

Board of Library Trustees Meeting

August 6, 2013

7:00 p.m.

Medway Public Library

Attendees:

Trustees:

Ed Duggan

Karen Kassel, Secretary

Chris Monahan, Vice Chair

Wendy Rowe, Chair

Citizens:

Margaret Perkins, Acting Director

John Foresto

Meeting called to order by Wendy Rowe: 7:05 p.m.

A. Approval of Agenda

Motion to approve agenda: CM1, KK2, passed unanimously.

B. Secretary's Report (June 12; July 2, 8, 16, 17, 22, 23)

Motion to approve the minutes in bulk. CM 1, KK 2; passed unanimously.

C. Citizens Speak

John Foresto:

- This Saturday at Choate Park: band concerts and fire works. Some people will park at library.
- For next year's Concerts in the Park, could use more people to help with planning and organizing.

D. Budget Report

Fiscal Year 2013

Fiscal Year 2014

- The budget for FY 2014 is \$245K. For full certification, we must spend at least 16% of the budget on books/materials, which equals nearly \$40K.
- In comparison, Holliston spends \$70K on materials. Wendy pointed out that \$70K is what we spent on materials in FY2005, before the budget cuts.
- DPS will be funding several small projects in town.
 - For the library, this will likely include fixing the sidewalk (they are getting quotes) and replacing hydraulic fluid for elevator (cost: approximately \$1700)
 - Should we replace the fire alarm control box?
 - The old fire chief did not think it needed to be replaced, but noted that it is an older system and it may be difficult to get the expensive single source (Simplex) parts in the future.
 - John Foresto suggested inviting the new fire chief to tour the library and to get his opinion on the fire equipment.

Medway 2020

- Remaining items:
 - YA chair is at the upholsterer.
 - Electrical work in the conference room is not yet complete. We need to arrange with the electrician for the work we can afford from his quote.

Medway 300

- All the shows went well.
- Shakespeare in the park drew 100 people the 1st day, and 40 people the 2nd day despite rainy weather.
- Songs of Ceilidh and Elaine Kessler performances were held in the library due to inclement weather. Both were well attended, about 70 people and 40 children, respectively.

E. [Director's Report](#)

- Full-time Library Director Margaret Perkins begins August 12, 2013.
- The biggest issue is staffing the circulation desk.

Margaret's suggestion is to hire two new employees:

1. An MLS Children's Librarian for 14-15 hours/week plus 1 Saturday/month. This is an underserved area now.
2. A part-time library assistant for 10 hours/week plus 1 Saturday/month and 10 hours per week.

- We have enough money to fund both of these part-time positions.
- Neither position would be unionized because each is less than 20 hours/week.
- We could have a problem with the union because there are two union positions right now that will be deleted by attrition: Bill's position (Circulation Librarian) and Margaret's position (Acting Director).
- Margaret says another possibility is to hire a Children's Librarian for more than 20 hours per week, making this a union position. This position would include 10 hours/week covering the circulation desk. This might be more acceptable to the union, but would cost the town more in benefits.
- We need to include HR and the town attorney in this discussion because of the union issues.
- Margaret talked to Sue Ellis today. Margaret will meet with her to review the options and obtain her advice.
- The Board is comfortable with both of the options that Margaret presented.
- Ed suggested that the staffing changes be presented to the staff first, to see if anyone is interested in the new roles. Margaret explained that this has been done already.
- Wendy is working on a staffing plan to review with Sue Ellis and town attorney.

- John Foresto notes that the library is part of the municipal union, so the net number of positions for the town may work out in our favor. He recommends including Suzanne in the decision, as the health benefits come out of Suzanne's budget.
- New library cards will arrive soon. The cards come as a set, with one keychain card and one wallet-sized card. Many people have requested the key chain size. Cards for new patrons will be free, and replacement cards cost \$1.00.
- Margaret was just appointed Vice-president/President-elect of the Minuteman Library Network Board of Directors.
- Wendy noted that a few people had tried to come to the library on a Saturday to get museum passes, but the library is not open. Hopefully by next year, we can have some hours on Saturdays in the summer.

F. Old Business

- Wendy asked John Foresto about getting solar panels on the roof. John explained that he has submitted a proposal for the library, but it was been denied because of the tree coverage around the library.

G. New Business

- Reception at the library for new Director. Monday, August 12th, 10 a.m. - 6 p.m.
- Public bulletin board policy
 - There is no official policy
 - We post for local non-profits (e.g., Dean College day care center, Church programs)
 - We post some things for for-profits if the programs are free or are educational, but there is some gray area
 - If Barnes & Noble has an author talk and signing-?
 - Medway Mill was having an art show and asked us to hang up a flier. Library did not hang the flier, because they are a for-profit company.
 - If Home Depot is having a clinic on making bird houses - ?

