussed what to keep/move/replace for the carpeting project. Bobby has put the job out to bid.

Contract signed by MBLC for "Science is Everywhere" grant; Selectman need to approve to accept the funding for the grant.

Lucy and Margaret are going to meet with president of SEPAC because

they'd like to collaborate on displays at the Library.

F. Old Business

Water damage update

Work is all done.

Carpets

Discussed with Director's Report.

Front parking lights

The Trustees went outside to assess the night-time lighting.

Some suggestions: spotlight on flag and Library sign; could put in a few small lamp posts by the door; ground-level lights.

Exterminator update

The exterminator came on Monday because there's been an influx of dead/lethargic wasps and yellow jackets on window sills or on the rug. Not sure how they are getting into the building.

Review focus group results

Done at September meeting for revision of Long Range Plan.

Wiring Cole room and conference room for video recording

Nothing new on this.

MakerSpace update

According to John Foresto, the article to fund the MakerSpace (\$55,000) will be on the warrant at Town Meeting, November 16, 2015. BOS is supporting this funding.

The MakerSpace subcommittee's activities and plans include the following:

- Talk to other groups to get their ideas, e.g., Boy Scouts, 4H, etc.
- Do some marketing
 - o Create a one-page explanation of MakerSpace and make available at the Library and other places in town
 - o Create talking points for Library representatives to use when promoting the MakerSpace
 - o Use the video that Chris created; could run it on a screen in the Library, on Medway Cable Access channel, and similar places

Vote to approve Long Range Plan

KK: Motion to approve Long Range Plan as revised on September 1, 2015, CM2. **Vote:** unanimously approved.

G. New Business

The Saturday after Christmas

Margaret: recommend closing the library on 12/26/15, the Saturday after Christmas day.

JSS: Motion to close the Library on Saturday, December 26, 2015. DB2.

Vote: unanimously approved.

Work group to focus on interior design of the Library

Discussed the idea of forming a work group to focus on the interior design of the Library. All think it's a great idea. Will discuss and advise the Board on things like moving the teen area, choosing carpet, and similar issues related to the physical space.

Members: Diane, Katherine, Lorie, Karen

H. Special Programs, Fundraising, Sponsorships

None discussed.

I. Adjournment

DB: Motion to adjourn. Vote: unanimously approved.

Meeting adjourned 8:30 p.m.

Medway Public Library
Director's Report
October 2, 2015

Programs in September:

- Thursday and Friday Story Times
- Tuesday and Wednesday Toddler Jams
- Paper Portraits with Judy Moffatt
- Elementary Book Club
- Scrabble Night – Friends of the Library
- North Sea Gas Scottish Folk Band
- International Dot Day Celebration
- Paws to Read Meet-and-Greet
- Senior Center Book Group (Lorie) – 5 attendees
- Library Book Group (Lorie) – 5 attendees
- LEGO Club – Friends of the Library
- Hypnosis/EFT Presentation (~15 attendees)
- eBook and downloadable audio Help session
- Nutrition Book Group (Karen Kassel)

Special upcoming programs in October/November include:

- Fall Zentangle Workshop
- Paws to Read
- 4-H National Youth Science Day Event (“Science is Everywhere” grant)
- Murder Mystery for Teens
- Mind Stimulation for Adaptive Thinking, Feeling, and Behaving
- Scrabble Night – Friends of the Library
- Board game night for adults (X-wing miniatures, Catan, Lords of Waterdeep, etc.)
- College Financial Aid

Children's/YA Librarian Report:

- 23 children's programs in September, with 421 people attending (adults & children)
- 1 teen program, attended by 2 people
- Lucy ordered books for Easy Reader, Juvenile Non-Fiction. The total spent so far this fiscal year for books is \$4965.06.
- Lucy met with Gabrielle Abrams, Assistant Superintendent of Schools and Yvette Sammarco of Walpole CFCE. She plans to meet with Deborah Francis in October.
- Lucy attended a Teen Services Roundtable discussion, a Summer Reading Wrap-up Discussion, and YA Collaborative Group discussion in order to share ideas with other librarians in the area.

Building

The warrant article for the Town Meeting in November, to fund building the Maker Space, including walls, electrical work, security cameras and HVAC, has been submitted.

Bobby McGee and I finished going over the requirements for the carpet installation, including determining which shelving would need to be moved. Bobby completed the paperwork, and the bid request process has begun.

The Library has submitted Capital Improvement Requests, including the fire alarm system and roof shingles and gutters in FY17.

Meetings

I attended the following meetings/events in September:

- Minuteman Library Network Membership (Directors)
- Massachusetts Library System Joint Budget and Personnel Committee (remotely)
- Metrowest Planners Group
- Small Libraries Conference (working with Meena Jain on Table Talk on finding free and low cost programming resources through collaboration)
- Readers Advisory Roundtables of Massachusetts program – Suzanne Brockmann on Readers' Advisory for LGBTQQ literature

Meetings and events in October include:

- Minuteman Library Network Board of Directors (Executive Director Performance Evaluation)
- Department Heads Meeting
- Library Staff Meeting
- Meeting with SEPAC president to discuss collaboration
- New England Library Association Conference (Monday – Lucy, Margaret)
- “Science is Everywhere” Grant Training (Lucy, Margaret)

Other

During August, the lower level community space was used after hours for 10 meetings and 19 individuals during the 16 nights it was open. So far this fiscal year, the community space has been used for 30 meetings and 110 individuals during the 49 nights it has been open.

