

Board of Library Trustees Meeting

December 3, 2013

7:00 p.m.

Medway Public Library

Attendees:

Trustees:

Diane Burkhardt

Ed Duggan

Karen Kassel, Secretary

Chris Monahan, Vice Chair

Wendy Rowe, Chair

Margaret Perkins, Library Director

Meeting called to order by Wendy Rowe: 7:07 p.m.

A. Approval of Agenda

Motion to approve agenda: ED1, KK2; passed unanimously.

B. Secretary's Report (November 5)

Motion to approve the minutes as written: CM1, WR2; Yea: 4, Abstain: 1.

C. Citizens Speak

None present.

D. Budget Report

Extra funding

An extra \$20,000 was approved at November town meeting. This money will be used to fund the night-time steward position and to purchase materials, as well as to pay for some repairs and maintenance.

Tuchinsky Fund

The Tuchinsky Fund is earning more interest because the money has been moved into an account that earns 0.65% interest (instead of 0.2%). The Tuchinsky Fund Interest account has also been moved to a higher earning account (0.25% vs. 0.2%).

OverDrive Expenses

The Minuteman Network voted to increase the OverDrive budget from \$200K to \$400K. OverDrive provides access to eBooks. This change increases our contribution to the OverDrive budget from \$2,940 (7% of our materials budget) to \$5,673 (14% of materials budget). Margaret was against this large increase; she would have preferred an increase to \$300K. OverDrive is well used by our patrons and we'll likely see increased usage as more eBooks are available.

Margaret is concerned that the Minuteman group selecting the eBooks chooses cheaper books rather than higher quality ones. Margaret would like to send someone to this committee so that we will have some say in the purchases.

E. Director's Report

Staffing

Margaret offered the Children's/YA librarian position to one of the candidates today.

*On December 5th, Mariah Manley accepted the position. She will begin work the first full week of January.

Programs

The Koran program went well. It was attended by about 15 people, which included both adults and students. The presenters were excellent; they fielded many questions and the discussion went on for 45 minutes. The leaders would like to do more programs with us. Many people checked out Koran-related books after the program.

CIPC

Margaret had a good meeting with Capital Improvement Planning Committee (CIPC).

A top priority is to install dehumidifiers connected to the duct work. We have an ongoing problem with dampness. In 2008, we spent \$20K remediating mold in the Cole Room and in Katherine's office. People continue to complain about the Cole Room being damp and smelling moldy. The Technical Services room is also damp. The dampness in the lower level may aggravate patron and staff allergies. We have been using small dehumidifiers, but they fill up quickly and are not as effective or efficient. DPS arranged for 2 estimates so far; more details are to come on the estimates. CIPC will decide how the money will be spent.

F. Old Business

Addition of part time Children's Librarian

The top candidate is working on a dual master's degree: MS in children's literature and MLS. She will be done by the end of the summer. She has great experience and excellent references (e.g. "She's fabulous!"). Margaret checked with Sue Ellis about the fact that she does not yet have her MLS; Sue Ellis said it is up to Margaret's discretion.

Library Director Goals & Objectives

Reviewed "Roles, Goals & Objectives: FY2000", and began to update this document.

Library Director Evaluation Procedure

The evaluation procedure was quickly reviewed.

Long-Range Plan Update

We did a cursory review of the long-range plan. It will be discussed in greater detail at the next meeting.

G. New Business

None discussed.

H. Special Programs, Fundraising, Sponsorships

None discussed.

I. Adjournment. Next Meeting January 7, 2013.

8:35 p.m.: Karen Kassel left the meeting.

8:50 p.m.: Chris Monahan left the meeting.

Ed, Diane, Margaret, and Wendy continued discussing the Library Director's goals and objections.

Meeting dissolved at 9:00 p.m.

Medway Public Library
Director's Report
December 1, 2013

Staff

I received 12 resumes for the Children's/YA Librarian position. Three later withdrew their applications. I interviewed five candidates, and have made an offer to a candidate who should be an excellent addition to our staff.

