

**Medway Library Board of Trustees**

**Final Meeting Minutes**

**April 12, 2022 7:00 PM**

**Medway Library - Cole Room**

**Members Present:** John Scott Smith, Chair, Trudi Stefan, Lisa Sheehan

**Members Absent:** Julie MacEvoy, Susan Alessandri

**Others Present:** Margaret Perkins, Library Director

*Chair John called the meeting to order at 7:01 PM.*

**Approval of Agenda**

*On a motion made by Trudi, seconded by Lisa, the Library Board of Trustees voted to approve the Agenda of April 12, 2022.*

**Approval of Minutes**

*Table until next meeting.*

**Citizens Speak**

None.

**New Business**

**Presentation by Debi Rossi from the Master Plan Committee**

Deb Rossi introduced herself and gave a brief overview of the Master Plan Committee. She suggested trustees check out the website and utilize the comment section. She noted that everyone's voices are being heard. What would you like to see in Medway in 10 years? What is realistic. Private and public working together. Community Farm, Choate Park, Oakland Park, 109 were all part of the previous 10-year plan. Deb stated one of the purposes is to preserve what is special but also ensure Medway is going in the right direction. Considering construction of a new Town Hall, Police Department, Fire Department. Deb Rossi let trustees know the website is open until the end of April and suggested members add their input/suggestions.

### **Setting a date for the Library Director Annual Review**

Put off until the holiday season so the new members have a chance to work with Margaret. October – November.

### **Disposal of old building-related paperwork**

Closet full of documents related to the addition put in the back in 1999 and when it was converted to a library in 1980. Margaret believes some of these may be unnecessary to hold on to. Margaret checked with town hall – building project documentation needs to be held onto for 7 years. She received permission to remove the old building paperwork.

The documents will be reviewed to see if any of it is historically significant. These will be destroyed once gone through.

### **Old Business**

None to report.

### **Review Incident Reports**

No incidents.

### **Budget Report**

Margaret distributed the Budget Report via email.

### **Director's Report**

Margaret distributed the Director's Report via email.

A few programs in person are coming up. A lot of programs remain remote. The pavilion at Choate Park is used if it's available.

John asked a question about the Makers Space. He suggested the idea of creating a creative Studio for YouTube videos. A DSLR camera would be needed- around \$700. Need to ensure the camera remains at the library. iMovie editing system. Imovie is free with apple computers. John estimated the setup is well under \$2,000 – includes lights, microphone, soft box, etc. Margaret stated Cable Access has asked if the library needed anything. Margaret will talk to Diane and John @ Medway Cable Access.

Margaret mentioned they need assistance with the CNC machine as it produces a lot of dust. They also need it to be safe. They are currently using a shop vac but need some type of exhaust. Margaret mentioned it is not used often. They need someone familiar with CNC Machine for assistance.

Margaret mentioned Medway has the nicest DPW. They had 2 members and 2 trucks assist with getting Library supplies.

Lisa questioned if the Makers Space has a running wish list? Diane came up with a list recently- Margaret has it in her email. Margaret stated they are in need of two computers.

John mentioned Friends are accepting book donations.

*On a motion made by Trudi, the Library Board of Trustees voted to adjourn the meeting at 8:38 PM.*

**Next Meeting: May 3, 2022**

Respectfully submitted,

Katherine Mitchell, Recording Secretary

