

Medway Public Library Board of Trustees Meeting  
October 7, 2014  
7:00 p.m.

**Attendees**

Trustees:

Carol Brown

Diane Burkhardt, Vice Chairperson

Ed Duggan

Karen Kassel, Secretary

Chris Monahan, Chairperson

John Scott Smith

Margaret Perkins, Library Director

Meeting called to order at 7:00 p.m.

**A. Approval of Agenda**

**CB: Motion** to approve the agenda. CB1, KK2; vote: unanimously approved.

**B. Secretary's Report (September 2nd)**

**CB: Motion** to amend September minutes to include Ed's suggestion and subsequent discussion and decision to remove Lounge sign outside the Technology Lounge, now that there is a new plaque with new name: Wendy E. Rowe Technology Lounge. CB1, DB2; vote: unanimously approved.

**ED: Motion** to amend September minutes to include discussion of the availability of confidentiality policy. ED1, JSS 2; vote:

unanimously approved.

**CB: Motion** to approve September minutes as amended. CB1, DB2; vote: unanimously approved.

### **C. Citizens Speak**

Wendy Rowe informed us that the Lounge sign that was removed from outside the door to the Lounge/Technology room needs to be rehung. The Lounge sign was removed after a new sign was hung, which renamed the room the Wendy E. Rowe Technology Room. The previous sign (Lounge sign) was compliant with ADA guidelines: sign was at specific height, with raised letters, and Braille lettering. The new sign/plaque does not meet these requirements.

The general consensus is to rehang the Lounge sign where it was outside the door. The Wendy E. Rowe plaque can be moved inside the room.

### **D. Budget Report**

The Tuchinsky Fund is in a 3-month CD; the interest is moved into Tuchinsky Interest Fund, which is a savings account. Both are held at Belmont Savings Bank (the Town of Medway keeps all their accounts at this bank). Margaret met with Joanne Russo (Assistant Town Collector) and requested that she explore other, longer-term and higher-yielding options for this fund.

### **E. Director's Report**

Margaret highlighted some new ideas for promoting the library:

- Partnering with TC Scoops for a library card sign-up event
- Including a library brochure in newcomers packet; the brochure needs to be updated & we need to find out who distributes these packets

- Giving out free books at Farmer's Market or other town events
- Establishing "mini-libraries" around town; this would be a good project for a Scouts group

Margaret is updating the collection development policy; the current one is from 1993.

## **F. Old Business**

### Update on the Library's web site

The mobile version of the Library web site is now live.

### Fax machine update

The new fax is up and running.

### Open basement space

The discussion of how to use space that will be open once Medway Players remove their props was tabled until next month.

## **G. New Business**

### Community Education classes

MP: Should we continue to charge the Community Education Department for use of Library space to hold their classes? We have been charging Community Ed a minimal fee, in part because they use the room on a regular basis, and in part because they are (or at least were) a profit center for the schools.

However, now many non-profit groups, such as the Girl Scouts, use the room on a regular basis, and we don't charge them. Also, Community Ed is not a significant profit center for the schools. Community Ed is part of the school department, which is part of the town, so it feels like we are charging the town to run

programs.

The Library policy says we charge for-profit organizations or private individuals. Therefore to stop charging Community Ed would make us come back in compliance with the policy. In addition, the Trustees agreed there is a great benefit to bringing more people and/or groups into the Library through Community Ed classes.

The consensus was that the Library should no longer charge Community Ed to hold classes at the Library.

#### Handicap accessibility of the downstairs door

Should we install an automatic door opener for the downstairs door?

The upstairs entrance has a ramp and an automatic door opener. However, in the winter this ramp is icy and is therefore often blocked off. The downstairs door has a ramp, but no automatic door opener.

Trustees agreed that an automatic door opener on the downstairs door is a priority. Margaret will talk to the Facilities group to determine if that door is in compliance with ADA guidelines and to request that an automatic opener be installed.

#### ADA compliance throughout the Library

Ed suggested that we look at all areas of the Library (e.g., signage, layout, etc.) to check if we are in compliance with ADA guidelines. Chris found a self-audit checklist for ADA compliance online. Margaret and Chris will conduct this self audit.

### Additional hours Tuesday and Thursday mornings

Our goal is to add 4 hours on Tuesday and Thursday mornings (total of 8 more hours per week) in order to have consistent week day hours. We would need to increase staffing to cover the desk during these extra hours.

Possible staffing options include:

- 1- Expand the Children's Librarian position to full-time
- 2- Hire a 16- to 20-hour Head of Circulation

Margaret discussed these options with Melanie. One concern is the union issues related to creating another position.