Tammy Page has accepted the position as Head of Circulation at the Holliston Public Library. She will continue to work at the Medway Library four hours a week, plus one Saturday a month.

Programs

Bridging Cultures: Muslim Journeys: The screening and discussion of the documentary, "Koran by Heart," was very successful. The audience included a wide range of ages - from middle schoolers through older adults, and people of all ages asked questions. The two presenters led a lively and informative discussion for about 45 minutes. In addition to talking to the audience about the Koran and answering many questions, one of the speakers, who actually teaches recitation and memorization of the Koran, recited a passage for the audience and, using a whiteboard, explained some features of written Arabic. The speakers were excellent. They added a great deal to everyone's understanding of the documentary.

The Medway Cultural Council applications for Library programs were all fully funded. These include a magician, a storyteller, a science program, and a program on wild perennials.

The Medway Middle School is planning a family literacy night on January 22nd, and have invited the new Children's Librarian and me to participate. I am looking forward to sharing information on how the Library can provide resources to promote literacy.

Technology

I had hoped that the price of the iPad 4 would drop after the advent of the iPad Air, but instead the iPad 4's have become difficult to find. I am going to meet next week to discuss options with a representative from computer supply company that is on the Massachusetts Higher Education Cooperative vendor list and from which the Information Services Department has purchased frequently.

Building

I met with the Capital Improvement Planning Committee, and emphasized the importance of installing dehumidifiers prior to replacing the carpet. We have received an estimate for \$7,500 for a dehumidifier to be tied into the duct work of the heating unit in the story room closet, which would take care of the Technical Services office and the story room, and a standalone unit in the Cole Room, which would drain through the basement wall. We have also received an estimate of \$4,900 for a dehumidifier for the unfinished part of the basement. The fire chief recommended replacement of the existing annunciator in the near future. The estimate for replacement of all the Simplex/Grinnell equipment was \$6,100. We also discussed the estimates received for carpet replacement, and the need for reroofing and replacement of the basement HVAC in the future.

DPS is working on several small projects at the Library. There is another leak around a nail hole in the rubberized section of the roof, in the same vicinity as last month's leak.

We have had some issues with heating. It has been very cold in the afternoon in Technical Services. I worked with DPS, who contacted the vendor. It is not clear what was wrong, but the temperature has been more stable during the past week.

Meetings

I attended the Extreme Weather Disaster Summit Training and the Improving Library Disaster Readiness Workshop, sponsored by the National Network of Libraries of Medicine, New England Region. This training was very informative, emphasizing the Library as a vital resource and possible shelter in the event of a disaster. I will work on improving the Library's emergency kit (which should include more flashlights, batteries, a weather radio, and a bullhorn), and plan to have an evacuation drill for staff shortly. Both I and another staff member are looking into completing the basic Disaster Information Specialist training, five courses offered online and in-person through FEMA and the National Network of Libraries of Medicine. I am in the process of taking the first FEMA course.

I also attended the following meetings:

- Medway Fall Town Meeting
- Minuteman Library Network Board of Directors, Steering Committee Conference Call, Finance Committee and Membership meetings. Under the proposed budget, Medway's membership fee for FY15 would decrease by 1.5%

Upcoming meetings include:

- Minuteman Library Network Board of Directors
- Demo of Encore/EDS, a proposed Discovery Platform (i.e. catalog interface)
- NELA Information Technology Section

Other

Town Meeting approved an additional \$20,000 for the Library, for repairs, maintenance, staffing, and materials.

The Town has switched banks to one that offers higher interest rates. The Tuchinsky Fund principal is now in an account that earns 0.65% interest, and the Tuchinsky Fund interest is in an account that earns 0.25% interest, both of which are higher than the 0.20% earned previously.

The directors of the Minuteman Library Network voted 19 to 12 to raise the amount budgeted for Overdrive purchases to \$400,000 from \$200,000. I had expressed my concern about greatly increasing the Overdrive budget at Minuteman Library Network meetings, because the cost to the Medway Library will be \$5673, which is about 14% of the materials budget. Had the Overdrive budget remained the same at \$200,000, Medway's cost would have been \$2,940, or 7%.

