

Medway Public Library Board of Trustees
Tuesday May 2, 2017
7:00 p.m., Medway Library

Trustees in attendance:

Susan Alessandri

Diane Burkhardt

Karen Kassel, secretary

Cheryl MacNeil

Chris Monahan, chair

John Scott Smith, vice chair & baker extraordinaire

Margaret Perkins, Library Director

Meeting called to order at 7:07 p.m.

A. Approval of Agenda

KK: Motion to approve agenda. CMac2. **Vote:** unanimously approved.

B. Approval of the Minutes (April 4th)

CMac: Motion to approve the Minutes of the April 4th meeting as written.

KK2. Vote: in favor (4), abstained (2); approved.

C. Citizens Speak

KK: John's shortbread is delicious!

SA: I heard the chocolate make & take program was great.

MP: a patron who used to work for HeadStart brought up the concern that the pegs on the downstairs coat rack outside the story hour room are dangerous; kids could hurt their eyes on them. They violate HeadStart regulations.

Someone from DPS removed and replaced them.

D. Budget Report

Margaret distributed the [budget report](#) via email prior to the meeting.

There is nothing out of the ordinary to report on the budget.

E. Director's Report

Margaret distributed the [director's report](#) via email prior to the meeting.

F. Old Business

Front parking lights

Margaret distributed new drawings from the lighting engineer. This version uses shorter light poles, which are angled in a new way. These will cost less money than the taller ones.

Wiring Cole Room and conference room for video recording

Nothing new to report.

Makerspace update/discussion

Possible hardware purchases: poster printer, 3D printer, CNC machine

A company in Medway wants to hire people with CNC machine experience, they asked the high school to train people on this machine so they could hire them. Should we consider buying a CNC machine for people to use/learn?

Margaret will check to see if other Makerspaces have them. They cost about \$6,000. Hopefully another group would fund it.

A poster making machine would be very useful; also a laminator. Maybe other Town departments would want to use it, too.

We don't need another 3D printer at this point. The one we have is very good and has very few problems. Other libraries have had many issues with theirs.

Repurposing remaining money from carpet budget

The warrant will be presented at TM on May 8.

Conduct the Director's annual review

Chris distributed the Director's review and we had a short discussion. The Trustees are pleased with Margaret's performance and the activities of the Library over the past year.

Director's contract renewal

Town Finance Director/Accountant recommended a multi-year contract for Margaret rather than the yearly one we have been doing. Chris will talk to someone at town hall to get more information.

G. New Business

Summer vacations and meeting conflicts check

Everyone should check his/her calendar before our June 6 meeting so we can discuss availability in the summer. The tentative meeting dates are July 11 and August 1.

Update on puzzles

There are several ready to be cataloged. More will be added as needed.

H. Special Programs, Fundraising, Sponsorships

None discussed.

I. Adjournment

JSS: Motion to adjourn.

Meeting adjourned 8:16 p.m.

Next meeting June 6, 2017

Medway Public Library
Director's Report
April 28, 2017

Programs in April:

- Thursday and Friday Story Times
- PAWS to Read
- Tuesday and Wednesday Toddler Jams
- Artful Thursday
- Elementary Book Club
- Teen Chocolate Make and Take Program
- A Pleasant Pairing: Tea and Fine Chocolate Tasting for Adults
- Extra Yarn Knitting and Crocheting Group (Karen Kassel)
- Barn Babies (2 sessions)
- Library Book Club
- Book Club at the Senior Center
- LEGO Club (Friends of the Medway Library)
- The following Makerspace programs were held:
 - Scrapbooking 2 sessions - 5 participants each
 - 3D Print & Design Workshop - 11 participants
 - Intro to Quilting Workshop (taught by Pat Wiedeman) - 7 participants (picture of table runners is on Facebook page)
 - Beginners How to Draw Animals Workshop - 7 participants
 - Advanced How to Draw Animals Workshop - 9 participants
 - Soldering iron certifications - 1 sign up

Programs in May include:

- Thursday and Friday Story Times
- PAWS to Read
- Tuesday and Wednesday Toddler Jams
- Extra Yarn Knitting and Crocheting Group (Karen Kassel)
- Harry Potter Festival
- Creating a Happy and Fun Life for Your Cat
- Feng Shui Tips for the Home
- Parachute Playgroups
- Wimpy Kid Krafts!
- "Missing Assignment" Breakout Box for Teens
- Elementary Book Club

