

Board of Library Trustees Meeting
June 4, 2013
7:00 p.m.

Medway Public Library

Attendees:

Trustees:

Carol Brown
Diane Burkhardt
Ed Duggan
Karen Kassel, Secretary
Chris Monahan, Vice Chair
Wendy Rowe, Chair

Citizens:

Margaret Perkins, Acting Director
Marc Terry, Town of Medway labor attorney (7:00 – 7:52 p.m.)
Sue Ellis, Town of Medway, Director of human resources (7:00 – 7:52 p.m.)
Meg Hamilton (7:52 – 8:00 p.m.)
Diane Busa (7:52 – 8:00 p.m.)

A. Meeting was called to order by Acting Library Director Margaret Perkins at 7:02 p.m. for the annual Board re-organization.

Motion to elect Wendy Rowe Chair: CB1, DB2, passed unanimously.

Margaret turned the meeting over to Wendy.

Motion to elect Karen Kassel Secretary: DB1, CB2, passed unanimously.

Motion to elect Chris Monahan Vice Chair: DB1, CB2, passed unanimously.

B. Approval of Agenda

Motion to approve agenda: CB1, CM2, passed unanimously.

C. Executive Session

Role Call Agreement to go into executive session for the purpose of discussing collective bargaining strategies, 30A Section 21, Ref 1 or 2: CB yes, DB yes, ED yes, KK yes, CM yes, WR yes.

7:52 p.m.: **Roll Call Agreement** to end executive session and return to open session: CB yes, DB yes, ED yes, KK yes, CM yes, WR yes.

D. Citizens Speak

Meg Hamilton and Diane Busa, co-presidents of the Friends of the Medway Library:

- thank you to everyone for their help and support
- we've had a very successful year
- presenting a check for \$17,000
- very proud of new programs:
 - Lego club – has 25 kids and 6 high school helpers
 - Anime club – has 25 kids and 6 high school helpers

- Family film series
 - 60-80 people come
 - plan to show one film per month
 - plan to add “teen film” series
- Documentary series
 - first one shown in May: Letters from Vietnam
 - plan to show one per month
- very happy that the lower library is open after hours:
 - this is helpful for programs
 - more people come to and appreciate the library
- Ongoing book sale in the main library now has a dedicated display space; generates about \$60-\$100 per month
- Friends of Library blog is very useful; good for promoting programs
- Next meeting: first Monday in September

Wendy expresses appreciation for all The Friends' hard work and commends their programs for bringing many people into the library.

Chris notes that he recently set up an email list for updates & events; he added Meg and Diane Busa to this list.

Carol commends The Friends for all they do, particularly in supporting the after hours.

Diane affirms that The Friends have made a difference for the library.

Margaret appreciates all the work The Friends do as well as their patience with the quirks of the projection system.

E. Secretary's Report

Motion to approve May 7, 2013 report with one clarification: CB1, ED2, passed unanimously.

F. [Budget Report](#)

- The McCarthy Family donated \$130 and plans to raise \$1000.
- FY 13 budget
All materials funds provided in our municipal budget have been spent.
- FY 14 budget – no changes
 - Budget was approved at town meeting, with funding for new director and toddler program.
 - Funding was not requested/approved for after-hours steward position.
 - After-hours steward position is funded through June 30, 2013.
 - Wendy said that John Foresto promised to look for extra money to fund the after-hours steward position, since many town groups use the meeting space in the evenings. He's optimistic that the

funding will be available at the fall special town meeting in November, or sooner if there is a special town meeting in September.

- The steward position is 8 hours/week @ \$12/hour; approximately \$100/week.
- To cover the time until funding is, hopefully, restored in November (about 14 weeks), cost would be \$1,450.00
- Wendy suggested using money from Tuchinsky Fund Interest to fund steward position for these 14 weeks.
- Carol wondered if there are as many meetings during the summer.
- Wendy noted that the town groups meet in the summer, and the after-hours are valuable, as it brings many people into the library.

Motion to continue to fund after-hours steward position, using Tuchinsky Fund Interest if necessary: CB1, DB2, passed unanimously.