The paperback mysteries have been weeded and moved, and I am in the process of weeding juvenile non-fiction. Two new chairs have been added by the large window in the adult fiction area, and the triangular bookcase which was blocking the view has been moved to the basement.

I am working with staff to plan an experimental reorganization of a portion of the Easy books. We will put a selection of books on three topics that are in high demand – transportation/heavy machinery,

superheroes, and fairies/princesses - in three bins, so children and their parents can browse through them easily rather than having to locate them through the catalog.

The Library was open from 10-4 on Thanksgiving eve. The Library will be open from 10-2 on both December 24th and December 31st.

The meeting rooms and lounge have been used after hours a total of 243 times so far this fiscal year, by 175 individuals and for 68 meetings.

Margaret Perkins
Library Director

Medway Public Library Budget Report 11/30/2013						
Account	Acct #	Start Balance	Expen. To Date	End Balance	% Spent	Current Month Expend.
Salaries - Full Time	5110	\$108,386.00	\$38,578.41	\$69,807.59	35.59%	\$12,504.00
Salaries - Part Time	5111	\$80,087.00	\$31,766.45	\$48,320.55	39.66%	\$7,901.60
Longevity	5150	\$1,450.00	\$1,000.00	\$450.00	68.97%	\$200.00
Electricity	5211	\$18,900.00	\$6,810.62	\$12,089.38	36.04%	\$0.00
Heating Fuel	5212	\$5,500.00	\$387.76	\$5,112.24	7.05%	\$303.77
Trash	5232	\$1,671.00	\$289.72	\$1,381.28	17.34%	\$144.86
Water & Sewer	5231	\$270.00	\$142.35	\$127.65	52.72%	\$47.45
R & M Miscellaneous	5240	\$792.00	\$1,315.00	(\$523.00)	166.04%	\$0.00
Telephone	5341	\$1,100.00	\$500.59	\$599.41	45.51%	\$58.38
Supplies	5400	\$2,800.00	\$887.18	\$1,912.82	31.69%	\$0.00
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		\$172.10	(\$172.10)	0.00%	\$172.10
TOTAL - GENERAL FUND		\$245,039.00	\$105,733.18	\$139,305.82	43.15%	\$21,332.16
TM: Library Programs	5521	\$6,500.00	\$1,127.00	\$5,373.00	17.34%	\$310.00
TM: Expenses	5200	\$20,000.00	\$1,134.98	\$18,865.02	5.67%	\$1,134.98
TOTAL - TM		\$26,500.00	\$2,261.98	\$24,238.02	8.54%	\$1,444.98
		Start Balance	Expen. To Date	Income to Date	Account Bal	Current Month Net
Memorial Donations	5400	\$19,308.75	\$18,871.18	\$625.16	\$1,062.73	(\$364.90)

Tuchinsky Fund Interest		\$28,985.68		\$139.55	\$29,125.23	\$68.00
Tuchinsky Fund Principal		\$102,869.11			\$102,869.11	\$0.00
Library Restitution Fund	706-4773	\$274.10	\$1,406.82	\$1,338.60	\$205.88	(\$123.73)
Copier & Printer Rev. Fund	722-4840	\$4,656.87		\$630.56	\$5,287.43	\$148.60
Meeting Room Rev. Fund	723-4840	\$2,660.76		\$320.00	\$2,980.76	\$105.00
Free Public Library	2017	\$10,532.42	\$6,102.23		\$4,430.19	\$0.00
TOTAL - OTHER FUNDS		\$169,287.69	\$26,380.23	\$3,053.87	\$145,961.33	(\$167.03)
Encumbrances - Tuch.		\$252.13	\$252.13		\$0.00	\$0.00
TM Initiatives		\$1,382.25	\$1,382.25		\$0.00	\$0.00