

Medway Library Board of Trustees  
Tuesday, November 7, 2017  
7:00 p.m.

Trustees

Susan Alessandri  
Diane Burkhardt  
Karen Kassel, secretary  
Cheryl MacNeil  
Chris Monahan, chair  
John Scott Smith, vice chair

Margaret Perkins, Library Director

Meeting called to order 7:10 p.m.

**A. Approval of Agenda**

**KK: Motion** to approve agenda. DB2. Vote: **approved**.

**B. Approval of the Minutes** (October 3rd)

**DB: Motion** to accept the minutes of the October 3, 2017 meeting as written.  
JSS2. Vote: **yes: 4, abstain: 1 (SA)**

**C. Citizens Speak**

None present.

**D. Budget Report**

Margaret distributed the [budget report](#) via email. Nothing new to report.

**E. Director's Report**

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

The Library will be open on Friday, Nov 10, and closed on Saturday Nov 11 for Veteran's day. Do not want to close 2 days in a row (because will be closed 2 days in a row for Thanksgiving); and do not want to be open on Veteran's day because that would be disrespectful.

The Library staff has a one-month trial subscription to Hoopla. Hoopla offers downloadable books, audio, and movies. It is similar to Overdrive (the Library has a subscription to Overdrive through Minuteman network). Overdrive has a greater inventory of books, while Hoopla offers more movies. Overdrive only allows one person to check out a book at a time, while Hoopla does not limit the number of people who can check out a book at one time. Other librarians use Hoopla and are happy with it. We would have it in addition to Overdrive.

## **F. Old Business**

### Front parking lights

Nothing new to report.

### Wiring Cole Room and conference room for video recording

Nothing new to report.

### Ongoing Makerspace update/discussion

Another computer is broken. Need replacements or fixing; waiting on IT department to come.

Richard Boucher will loan some computers for the Arduino coding class.

### Repurposing remaining money from carpet budget

The heating coils installed in the outside ramp were paid for with these funds; this is complete. The other projects are in process.

Selectmen said they would have money for chairs in November; Margaret will follow up on this.

### Moving off of Yahoo Groups update

Nothing new to report.

### Bequest from Peter Grillo in Canada

Nothing new to report.

### Capital plan requests for future years

Margaret submitted our requests online. The Capital Improvement Committee takes a long time to review these requests and make decisions. We will likely hear back after the first of the year.

### Town charter

Making changes to the town charter is a lengthy process. There may be enough proposed changes throughout the town that the committee will go ahead with making the changes.

Our proposed change: the Library Board of Trustees consists of 6 Trustees (charter says 5).

Also change wording:

3-6-2 The board of library trustees shall have the custody and management of the public library (**delete:** and of all property of the town related to the library); **replace with:** including control of the use of space within the building. Maintenance of the interior and exterior of the building, including structures and equipment shall be the responsibility

of the Town Administrator.

**G. New Business**

None discussed.

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

Town-wide book

Susan would like to do a town-wide book program with events, author visit, etc. The challenge is choosing a book that many people will find interesting.

MP: staff/Trustees can choose the book. Sometimes try to find a related YA and/or youth book.

**I. Adjournment**

**KK: Motion** to adjourn. Next meeting December 5, 2017.

Meeting adjourned 8:35 pm

Medway Public Library  
Director's Report  
November 7, 2017

**Programs in October:**

- Thursday and Friday Story Times
- Tuesday and Wednesday Toddler Jams
- PAWS to Read
- North Sea Gas Concert
- Author Talk - Dr. Beth Kurland (*The Transformative Power of Ten Minutes: An Eight Week Guide to Reducing Stress and Cultivating Well Being*)
- Author Talk - Walter McClennen (*Remembering Clem: A Good American in Iran*)
- Blackout Poetry
- Teal Pumpkin Project
- Trick or Treat at the Library
- Artful Thursday
- LEGO Club - Friends of the Library
- "Oh Shoot" Photography Club - Lorie Brownell
- Book Club at the Senior Center - Lorie Brownell
- The following Makerspace programs were held:
- Workshops
  - Arduino Coding Beginners (4 week session) - 4
  - Arduino Coding Intermediates (4 week session) - 6
  - Fashion Runway Art workshop, 2 sessions - 4
  - Monday Night Knitters (weekly)
  - Medway Cable Access weekly drop-in help
  - Monthly Photography Club - 8
  - Drop in Scrapbooking- 1
- Certifications
  - 3D printer - 4 people
  - sewing machines - 1 person

Diane Busa noticed the soldering iron, 3d printer, slide converters, vhs/dvd converters, 8 mm converter & sewing machines all being used by patrons.

**Programs in November include:**

- Thursday and Friday Story Times
- Tuesday and Wednesday Toddler Jams
- PAWS to Read
- MemorizeBest - The Art of Remembering Names
- Teen Breakout Box
- Digging Dinosaurs - Storytelling with Diane Edgecomb
- Half-Day Craft
- Artful Thursday
- LEGO Club - Friends of the Library
- "Oh Shoot" Photography Club - Lorie Brownell

- Book Club at the Senior Center - Lorie Brownell
- Makerspace
- Upcoming Workshops:

We are repeating Runway Fashion Art workshop (2 sessions) Ages 10-17.

Arduino coding classes will continue and will be combined into one class. Richard Boucher will loan us several more computers.

In the process of scheduling a sewing workshop for December

#### Makerspace Issues:

We are down to only 4 computers in the Makerspace.

The computer near the printer becomes unresponsive after being powered up for awhile.