G. [Director's Report](#)

- Security monitor is almost ready.
- Making progress on computer wiring in downstairs lounge.
- To use downstairs conference space, people can make a reservation than can now be checked and entered by the staff online. This has been very useful. Soon, all the existing reservations will be online and the online reservation link will be made available to the public.
- Ed is still having some difficulty viewing Zinio on his desktop. Margaret explained that Zinio is optimized for a tablets; also works well on a very large monitor.
- Purchasing tablets for the library:
 - We have one tablet for use in the library. Margaret would like to have more.
 - We have some Sony mobile devices that can be checked out, but they are rarely used because most people who want to use tablets have their own and therefore don't utilize the special Overdrive ones.
 - Wendy: should the tablets be for in-library use only or for check out?
 - Margaret suggests in-library use, near the magazines (for use with Zinio)
 - Carol: we can always change the usage at a later date.
 - Estimated cost: \$300-\$500/tablet

Motion to purchase a tablet for in-library use: CB1, CM2, unanimously approved.

H. Medway 2020

- About \$1600 has yet to be spent, and will be used for the following:
 - Reupholstery for chair in young adult room.
 - Additional pieces for art hanging system.
 - Electrical work throughout the library. Margaret is waiting for a quote from the electrician.
- Banister on the stairs has been repainted by the handy man.
- New pictures have been hung in the lounge. People are enjoying the lounge.

I. Medway 300

- All of the programs that the library is contributing to this celebration are done, except

Shakespeare in the Park. This will be held in July. The program is free for attendees and will be paid for from our Donations, since we got extra money in the budget to free up enough to pay for it.

J. New Business

- We now have funds to hire full-time library director and we'll begin this process immediately.
- First step is to post the job. Job posting was updated and subsequently posted by Wendy. (Job Posting is included as an addendum to these minutes.)
- Margaret will inform the staff that the job is posted.
- Resumes will be sent to Sue Ellis; she will forward on to the Trustees.

Motion to approve, as discussed, the Library Director job posting: CM1, CB2, unanimously approved.

- Next step: finalize job description. The 1992 version is a good starting point.

K. Adjournment. Next meeting July 2.

Motion to adjourn: DB1, CM2, unanimously approved. 9:38 p.m.

Addendum 1: Job Posting

JOB: Director, Medway Public Library

DUTIES/DESCRIPTION: Library renovated in 1998 serves a community of 13,000. The library is an active member of the Minuteman Library Network. The Director reports to an elected six-member Board of Trustees and is responsible for all administrative and management aspects of the library, including preparing annual budgets and advocating for the library. The Director is also responsible for collection development and in-house computer network. The Director will actively engage the public to expand community involvement.

QUALIFICATIONS: MLS with a minimum of three years library managerial experience. Excellent written and oral communication skills and knowledge of electronic technology are required, as well as demonstrated work and interest in collection development. Experience with III preferred.

SALARY RANGE: \$54,000-\$63,000

CLOSING DATE: Resume with cover letter should be received by July 1

SEND: Cover letter and resume with subject "Library Director" to sellis@townofmedway.org or mail to:

Wendy Rowe, Chair, Medway Board of Library Trustees
c/o Susan Ellis, Director of Human Resources
155 Village Street
Medway MA 02053

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Staff

I discovered that leave accruals in Novatime for part-time employees are based on erroneous numbers for scheduled hours, and that may be the case in MUNIS as well. I will get this straightened out before the end of the fiscal year.

Paula and I have been working on creating a more workable schedule of senior volunteers. Currently we have too many volunteers at certain times of the week.

Programs & Meeting Room

Ted Burbank presented a very interesting program on lowering heating and utility bills.

Lorie is planning several events as part of the summer reading program – the flyer will come out next week. The Wednesday morning toddler story time will continue through the summer, with one session per week. The 4-H Science Explorers Club will continue to meet in July and August, with meetings open to all children 5 and up who would like to try it out.

We are working on entering all the existing meeting room reservations into the software. So far there are well over 200 bookings.

Technology

The IT Department plans to install a 27 inch security monitor (and a computer) in the back Circulation office. The monitor will probably be placed on the wall above the desk. Additional cabling will be necessary. They are going to contact DPS about installing that cabling as well as the cabling for the computer for the Conference Room.

