

Board of Library Trustees Meeting

September 3, 2013

7:00 p.m.

Medway Public Library

Attendees:

Trustees:

Carol Brown (7:19 p.m.)

Diane Burkhardt

Karen Kassel, Secretary

Chris Monahan, Vice Chair

Wendy Rowe, Chair

Citizens:

Margaret Perkins, Library Director

Meeting called to order by Wendy Rowe: 7:06 p.m.

A. Approval of Agenda

Motion to approve agenda: CM1, DB2; passed unanimously.

B. Secretary's Report (August 6)

Motion to approve the minutes. CM1, DB2; passed unanimously.

C. Citizens Speak

None present.

D. Budget Report

The remaining encumbered item is electrical work. We encumbered just under \$800; the cost is \$400 per outlet. Wendy recommends adding two outlets in the conference room and making due in other places. Margaret will follow-up with the electrician.

E. Director's Report

Staffing

Margaret offered additional hours to the existing staff; this generated an additional 5 hours. We need more coverage, and therefore need to hire 1 or 2 more staff members.

There are concerns about the union implications of hiring new staff members, because two union positions no longer exist: Circulation Librarian and Acting Director.

Due to the concern about the union implications of hiring new staff, Margaret presented Sue Ellis with 3 proposals for staffing. Sue passed the options on to the Town Attorney who thought all of the options were acceptable.

Next step: Margaret will pick the best option; Margaret and Sue will meet with the Union Representative and Town Attorney to discuss the staffing plan. Then Margaret can post the job/s.

These are the 3 staffing options:

Option A: Hire one person:

1- A 22-hour/week (with benefits) MLS children's librarian, which includes 10 hours/week at circulation desk and 2 Saturdays/month.

Option B: Hire two people:

1- A 20-hour/week (with benefits) MLS children's librarian, which includes 6 hours/week at the circulation desk and 1 Saturday/month.

2- An entry-level library assistant for 4 hours/week and 1 Saturday/month (no benefits).

Option C: Hire two people, both without benefits:

1- An MLS children's librarian for 13 hours/week and 1 Saturday/month.

2- An entry-level library assistant for 10 hours/week and 1 Saturday/month.

Margaret prefers Option B because she would like to have two people, and she wants to have a children's librarian for as many hours as possible. This option is also more

appealing to job candidates because they only have to work one Saturday per month.

Wendy noted that town meeting is coming up and that John Foresto is trying to secure more funding for the library.

*There is a consensus among the Trustees that there may be additional funding put into our budget and we are unanimously in favor of it.

Room reservation software

Meetings and events can be viewed by choosing "Meeting Rooms" on the Library website home page.

The name of the meeting will be shown publicly, but the person's/group's name and contact information will not be shown. If the person/group would like that information provided, Margaret can do that.

F. Old Business

Public bulletin board policy

We agreed that we do not need a formal policy for what is displayed on the bulletin board. Margaret can decide what is appropriate in each case.

G. New Business

Food and drink policy

We do not have a food and drink policy. Most libraries now allow covered drinks. Margaret would like to allow covered drinks as well. The Trustees agree.

Wendy noted that such policies are operational and therefore Margaret can decide, with input from the staff. We all agreed that we are comfortable with Margaret's discretion on such issues.

Long-range plan

Our long-range plan needs to be updated. Now that we have a full-time director, she will work on the plan with us.

The plan is on the website (<http://www.medwaylib.org/medwaylibplan.html>). Each Trustee should read it and we'll discuss it at the October meeting.

Margaret noted that we can use a survey to collect all kinds of data to help with the long-range plan. There are two surveys: short (2-3 minutes) and medium (5-6 minutes). We think the short (2-3 minutes) survey will be the most useful.

H. Special Programs, Fundraising, Sponsorships

Zinio Night

September 25th; Margaret and Tammy will demonstrate how to use Zinio to download and read magazines on a tablet.

Margaret needs to purchase the iPad before Zinio night. We looked into the Google Nexus (which is comparable to the iPad, but \$100 less); Margaret decided to buy an iPad as the first tablet for the library because it is the tablet in greatest demand. If/when we buy a second tablet, she will likely buy the Google Nexus.

Any tablet purchased by the library will be for in-library use only.

I. Adjournment. Next Meeting October 1, 2013.

At October meeting we will discuss the long-range plan as well as the draft of the Director's evaluation. Wendy emailed this to each Trustee on September 3rd.

Motion to adjourn: CM1, CB2; unanimously approved. 8:15 p.m.