### Additional funding from Town Meeting

For the past two years, the Library has received extra, "one-time" funds of \$20k at Town Meeting (TM). For FY2015, we need to include these funds in the computation of the Total Municipal Appropriation.

John Foresto is trying to get an additional \$25k into the Library budget at fall TM for the rest of the fiscal year. With this money, we could staff the Library during the additional Tuesday and Thursday hours.

Ed left at 8:43 p.m.

### Wage adjustments for non-union employees

There is one non-union employee (not counting subs). Union employees are given a raise after 6 months of employment. We would like to give a six-month raise to the non-union position as well to keep that salary on par with union positions. This means

an increase of \$1.14 per hour for 12 hours per week, for a permanent non-union employee.

**KK: Motion** to increase the non-union Library Assistant 1 wage, after six months of employment, by \$1.14 per hour to reach \$15.56 per hour. KK1, DB2. Vote: unanimously approved.

### Color Printing

Color printing is now available. We charge \$0.10 per page for black and white printing. Ink costs are \$0.05 more per page for color.

**KK: Motion** to charge \$0.20 per page for color printing. KK1, CB2. Vote: unanimously approved.

### Availability of policies

Margaret will make a copy of the policy binder to keep on the circulation desk where it will be available to patrons and staff.

## **H. Special Programs, Fundraising, Sponsorships**

None discussed.

## **I. Adjournment**

Meeting adjourned at 8:55 p.m. Next meeting Tuesday, November 4, 2014.

**JSS: Motion** to adjourn: JSS1, CB2. Vote: unanimously approved.

Medway Public Library  
Director's Report  
October 5, 2014

**Programs**

- eReader Drop-In Help session at the Senior Center (Tammy & Margaret) (4)
- Book Discussion Group at the Senior Center (Lorie) (1)
- Hands-on Art History (8)
- Back to School Writing Workshop (2)
- Talk Like a Pirate Day
- Pajamarama Read-In (24)
- Innovation Station (3)
- Toddler Creative Ballet Class (14 registered)
- Library Book Group (6)

Ken Kaiser of Medway Cable plans to work with Mariah to film a special story hour, perhaps monthly. Tammy Page is working with T C Scoops to arrange a library card sign-up session there, with mini-ice creams for the children. We plan to do this during the evening in the near future.

Special upcoming programs include:

- Dale Freeman in Concert
- 4-H National Youth Science Day Event
- Cartooning in the Digital Age
- Hands-on History
- "Murder in the Library" Teen Mystery Party
- Halloween Costume Parade & Spooky Story Time

**Staff**

The Town's Finance Director/Treasurer/Collector and I met to discuss what the Library's additional staffing needs would be if the Library were to be open Tuesday and Thursday mornings at 10:00 at some point in the future.

**Building**

I spoke to DPS about the lighting situation in front of the building. They are going to replace the lights that are out, but regarding the general lack of lighting, the options are either trim or cut down the tree that is blocking the street light, relocate the street light, or add additional lighting on the building or on the parking lot lights. The first two options would not guarantee that the lighting would be sufficient.

**Technology**

The Library's mobile website is now live.

I installed the new fax/printer. It is now possible to print from wireless devices to this printer in color or black and white.

The Town's financial software will be upgraded this month.

### **Meetings**

I attended the following meetings in September:

- Minuteman Library Network Board of Directors
- Minuteman Library Network Steering Committee (conference call)
- Minuteman Library Network Membership
- Minuteman Library Network Technology Interest Group
- Library Marketing Unconference, Cumberland, RI
- National Network of Libraries of Medicine Health Statistics Book Group Webinars
- Best Practices for Interacting with Individuals with Mental Illness (webinar)
- SEFLIN Virtual Conference: User Experience – Seeing your Library through the User's Eyes
- Minuteman Library Network Board of Directors Statewide eBook Task Force (Conference call)
- Toastmasters

Meetings and events in October include:

- Town of Medway Department Head Meeting
- Minuteman Library Network Board of Directors
- Minuteman Library Network Commonwealth eBook Roundtable
- Minuteman Library Network Reference Interest Group
- Massachusetts Board of Library Commissioners Network Retreat Follow-up
- Medway Petal Pushers Garden Club planting at the Library
- New England Library Association Conference
- Build Your Grant writing Skills Workshop
- Staff Meeting
- Toastmasters

A number of interesting suggestions came out of the User Experience and Library Marketing conferences I attended, including:

- Library card sign-ups, book giveaways, and story hours at Farmer's Markets
- Welcoming new residents with welcome packets at realtors and with a new residents' reception
- Book giveaways at parades
- Informal library book groups at restaurants and coffee shops
- BYOB (Bring your own baby) book club for parents of young children

### **Other**

During August, the lower level community space was used after hours for 16 meetings and 35 individuals.