- We'll think about it and discuss it next time.
- General agreement for now: Margaret can decide
- Event Keeper (room-booking software) is about to go live. People can look through and see what is scheduled.
 - Some libraries do not name the meetings being held because of privacy issues, they just note that the space is taken. They only list the details of meetings/programs that are sponsored by the library.
 - We have many meetings that are not library sponsored, so it wouldn't be helpful for people looking to find out what time their meeting is.
 - Can give people an option on the form to keep their meeting information private.
- Purchasing a tablet.
 - We want to purchase an iPad or iPad mini for e-magazines. Margaret put out both for people to try. Everyone liked the iPad better; the iPad Mini is too small to read magazines.
 - Ipad Retina is \$400+ (\$100 more than regular iPad) – is it worth the extra money?
 - Chris recommends going with the better screen. Also, can wait a few months, when the next iPad comes out, and the iPad Retina will drop in price.
 - Wendy: does anyone feel strongly that we shouldn't spend the money on the iPad Retina?
 - Ed: we've invested in Zinio, so we should also invest in the best tablet to view the magazines on.
 - No one feels strongly against an iPad Retina.
- The host of the library's website has had many long outages recently. Wendy's husband Pace is moving the website to a new host, Server Beach.

I. Adjournment. Next Meeting September 2, 2013.

Motion to adjourn: ED1, CM2, unanimously approved. 8:05 p.m.

Medway Public Library Budget Report 6/30/2013

Account	Acct #	Start Balance	Expen. To Date	End Balance	% Spent	Current Month Expend.
Salaries - Full Time	5110	\$82,173.00	\$78,934.16	\$3,238.84	96.06%	\$3,438.62
Salaries - Part Time	5111	\$70,845.00	\$88,924.67	(\$18,079.67)	125.52%	\$7,788.42
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%	\$0.00
Heating Fuel	5212	\$7,900.00	\$5,908.32	\$1,991.68	74.79%	\$0.00
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	\$559.63	\$4,851.37	10.34%	\$0.00
Telephone	5341	\$1,300.00	\$979.20	\$320.80	75.32%	\$71.59
Supplies	5400	\$1,600.00	\$2,436.22	(\$836.22)	152.26%	\$0.00
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		\$404.83	(\$404.83)		\$306.04
Addl. Funds for Salary Inc.		\$5,218.00				
TOTAL - GENERAL FUND		\$221,836.00	\$221,836.00	\$0.00	100.00%	\$11,604.67
TM: Books and Materials	5521	\$20,000.00	\$20,000.00	\$0.00	100.00%	\$0.00
TM: Library Initiatives	5200	\$23,150.00	\$21,767.75	\$1,382.25	94.03%	\$975.79
TOTAL - TM		\$43,150.00	\$41,767.75	\$1,382.25	96.80%	\$975.79

Transfer: \$9,694.82 Expenses to Tuchinsky

Transfer: \$510.87 Expenses to Donations

Encumbrances: \$300 for picture hanging system install, \$287.25 for upholstery, \$795 for Conf. Room electrical

	Start Balance	Expen. To Date	Income to Date	Account Bal	Current Month Net
Memorial Donations	5400	\$18,389.74	\$18,289.70	\$19,208.71	\$19,308.75
Tuchinsky Fund Interest		\$40,894.62	\$12,195.45	\$286.51	\$28,985.68
Tuchinsky Fund Principal		\$102,869.11			\$102,869.11
Library Restitution Fund	706-4773	\$838.35	\$1,908.50	\$1,344.25	\$274.10
Copier & Printer Rev. Fund	722-4840	\$3,766.28	\$726.00	\$1,616.59	\$4,656.87
Meeting Room Rev. Fund	723-4840	\$2,242.20	\$496.44	\$915.00	\$2,660.76
Free Public Library	2017	\$9,070.35	\$8,560.99	\$10,023.06	\$10,532.42
TOTAL - OTHER FUNDS		\$178,070.65	\$42,177.08	\$33,394.12	\$169,287.69