- Artful Thursday
- LEGO Club (Friends of the Medway Library)
- Papercraft Time for Adults
- Library Book Club
- Book Club at the Senior Center
- Makerspace programs
 - Learn to Knit Workshop (Becky Atwood will teach & Kelley Lynch will help out)
May 8 at 6:30pm

- May is a difficult month to schedule Saturday workshops because of the Book Sales and Memorial Day weekend but Diane Busa will try to schedule one more workshop and possibly some mini robotic sessions on a weekday. However, her focus will need to shift to the Friends Book Sale for the next 3 weeks.

Children's/YA Librarian Report:

There were 19 children's programs in April, with 416 people attending (adults and children). One Teen program had 23 participants.

Youth Services Librarian Lucy Anderson ordered some Teen Fiction, Juv. Fiction and Easy. The total spent so far this fiscal year for books and materials is \$19,089.60.

Lucy attended a meeting of the Young Adult Collaborative group at the Mass. Library System. Preparations are underway for Summer Reading Program. We have chosen a storytime substitute for Thursdays for the summer months and will be finalizing that soon. Amy Kaufman, the Toddler Jam presenter, will also do a story hour on Tuesdays for the summer.

Building

The lighting engineer modeled a variation of the lighting proposal. DPS fixed the lock on the bookdrop and made some additional repairs around the Library.

Technology

Minuteman Library Network will move the patron and catalog database to hosted servers in June. This will eliminate the relatively frequent down time due to loss of electricity in Natick. Technology librarians at each library will have to complete a considerable amount of preparatory work involving updating software and settings.

Budget

The second and final State Aid to Public Libraries award for Medway has been released, in the amount of \$8,295.58. The FY2017 total is \$16,286.73.

There are several monetary articles related to the Library on the warrant for the May 8th Annual Town Meeting. Article 7 includes \$60,000 for roof and gutter repairs and \$10,000 for replacement of the HVAC unit in the Story Room closet. Article 22 relates to repurposing \$34,000 of the unexpended bond proceeds originally approved for carpet replacement:

“To see if the Town will vote to re-purpose \$34,000 of unexpended bond proceeds originally voted under Article 9 of the 2015 Annual Town Meeting and, further, to transfer the proceeds to make improvements to the property and to purchase fixtures and equipment at the Medway Public Library, or act in any manner relating thereto.”

Article 26 relates to reauthorizing the Printer/Copier/Fax Revolving Fund (FY18 spending limit of \$3,000) and the Library Meeting Room fund (FY18 spending limit of \$1,000).

Meetings in April include:

- Minuteman Library Network Technology Interest Group
- Word of Mouth Marketing Program Kickoff Meeting
- New England Library Association/Information Technology Section (virtual)

Meetings in May include:

- Town of Medway Department Heads Meeting
- Staff Meeting
- Minuteman Library Network Membership (Directors)
- Metrowest Program Planners

Other

During May, the lower level community space was used after hours for 8 meetings and 45 individuals during the 14 nights it was open.

- Makerspace visitor count: 167
- Middle School has banned fidget spinners. No more long 3D print builds have been requested by the 8th graders. Printer has been used for other items including parts for the Robotic club.
- Patrons used slide scanners, vhs/dvd converters & 3D printer. Teens used the craft supplies to make a school project.
- 8mm film converter was sent back to the manufacturer. Waiting for the new unit.
- Most Monitors will be finishing up their 100 hours soon. There have been some issues lately with shutting the lights and closing the Makerspace door when leaving, as well as not checking the visitor's list when someone uses the room. Paula Belanger and Diane Busa will be addressing this by creating a flyer to give to all of the monitors. Paula will also be contacting the Senior Center regarding senior volunteers for the upcoming fiscal year.

The Medway Garden Club cleaned up the grounds of the Library on Medway Clean Sweep Day, April 8th.

A concerned patron suggested that the lower row of coat hooks in the hall near the story hour room presented a risk to children. DPS has removed the hooks, and we are looking into getting "safety hooks."