On June 10th, Recorded Books will release enhancements to Zinio which will make it more user friendly. I suggested a discussion about Zinio at the most recent Minuteman Library Network Technology Interest Group meeting. A number of libraries in Minuteman have now subscribed, including Watertown, Winchester, Wayland, and Belmont. Watertown has iPads with enclosures, which patrons can use with Zinio at the library. All the subscribing libraries reported that patrons were very happy with Zinio. Although the cost of the Zinio platform will increase next year, as long as we commit by the end of June to re-subscribing, we will receive the current platform price. The publishers will be raising the prices of many of the magazines to as much as three times the current price, unfortunately. Recorded Books will include the platform for their downloadable audiobooks, as well as 200 classics on downloadable audio, at no additional cost. Since the Library has a quarterly audiobook purchase plan with Recorded Books, we will also receive a discount of over 40% on any corresponding downloadable audiobooks we wish to purchase.

Meetings

The Library Services Platform task force, which has been looking into possible replacements for the Innovative Interfaces library system software that Minuteman currently uses, presented a report to Membership. The Minuteman Board of Directors will discuss the recommendations of the Library Services Platform task force next week. I attended a demo of a discovery platform (library catalog software), and will attend another discovery platform demo later this week.

Meetings attended in May: MLN Board of Directors, MLN Membership (Library Directors), Reference Interest Group and Technology Interest Group (for Holliston Public Library), BiblioCommons discovery platform demo, and New England Library Association Information Technology Section Board.

-Margaret Perkins
Acting Director

Budget Report

Medway Public Library Budget Report 5/31/2013						
Account	Acct #	Start Balance	Expen. To Date	End Balance	% Spent	Current Month Expend.
Salaries - Full Time	5110	\$82,173.00	\$75,495.54	\$6,677.46	91.87%	\$5,501.80
Salaries - Part Time	5111	\$70,845.00	\$81,136.25	(\$10,291.25)	114.53%	\$11,190.35
Longevity	5150	\$1,350.00	\$1,350.00	\$0.00	100.00%	\$0.00
Electricity	5211	\$19,956.00	\$17,477.26	\$2,478.74	87.58%	\$1,129.30
Heating Fuel	5212	\$7,900.00	\$5,908.32	\$1,991.68	74.79%	\$286.94
Trash	5232	\$1,717.00	\$1,122.73	\$594.27	65.39%	\$0.00
Water & Sewer	5231	\$880.00	\$252.98	\$627.02	28.75%	\$0.00
R & M Miscellaneous	5240	\$5,411.00	\$10,254.45	(\$4,843.45)	189.51%	\$427.00
Telephone	5341	\$1,300.00	\$907.61	\$392.39	69.82%	\$71.17
Supplies	5400	\$1,600.00	\$2,436.22	(\$836.22)	152.26%	\$482.74
Postage	5343	\$264.00	\$264.00	\$0.00	100.00%	\$0.00
OPS - (Minuteman bill)	5380	\$23,222.00	\$23,222.00	\$0.00	100.00%	\$0.00
Travel	5710		\$98.79	(\$98.79)		\$0.00
TOTAL - GENERAL FUND		\$216,618.00	\$219,926.15	(\$3,308.15)	101.53%	\$13,857.42
TM: Books and Materials	5521	\$20,000.00	\$20,000.00	\$0.00	100.00%	\$45.86
TM: Library Initiatives	5200	\$23,150.00	\$21,302.83	\$1,847.17	92.02%	\$1,957.04
TOTAL - TM		\$43,150.00	\$41,302.83	\$1,847.17	95.72%	\$2,002.90
		Start Balance	Expen. To Date	Income to Date	Account Bal	Current Month Net
Memorial Donations*	5400	\$18,389.74	\$17,160.14	\$1,622.76	\$2,852.36	(\$305.73)
Tuchinsky Fund Interest		\$40,894.62		\$238.50	\$41,133.12	\$23.54
Tuchinsky Fund Principal		\$102,869.11			\$102,869.11	\$0.00
Library Restitution Fund	706-4773	\$806.61	\$1,209.44	\$1,305.40	\$902.57	(\$700.33)
Copier & Printer Rev. Fund	722-4840	\$3,766.28	\$726.00	\$1,510.64	\$4,550.92	\$128.30
Meeting Room Rev. Fund	723-4840	\$2,242.20	\$496.44	\$815.00	\$2,560.76	\$125.00
Free Public Library	2017	\$9,070.35	\$8,418.49	\$10,023.06	\$10,674.92	(\$197.60)