

## **Medway Library Board of Trustees**

### **Final Meeting Minutes**

**November 5, 2019 7:00 PM Library Conference Room**

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

**Members Absent:** Chris Monahan

**Others Present:** Katherine Mitchell, Recording Secretary, Margaret Perkins, Library Director

*Chair Susan Alessandri called the meeting to order at 7:05 PM.*

### **Approval of Agenda**

Library Board of Trustees unanimously approved the Agenda for the November 5, 2019 meeting.

### **Approval of Minutes**

Library Board of Trustees unanimously approved October 1, 2019 minutes.

### **Citizens Speak**

Book sale was successful.

### **New Business**

**New Recording Secretary – Katherine Mitchell**

#### **Update to Library Website**

Margaret provided updates: Looking into various templates, prefer more information on front page (less clicks), more modern look and feel.

Website potentially no longer beginning with https.

Looking for easier accessibility.

John pointed out the current website renders well on a tablet and not a mobile phone.

Lisa pointed out website is very long and busy, questioned getting feedback on our website from patrons.

Susan and John agreed Calendar Events are popular and should be on the main page.

Margaret stated it will be several months before changes are made/seen by patrons.

*Trudi arrived 7:14 PM*

## **Overdue fine policy**

Discussion occurred whether to eliminate all fines or for children only  
Do not want to discourage children from reading because overdue fines  
Overdue fine is \$.10 a day, except museum passes (\$5.00? a day)  
John reviewed budget – no revenue from late fees. Fees go to Town.  
\$1,800 collected in last 4 months (includes paying fees online)

Fines paid online – Funds go to the Library the book came from  
Fines paid in person- Library in which the book was returned to keeps the funds

Margaret suggested beginning to waive fines for children only, John, Trudi, Lisa agreed waiving for children/young adult books

**Motion:** Eliminate late fees on children and young adult books.

**Vote:** Unanimously approved.

Revisit in future for adults/adult books.

John suggested measuring increased circulation of book returns.

Elimination of late fees on children and young adult books will begin on *December 1st*.

Susan questioned if it will be retroactive. Margaret stated they are willing to accept returns due prior to December 1st without incurring fees on the patron.

## **Library Keys and Alarm Code**

Margaret is running low on keys.

Susan questioned if the Town would be able to get new keys.

Trudi, Susan, John, and Lisa all agreed with Margaret to change alarm code and keys.

## **Old Business**

### **CommCan Funding**

Funds were to be used in the Maker's Space, i.e., ongoing mini-mindfulness series.

Request more money in the budget cycle.

*Community Resilience Meeting* – Margaret suggested the Library could potentially act as a cooling / warming place during a disaster.

Place to charge devices and get information.

## **Review Incident Reports**

There were no new reports to review.

## **Budget Report**

Margaret distributed the Director's Report via email.

## **Director's Report**

Margaret distributed the Director's Report via email.

*Various items were discussed from the report:*

Rail on handicap ramp to be added.

There is no crosswalk on High Street to get to the Library.

Potentially need to replace sprinkler pipes in attic based on Fire Chief's review.

Counter tops – Formica should be replaced.

Temperature control in Cold Room.

Two large lighting fixtures – bulbs are not available. Fixtures need to be replaced.

*In a motion made by Susan Alessandri, the Library Board of Trustees unanimously voted to adjourn at 8:10 PM.*