The “Science is Everywhere” LSTA grant contract has been officially approved by the Massachusetts Board of Library Commissioners. We should receive the funding shortly. We are planning to host a physics activity on October 8th in conjunction with 4-H National Youth Science Day.

The Friends' Lions Club presentation was well received. We hope to collaborate with the Lions on Literacy initiatives.

The Library (primarily Paula Belanger) has recently proctored a number of exams for patrons taking online courses. Although somewhat time-consuming for the staff, this is a valuable service for the community, one for which demand is growing rapidly.

I submitted the State Aid report to the Massachusetts Board of Library Commissioners. It was received on September 28th.

Margaret Y. Perkins
Library Director

| Medway Public Library Budget Report 9/30/2015 | | | | | | | |
|--|----------|---------------------|--------------------|---------------------|--------------|-------------------------------|---------------------------|
| Account | Acct # | Start Balance | Expen. To Date | End Balance | % Spent | Current Month Expenditures | Materials Expenditures |
| Salaries - Full Time | 5110 | \$156,474 | \$34,155.30 | \$122,318.70 | 21.83% | \$11,726.16 | |
| Salaries - Part Time | 5111 | \$70,681 | \$16,014.04 | \$54,666.96 | 22.66% | \$5,602.21 | |
| Longevity | 5150 | \$1,200 | \$100.00 | \$1,100.00 | 8.33% | \$0.00 | |
| Electricity | 5211 | \$20,000 | \$5,254.89 | \$14,745.11 | 26.27% | \$2,493.49 | |
| Heating Fuel | 5212 | \$7,800 | \$156.60 | \$7,643.40 | 2.01% | \$78.30 | |
| Trash | 5232 | \$2,734 | \$615.38 | \$2,118.62 | 22.51% | \$615.38 | |
| Water & Sewer | 5231 | \$291 | \$78.82 | \$212.18 | 27.09% | \$78.82 | |
| R & M Miscellaneous | 5240 | \$6,100 | \$840.00 | \$5,260.00 | 13.77% | \$0.00 | |
| Telephone | 5341 | \$1,200 | \$252.17 | \$947.83 | 21.01% | \$160.00 | |
| Supplies | 5400 | \$3,000 | \$590.42 | \$2,409.58 | 19.68% | \$210.65 | |
| Postage | 5343 | \$100 | | \$100.00 | 0.00% | \$0.00 | |
| OPS - (Minuteman bill) | 5380 | \$23,605 | \$23,196.36 | \$408.64 | 98.27% | \$0.00 | |
| OPS - (programs) | 5380 | \$5,598 | \$1,666.00 | \$3,932.00 | 29.76% | \$592.00 | |
| Media Materials | 5427 | \$6,000 | \$494.87 | \$5,505.13 | 8.25% | \$494.87 | \$494.87 |
| Books & Periodicals | 5521 | \$32,954 | \$7,867.33 | \$25,086.67 | 23.87% | \$2,357.65 | \$7,867.33 |
| Travel | 5710 | \$400 | \$145.87 | \$254.13 | 36.47% | \$145.87 | |
| Dues & Meetings | 5730 | \$500 | | | | \$0.00 | |
| TOTAL - GENERAL FUND | | \$338,637.00 | \$91,428.05 | \$247,208.95 | 27.00% | \$24,555.40 | |
| | | Start Balance | Expen. To Date | Income to Date | Account Bal | Current Month Net | |
| Memorial Donations | 5400 | \$39,787.84 | \$920.31 | \$413.00 | \$39,280.53 | (\$920.31) | 667.36 |
| Tuchinsky Fund Interest | | \$30,075.47 | | \$23.00 | \$30,098.47 | \$11.50 | |
| Tuchinsky Fund Principal | | \$102,924.12 | | \$113.17 | \$103,037.29 | \$56.35 | |
| Library Restitution Fund | 706-4773 | \$108.33 | \$10.00 | \$251.41 | \$349.74 | (\$4.05) | |
| Copier & Printer Rev. Fund | 722-4840 | \$7,552.85 | | \$388.17 | \$7,941.02 | \$96.65 | |

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|----------------------------|----------|---------------------|--------------------|-------------------|---------------------|-------------------|--------------------|
| Meeting Room Rev. Fund | 723-4840 | \$3,330.76 | | \$25.00 | \$3,355.76 | \$25.00 | |
| Free Public Library | 2017 | \$11,022.94 | \$10,483.16 | | \$539.78 | \$0.00 | \$10,278.16 |
| TOTAL - OTHER FUNDS | | \$194,802.31 | \$11,413.47 | \$1,213.75 | \$184,602.59 | (\$734.86) | \$19,307.72 |