#### Other:

Barry from MCA has started training the monitors on some of the equipment when he is there on a Wednesday. There is a sign up sheet taped to the monitor's table.

Garden club will be using the space for for a sewing project.

#### **Children's/YA Librarian Report:**

There were 22 children's programs in October with 251 people attending (adults and children). Two people attended 1 Teen program.

The total spent so far this fiscal year for books and materials is \$5943.

Juvenile collection weeding is complete. The fiction and nonfiction shelves have more wiggle room now and look a lot better!

Lucy Anderson attended meetings of the Media Visioning Task Force and the Wellness Committee. She has registered for a 2 day "Developing Healthy Boys" training/conference that will take place in November.

Lucy completed 2 applications to the Medway Cultural Council, for one winter program and one potential Summer Reading themed program.

#### **Building**

The Department of Public Services has completed the installation of heating coils under the handicap ramp. They also replaced the drain pipe for one of the downspouts with a smaller one, which takes up less room on the ramp.

They fixed a problem with the Elevator Room door. The state elevator inspection will be later this month.

I submitted the Capital Requests discussed at October's Trustee Meeting

#### **Meetings in October included:**

- Department Heads Meeting

- Massachusetts Library System - *Team Building with Pat Sordill*
- Minuteman Library Network Finance Committee
- Medway Schools Library/Media Task Force
- Minuteman Library Network Finance Committee

**Meetings in November include:**

- Minuteman Library Network Finance Committee
- Massachusetts Library System - Word of Mouth Marketing Conference

**Call**

- Minuteman Library Network Membership (Directors)
- Minuteman Library Network Technology Interest Group
- Medway Schools Library/Media Visioning Task Force
- Medway Schools Wellness Committee
- Fall Town Meeting
- CPR/AED Staff Training - 9 attendees

**Other**

During October, the lower level community space was used after hours for 17 meetings and 44 individuals during the 18 nights it was open. The Makerspace visitor count was 170, which is probably an underestimate because people do not always remember to sign in.

Margaret Y. Perkins  
Library Director

<b>Medway Public Library Budget Report 11/1/2017</b>							
Account	Acct #	Start Balance	Expen. To Date	End Balance	% Spent	Materials Expenditures	Current Month Expenditures
Salaries - Full Time	5110	\$169,468	\$45,199.09	\$124,268.91	26.67%		\$12,940.33
Salaries - Part Time	5111	\$71,949	\$23,653.01	\$48,295.99	32.87%		\$6,490.37
Longevity	5150	\$1,500	\$1,000.00	\$500.00	66.67%		\$900.00
Electricity	5211	\$21,200	\$6,794.67	\$14,405.33	32.05%		\$4,427.39
Heating Fuel	5212	\$7,800	\$123.75	\$7,676.25	1.59%		\$32.67
Trash	5232	\$2,572	\$642.88	\$1,929.12	25.00%		\$642.88
Water & Sewer	5231	\$318	\$120.01	\$197.99	37.74%		\$120.01
R & M Miscellaneous	5240	\$6,000	\$904.00	\$5,096.00	15.07%		\$0.00
Telephone	5341	\$1,100	\$284.99	\$815.01	25.91%		\$122.46
Supplies	5400	\$4,000	\$1,998.60	\$2,001.40	49.97%		\$957.00
Postage	5343	\$100	\$8.20	\$91.80	8.20%		\$0.00
OPS - (Minuteman bill)	5380	\$24,919	\$24,918.78	\$0.00	100.00%		\$0.00
OPS - (programs)	5380	\$6,000	\$3,775.10	\$2,225.12	62.92%		\$855.00
Media Materials	5427	\$5,000	\$604.57	\$4,395.43	12.09%	\$604.57	\$339.43
Books & Periodicals	5521	\$50,000	\$15,083.29	\$34,916.71	30.17%	\$15,083.29	\$5,525.61
Travel	5710	\$480	\$242.73	\$237.27	50.57%		\$242.73
Dues & Meetings	5730	\$500	\$140.00	\$360.00	28.00%		\$0.00
<b>TOTAL - GENERAL FUND</b>		<b>\$372,906.00</b>	<b>\$125,493.67</b>	<b>\$247,412.33</b>	<b>33.65%</b>		<b>\$33,595.88</b>
		Start Balance	Expen. To Date	Income to Date	Account Bal		
Memorial Donations	5400	\$43,372.69	\$2,607.44	\$20,264.95	\$61,030.20	1,350.00	-\$1,148.90
Tuchinsky Fund Interest		\$31,937.82		\$48.35	\$31,986.17		\$23.99
Tuchinsky Fund Principal		\$102,869.11		\$353.01	\$103,222.12		\$195.57
Library Restitution Fund	706-4773	\$2,404.97	\$931.85	\$620.41	\$2,093.53		-\$682.00
Copier & Printer Rev. Fund*	722-4840	\$10,059.45	\$581.40	\$659.75	\$10,137.80		-\$191.96

Meeting Room Rev. Fund	723-4840	\$2,612.16	\$120.00	\$100.00	\$2,592.16		-\$70.00
Free Public Library	2017	\$16,028.68	\$3,938.84		\$12,089.84	\$3,938.84	-\$158.53
<b>TOTAL - OTHER FUNDS</b>		<b>\$209,284.88</b>	<b>\$8,179.53</b>	<b>\$22,046.47</b>	<b>\$223,151.82</b>	<b>\$20,976.70</b>	<b>(\$2,031.83)</b>