*corrected

Medway Public Library Budget Report 7/31/2013

Account	Acct #	Start Balance	Expen. To Date	End Balance	% Spent	Current Month Expend.
Salaries - Full Time	5110	\$108,386.00	\$4,029.72		3.72%	\$4,029.72
Salaries - Part Time	5111	\$80,087.00	\$6,817.74		8.51%	\$6,817.74
Longevity	5150	\$1,450.00			0.00%	\$0.00
Electricity	5211	\$18,900.00			0.00%	\$0.00
Heating Fuel	5212	\$5,500.00			0.00%	\$0.00
Trash	5232	\$1,671.00			0.00%	\$0.00
Water & Sewer	5231	\$270.00			0.00%	\$0.00
R & M Miscellaneous	5240	\$792.00			0.00%	\$0.00
Telephone	5341	\$1,100.00	\$122.01		11.09%	\$122.01
Supplies	5400	\$2,800.00	\$438.59		15.66%	\$438.59
Postage	5343	\$250.00			0.00%	\$0.00
OPS - (Minuteman bill)	5380	\$23,833.00	\$23,883.00		100.21%	\$23,883.00
Travel	5710					\$0.00
TOTAL - GENERAL FUND		\$245,039.00	\$35,291.06	\$209,747.94	14.40%	\$35,291.06
TM: Library Programs	5200	\$6,500.00		\$6,500.00	0.00%	\$975.79
TOTAL - TM		\$6,500.00	\$0.00	\$6,500.00	0.00%	\$975.79

	Start Balance	Expen. To Date	Income to Date	Account Bal	Current Month Net	
Memorial Donations	5400	\$19,308.75	\$8,645.11	\$235.70	\$10,899.34	(\$8,409.41)
Tuchinsky Fund Interest		\$28,985.68			\$28,985.68	\$0.00
Tuchinsky Fund Principal		\$102,869.11			\$102,869.11	\$0.00
Library Restitution Fund	706-4773	\$274.10		\$816.22	\$1,090.32	\$816.22
Copier & Printer Rev. Fund	722-4840	\$4,656.87		\$96.99	\$4,753.86	\$96.99
Meeting Room Rev. Fund	723-4840	\$2,660.76			\$2,660.76	\$0.00
Free Public Library	2017	\$10,532.42	\$3,390.13		\$7,142.29	(\$3,390.13)
TOTAL - OTHER FUNDS		\$169,287.69	\$12,035.24	\$1,148.91	\$158,401.36	(\$10,886.33)
Encumbrances - Tuch.		\$252.13	\$252.13		\$0.00	
Encumbrances - TM Init.		\$1,382.25	\$300.00		\$1,082.25	

Medway Public Library
Director's Report
August 6, 2013

Staff

The Library continues to have difficulty staffing the circulation desk. Two Library Assistants have expressed interest in additional hours, but we would still have additional circulation desk hours that would need to be covered.

Programs & Meeting Room

We have added a second baby and toddler story hour to the schedule, due to the huge turnout during the previous weeks, when up to 31 children attended the single session.

July was the second busiest month for after hours usage of the community area, with 11 groups and 48 additional individual visits.

Songs of Ceilidh and Elaine Kessler performed at the Library rather than Choate Park due to inclement weather. Both performances well very well attended, with audiences of about 70 people and 40 children, respectively. The Gazebo Players were able to stage Shakespeare's *The Tempest*, at Choate Park, with large and appreciative audiences.

Building

DPS has received a second quote for the repair of the sidewalk in front of the Library, and is hoping to get a third one shortly.

The Information Services Department purchased a new copier, which has an automatic document feeder and does two-sided copying, for the Library.

Budget

There are two encumbered items remaining – the chair upholstery, and electrical work in the Conference Room.

Technology

While researching the purchase of Deep Freeze Enterprise edition for the Holliston Library, I was pleased to discover that we can use it to automate many of the patron computer updates. I am working with the Information Services Department to set up the software to do this. They are also setting up a computer in the Conference Room.

I have ordered new library cards for the Medway Public Library. The cards come in sets – one keychain and one wallet sized, and have a photograph of the Library and the Medway300 graphic of children crossing the bridge. Replacement cards will cost a dollar, while cards for new patrons will continue to be free.

Meetings

I attended a Minuteman Library Network Board of Directors meeting. I accepted the nomination for (and election to) the office of Vice President/President-Elect. I will be Vice President during FY14, President during FY15, and Past-President the following year. The Board accepted a proposal from the Medfield Library for an e-card pilot project for Medfield residents, who will be able to get temporary (3 week) e-cards that can be used to access Overdrive and databases. If this pilot goes well, e-cards may eventually be a possibility network-wide.

Other

The Fairbanks House in Dedham generously donated free passes for our patrons - many thanks to Friends co-president Diane Busa for arranging for these passes.

-Margaret Perkins
Acting Director