**Next Meeting:** December 3, 2019

Respectfully submitted,

Katherine Mitchell, Recording Secretary

Medway Public Library Budget Report 11/1/2019									
Account	Acct #	Start Balance	Expen. To Date	End Balance	% Spent	Materials Expenditures	Current Month Expenditures		
Salaries - Full Time	5110	\$188,011	\$60,789.79	\$127,221.21	32.33%		\$21,513.56	148,734.77	\$21,513.56
Salaries - Part Time	5111	\$96,690	\$32,420.67	\$64,269.33	33.53%		\$11,965.70	76,235.03	\$11,965.70
Longevity	5150	\$1,500	\$250.00	\$1,250.00	16.67%		\$0.00	1,250.00	\$0.00
Electricity	5211	\$22,400	\$7,058.56	\$15,341.44	31.51%		\$1,787.86	17,129.30	\$1,787.86
Heating Fuel	5212	\$7,800	\$243.04	\$7,556.96	3.12%		\$0.00	7,556.96	\$0.00
Trash	5232	\$2,500	\$642.88	\$1,857.12	25.72%		\$0.00	1,857.12	\$0.00
Water & Sewer	5231	\$550	\$168.71	\$381.29	30.67%		\$0.00	381.29	\$0.00
R & M Miscellaneous	5240	\$3,800	\$574.00	\$3,226.00	15.11%		\$120.00	3,346.00	\$120.00
Telephone	5341	\$1,000	\$343.93	\$656.07	34.39%		\$63.52	719.59	\$63.52
Supplies	5400	\$4,500	\$1,370.80	\$3,129.20	30.46%		\$222.60	3,351.80	\$222.60
Postage	5343	\$100		\$100.00	0.00%		\$0.00	100.00	\$0.00
OPS - (Minuteman bill)	5380	\$26,350	\$26,648.00	(\$298.00)	101.13%		\$0.00	-298.00	\$0.00
OPS - (programs)	5380	\$6,000	\$2,982.00	\$3,018.00	49.70%		\$1,679.00	4,697.00	\$1,679.00
Media Materials*	5427	\$5,000	\$1,009.30	\$3,990.70	20.19%	\$1,009.30	(\$332.16)	3,658.54	(\$332.16)
Books & Periodicals	5521	\$60,000	\$17,572.63	\$42,427.37	29.29%	\$17,572.63	\$3,847.33	46,274.70	\$3,847.33
Travel	5710	\$450		\$450.00	0.00%		\$0	450.00	\$0.00
Dues & Meetings	5730	\$500	\$413.50	\$86.50	82.70%		\$0	86.50	\$0.00
<b>TOTAL - GENERAL FUND</b>		<b>\$427,151.00</b>	<b>\$152,487.81</b>	<b>\$274,663.19</b>	<b>35.70%</b>		<b>\$40,867.41</b>		
		Start Balance	Expen. To Date	Income to Date	Account Bal		Change in Acct Balance		
Memorial Donations	5400	\$51,076.51	\$4,436.38	\$20,690.60	\$67,330.73	1,652.34	505.29		
Tuchinsky Fund Interest		\$32,663.02		\$4,016.71	\$36,679.73		0.00		
Tuchinsky Fund Principal		\$106,374.07	\$3,504.96		\$102,869.11		0.00		
Library Restitution Fund	706-4773	\$3,422.02		\$453.39	\$3,875.41		83.85		
Copier & Printer Rev. Fund*	722-4840	\$12,386.19	\$536.78	\$1,197.10	\$13,046.51		116.44		
Meeting Room Rev. Fund	723-4840	\$3,347.16		\$175.00	\$3,522.16		25.00		
Free Public Library	2017	\$36,900.98	\$4,418.24		\$32,482.74	\$3,439.33	-\$676.57		
Youth Activities Grant		\$6,386.81	\$765.00		\$5,621.81		0.00		
<b>TOTAL - OTHER FUNDS</b>		<b>\$252,556.76</b>	<b>\$13,661.36</b>	<b>\$26,532.80</b>	<b>\$265,428.20</b>	<b>\$23,673.60</b>	<b>\$54.01</b>		

Medway Public Library  
Director's Report  
November 5, 2019

**Programs in October:**

- Thursday and Friday Story Times
- Tuesday and Wednesday Toddler Jams
- Mindful Minis Workshop
- PAWS to Read
- Seed Travelers - Plum Landing Science Activity
- Rain Detectives - Plum Landing Science Activity
- Cursive Club
- Teal Pumpkin Project
- Teen Movie Night
- Medway Chess Masters
- North Sea Gas
- "Oh Shoot" Photography Club
- Book Club - Lorie Brownell

Makerspace visitor count October 399

Workshops & Classes:

Oil painting with Trudi - Oct 5 - 7 participants  
STEAM Thursday - Creative Tinker Lab - Oct 3 - 18 participants  
STEAM Thursday - Roller Coasters - Oct 10 - 11 participants  
STEAM Thursday - Math - Oct 17 - 7 participants  
Craft Tuesday - Decorate A Halloween Bag - Oct 22 - 18 participants  
Flying Geese Quilt Block Workshop - Oct 23 - 9 participants  
STEAM Thursday - Science- Telescopes - Oct 24 - 10 participants  
Arduino Coding and Robotics - began meeting every Monday Night - 12 participants  
FTC Sense and Sound robotics team began meeting every Tuesday and Thursday night (about 18 on the team)

Ongoing:

Medway Cable Access weekly drop-in help (Wednesday 2-4pm)  
Walk-in 3D Printer Certification sessions every Thursday (3:30-5:00pm)  
Bulky Knitting Machine Certification Sessions (Monday nights & Wednesday mornings)  
Drop-in Technical Assistance session - every Friday morning from 10am-12pm

Certifications:

3D printer - 3 people  
Vinyl/Paper cutter - 2 people  
Sewing machines -6 people  
Soldering Iron - 3 people

Makerspace Coordinator Diane Busa noticed large format printer, vinyl cutter, DVD buffer, vhs/dvd converters, laminator, sewing machines, new workstation, kids activity table, 3D printer & glue gun all being used by patrons.

#### Upcoming Workshops:

STEAM Thursdays - Math (Topology), Science (Electronics) & Creative Tinker Lab workshops.

Oil painting with Trudi - Nov 9 & 23

Young Adult Sewing Workshop (9 patch quilt block pillow) - Nov 13

Craft Tuesday - Dinosaur Placemats - Nov 19

Adult Sewing Workshop (Upcycled Totebags) - Nov 20

#### Other Stuff:

Makerspace facebook page has been created

#### **Programs in November include:**

- Thursday and Friday Story Times
- Tuesday and Wednesday Toddler Jams
- PAWS to Read
- Dinovember Movie Madness
- Cursive Club
- Rain Detectives - Plum Landing Science Activity
- The Bay State: A Multicultural Landscape display - photographs by Mark Chester
- Medway Chess Masters
- The Art of Bird Photography - Peter Christoph
- Book Club - Lorie Brownell

#### **Children's/YA Librarian Report (Lucy Anderson):**

There were 29 children's programs in October with 427 people attending (adults and children).

Trick or Treating for books was successful again this year!

One Teen program had 13 attendees.

Cursive Club was visited by a reporter from WBZ radio.

The materials budget spent so far this year is \$11432.70

Farewell message from Lucy: "I have given Margaret my notice, and will be leaving my position to move to Minnesota at the end of November. My last day in Medway will be Friday, November 22. I have loved working at this library and serving this community! I will definitely miss it here but I feel the need to be closer to family as my boys grow up. I hope the work I have done in the children's department will leave something you can all be proud of."

Lucy created an environment of vibrant children's and young adult programs and collections. She made connections with many children and families. We will all miss her greatly.

#### **Building & Grounds**

The sewage pipes have been replaced, and now go from the upstairs restrooms to connections under the parking lot in back of the library.

I worked with Bobby McGee to prepare estimates of proposed Capital Improvement requests. Newly added items include a handicap ramp railing, crosswalks to improve library accessibility, replacement of sprinkler pipes in attic, replacement of countertops at circulation and other desks, improved temperature control in Cole Room, replacement of two large lighting fixtures, and replacement of exterior doors.

**Meetings in October include:**

- Department Heads Meeting
- Minuteman Library Network Finance Committee Meeting
- Meeting with Library Directors of Norfolk and nearby towns
- Medway Community Resilience Workshop

**Meetings in October include:**

- Minuteman Library Network Finance Committee Meeting
- Meeting with Library Directors of Norfolk and nearby towns
- Leadership & Management Section, Massachusetts Library Association meeting
- Meeting with Library Directors of Norfolk and nearby towns
- Capital Planning Review - CIPC Liaison
- Minuteman Library Network Membership (Directors) Meeting
- Massachusetts Library System Symposium - Communities in Crisis: Libraries Respond to the Opioid Epidemic

**Other**

During October, the lower level community space was used after hours for 18 meetings and 59 individuals during the 18 nights it was open.

Margaret Y. Perkins  
Library Director