I submitted a list of the Library's most significant accomplishments during FY 2014 for inclusion in the State of the Town Report:

- Library now has a Children's/Teen Librarian (for the first time since 2006).
- Offered over 200 programs (more than twice as many as the previous year), attended by over 4,000 people.
- Meeting rooms were used 715 times (an increase of over 30% from previous year), including 144 meetings during the extended community space hours.
- Library patrons used the computers more than 4,600 times.
- Collaborated with schools on four Summer Reading and STEM/Literacy events.
- Added over 3,000 items to the Library's collection of almost 70,000 books, audiovisual and digital materials, not including almost 25,000 eBooks and downloadable audiobooks available through the Minuteman Library Network.

I completed the State Aid to Public Libraries Financial Report and the Application and Compliance Form, and will submit them to the Massachusetts Board of Library Commissioners this week.

Margaret Y. Perkins  
Library Director

## Budget Report

Medway Public Library Budget Report 09/30/2014							
Account	Acct #	Start Balance	Expen. To Date	End Balance	% Spent	Current Month Expenditures	Materials Expenditures
Salaries - Full Time	5110	\$110,246	\$29,504.01	\$80,741.99	26.76%	\$10,238.04	
Salaries - Part Time	5111	\$80,487	\$13,835.63	\$66,651.37	17.19%	\$4,932.76	
Longevity	5150	\$1,200	\$100.00	\$1,100.00	8.33%	\$0.00	
Electricity	5211	\$19,300	\$4,722.61	\$14,577.39	24.47%	\$2,137.29	
Heating Fuel	5212	\$6,000	\$78.30	\$5,921.70	1.31%	\$0.00	
Trash	5232	\$1,671		\$1,671.00	0.00%	\$0.00	
Water & Sewer	5231	\$270		\$270.00	0.00%	\$0.00	
R & M Miscellaneous	5240	\$7,792	\$850.00	\$6,942.00	10.91%	\$0.00	
Telephone	5341	\$1,200	\$214.43	\$985.57	17.87%	\$110.42	
Supplies	5400	\$2,600	\$626.31	\$1,973.69	24.09%	\$302.04	
Postage	5343	\$250	\$4.57	\$245.43	1.83%	\$4.57	
OPS - (Minuteman bill)	5380	\$23,315	\$23,315.00	\$0.00	100.00%	\$0.00	
OPS - (programs)	5380	\$6,492	\$1,745.70	\$4,746.30	26.89%	\$907.46	
Media Materials	5427	\$6,000	\$524.72	\$5,475.28	8.75%	\$277.97	\$524.72
Books & Periodicals	5521	\$4,000	\$3,560.75	\$439.25	89.02%	\$864.21	\$3,560.75
Travel	5710	\$400	106.03	\$293.97	26.51%	\$106.03	
<b>TOTAL - GENERAL FUND</b>		<b>\$271,223.00</b>	<b>\$79,188.06</b>	<b>\$192,034.94</b>	29.20%	<b>\$19,880.79</b>	
TM: After Hours Staff		\$4,698.00		\$4,698.00	0.00%	\$0.00	
TM: Expenses		\$15,302.00	\$2,629.73	\$12,672.27	17.19%	\$2,087.69	\$2,629.73
<b>TOTAL - TM</b>		<b>\$20,000.00</b>	<b>\$2,629.73</b>	<b>\$17,370.27</b>	13.15%	<b>\$2,087.69</b>	
		Start Balance	Expen. To Date	Income to Date	Account Bal	Current Month Net	
Memorial Donations	5400	\$27,220.67	\$9,577.69	\$927.50	\$18,570.48	(\$2,478.24)	9,031.22

Tuchinsky Fund Interest*		\$29,334.87		\$15.36	\$29,350.23	\$478.77	
Tuchinsky Fund Principal*		\$102,869.11		\$113.61	\$102,982.72	(\$394.03)	
Library Restitution Fund	706-4773	\$50.17	\$127.29	\$368.07	\$290.95	\$106.94	
Copier & Printer Rev. Fund	722-4840	\$6,113.42	\$79.00	\$525.85	\$6,560.27	\$127.70	
Meeting Room Rev. Fund	723-4840	\$3,080.76			\$3,080.76	\$0.00	
Free Public Library	2017	\$6,802.08	\$5,847.39		\$954.69	(\$200.00)	\$5,647.39
<b>TOTAL - OTHER FUNDS</b>		<b>\$175,471.08</b>	<b>\$15,631.37</b>	<b>\$1,950.39</b>	<b>\$161,790.10</b>		<b>\$21,393.81</b>
*Tuchinsky Start Balance updated to include June, 2014							
Principal moved to new CD; interest moved from CD to TF Interest acct.							