I plan to list to an upcoming webinar on the Summer Lunch program. Co-President of the Friends of the Medway Library, Meg Hamilton is writing up a letter requesting one time meal donations for a maximum of 30 people for the Summer Lunch program. Diane Busa, Meg, and I have developed a list of possible sources of donations. I talked to the person in charge of the Community dinners at the Community Church about how we might work together on this project. We are planning to offer the lunches on Thursdays, following Storyhour and just before the drop-in science and craft activities for older children.

We are going to continue two story hours a week while Youth Services Librarian, Lucy Anderson is on maternity leave. The sessions will be on Tuesday with Amy Kaufman, who also does Toddler Jam, and on Thursday with Alana.

Lucy Anderson, Susan Allison, Diane Busa and I attended the Kickoff WOMM (Word of Mouth Marketing Program) and are working on planning activities for the next year, focusing on promoting programs and special events.

Margaret Y. Perkins
Library Director

Medway Public Library Budget Report 4/30/2017							
Account	Acct #	Start Balance	Expen. To Date	End Balance	% Spent	Current Month Expenditures	Materials Expenditures
Salaries - Full Time	5110	\$162,634	\$128,415.69	\$34,218.31	78.96%	\$12,628.60	
Salaries - Part Time	5111	\$74,181	\$60,087.28	\$14,093.72	81.00%	\$6,464.87	
Longevity	5150	\$1,100	\$1,100.00	\$0.00	100.00%	\$0.00	
Electricity	5211	\$20,000	\$17,572.37	\$2,427.63	87.86%	\$1,086.09	
Heating Fuel	5212	\$7,800	\$5,097.04	\$2,702.96	65.35%	\$784.27	
Trash	5232	\$2,734	\$1,796.40	\$937.60	65.71%	\$0.00	
Water & Sewer	5231	\$291	\$277.37	\$13.63	95.32%	\$0.00	
R & M Miscellaneous	5240	\$6,000	\$3,234.75	\$2,765.25	53.91%	\$360.00	
Telephone	5341	\$1,200	\$809.17	\$390.83	67.43%	\$43.71	
Supplies	5400	\$3,000	\$4,520.14	(\$1,520.14)	150.67%	\$141.03	
Postage	5343	\$100	\$0.00	\$100.00	0.00%	\$0.00	
OPS - (Minuteman bill)	5380	\$24,009	\$24,008.55	\$0.45	100.00%	\$0.00	
OPS - (programs)	5380	\$5,991	\$7,006.58	(\$1,015.58)	116.95%	\$466.00	
Media Materials	5427	\$5,000	\$3,490.11	\$1,509.89	69.80%	\$141.75	\$3,490.11
Books & Periodicals	5521	\$44,217	\$33,131.62	\$11,085.38	74.93%	\$2,669.35	\$33,131.62
Travel*	5710	\$480	\$293.92	\$186.08	61.23%	-\$29.54	
Dues & Meetings	5730	\$500	\$255.99	\$244.01	51.20%	\$101.99	
TOTAL - GENERAL FUND		\$359,237.00	\$291,096.98	\$68,140.02	81.03%	\$24,858.12	
		Start Balance	Expen. To Date	Income to Date	Account Bal	Current Month Net	
Memorial Donations	5400	\$32,451.66	\$6,527.84	\$19,469.84	\$45,393.66	-\$2,209.86	2,277.98
Tuchinsky Fund Interest		\$30,938.23		\$104.31	\$31,042.54	\$11.84	
Tuchinsky Fund Principal		\$102,869.11		\$628.21	\$103,497.32	\$79.09	
Library Restitution Fund	706-4773	\$1,201.40	\$10.00	\$1,100.66	\$2,292.06	\$0.00	
Copier & Printer Rev. Fund*	722-4840	\$7,812.48	\$294.97	\$2,071.01	\$9,588.52	\$0.00	

Meeting Room Rev. Fund	723-4840	\$3,437.16	\$1,000.00	\$75.00	\$2,512.16	\$0.00	
Free Public Library	2017	\$12,042.02	\$9,471.37	\$7,991.15	\$10,561.80	\$0.00	\$9,225.37
STEM Grant		\$4,035.79	\$4,035.79		\$0.00	\$0.00	\$580.00
TOTAL - OTHER FUNDS		\$194,787.85	\$21,339.97	\$31,440.18	\$204,888.06	(\$2,118.93)	\$48,705.08
*correction							