Budget Report

Medway Public Library Budget Report 8/31/2013

Account	Acct #	Start Balance	Expen. To Date	End Balance	% Spent	Current Month Expend.
Salaries - Full Time	5110	\$108,386.00	\$8,601.61	\$99,784.39	7.94%	\$4,571.89
Salaries - Part Time	5111	\$80,087.00	\$13,714.54	\$66,372.46	17.12%	\$6,896.80
Longevity	5150	\$1,450.00		\$1,450.00	0.00%	\$0.00
Electricity	5211	\$18,900.00	\$2,676.11	\$16,223.89	14.16%	\$2,676.11
Heating Fuel	5212	\$5,500.00	\$20.43	\$5,479.57	0.37%	\$20.43
Trash	5232	\$1,671.00		\$1,671.00	0.00%	\$0.00
Water & Sewer	5231	\$270.00		\$270.00	0.00%	\$0.00
R & M Miscellaneous	5240	\$792.00	\$427.00	\$365.00	53.91%	\$427.00
Telephone	5341	\$1,100.00	\$177.88	\$922.12	16.17%	\$55.87
Supplies	5400	\$2,800.00	\$468.04	\$2,331.96	16.72%	\$29.45
Postage	5343	\$250.00		\$250.00	0.00%	\$0.00
OPS - (Minuteman bill)	5380	\$23,833.00	\$23,883.00	(\$50.00)	100.21%	\$0.00
Travel	5710			\$0.00	0.00%	\$0.00
TOTAL - GENERAL FUND		\$245,039.00	\$49,968.61	\$195,070.39	20.39%	\$14,677.55
TM: Library Programs	5200	\$6,500.00	\$208.00	\$6,292.00	3.20%	\$208.00
TOTAL - TM		\$6,500.00	\$208.00	\$6,292.00	3.20%	\$208.00
		Start Balance	Expen. To Date	Income to Date	Account Bal	Current Month Net
Memorial Donations	5400	\$19,308.75	\$9,276.60	\$467.20	\$10,499.35	(\$399.99)
Tuchinsky Fund Interest		\$28,985.68		\$24.22	\$29,009.90	\$24.22
Tuchinsky Fund Principal		\$102,869.11			\$102,869.11	\$0.00
Library Restitution Fund	706-4773	\$274.10	\$557.97	\$981.67	\$697.80	(\$392.52)
Copier & Printer Rev. Fund	722-4840	\$4,656.87		\$246.04	\$4,902.91	\$149.05
Meeting Room Rev. Fund	723-4840	\$2,660.76		\$140.00	\$2,800.76	\$140.00
Free Public Library	2017	\$10,532.42	\$4,887.99		\$5,644.43	(\$1,497.86)
TOTAL - OTHER FUNDS		\$169,287.69	\$14,722.56	\$1,859.13	\$156,424.26	(\$1,977.10)
Encumbrances - Tuch.		\$252.13	\$252.13		\$0.00	\$0.00
Encumbrances - TM Init.		\$1,382.25	\$570.25		\$812.00	(\$270.25)

Medway Public Library

Director's Report
September 3, 2013

Staff

I have talked to Sue Ellis (HR) about several alternative staffing proposals which I had sent to her. If everything goes smoothly, I will advertise a position within the month.

The Library will be open again on Saturdays beginning September 7th. The current schedule has some open slots, which will be filled by new hire(s).

Programs & Meeting Room

I have scheduled a Zinio night for September 25th. Tammy Page and I will demonstrate how to use Zinio to download and read digital magazines on an iPad (and possibly at least one other brand of tablet) and on a computer. I plan to have a technology training session monthly, including sessions on Mango and Muzzy, OneClickdigital, and Overdrive.

I showed presenters from two groups how to use our projection equipment. Everything went smoothly and both were very happy to have the equipment available.

I am working with a presenter on a program about edible perennials. He is going to apply for a Cultural Council Grant. I am looking for a presenter to do a program on Muslim culture, as part of the National Endowment for the Humanities Bridging Cultures grant. I also plan to have at least one family musical program, and am looking into a fairly local country/rock band as a possibility.

Budget

There is one remaining encumbered item – the electrical work in the Conference Room.

Technology

The public computers are now configured to run Windows Update and to update the anti-virus software automatically, though I have found a few glitches, about which I have sent an email to the Information Services Department.

The new library cards have arrived! Patrons have been admiring the new design, and are happy to be able to have both a wallet sized and a keychain card.

Meetings

I attended two Minuteman Personnel Committee conference calls, a Steering Committee conference call, and a meeting of the committee charged with recommending new library database software. The committee decided to recommend that Minuteman begin negotiations with Innovative Interfaces (the current vendor) concerning their new Sierra platform.

On September 26th, I will lead a book discussion at the Senior Center, open to adults of all ages. If there is sufficient interest, the book discussion group will continue as a monthly activity.

Katherine attended a MBLC funded workshop on library security, taught by Warren Graham, and well known expert on the subject. She brought back a number of useful suggestions. I have ordered Graham's book, *The Black Belt Librarian: Real World Safety and Security*, for the Library, and will hold a staff meeting to discuss the topic.

Other

I completed the ARIS report, and it was submitted on August 20th. The MBLC confirmed its receipt on August 22nd. The Financial Report is due on October 10th.

I am in the process of weeding juvenile non-fiction, which was becoming very tight, and have completed the arts and crafts, music, and sports sections.

The MBLC has purchased a license for LibSat, a patron satisfaction survey that libraries can make available on their websites at any time, or even permanently, for the next three years. There are three versions of the survey available – brief, regular, and in-depth. After viewing the webinar, I agree that the brief or regular surveys would be useful for long-range planning. A variety of statistics and charts can be generated.

Earlier this summer, the USS Constitution Museum donated passes for Summer Reading prizes, and they just donated a museum pass (valid through 2014) to the Library.

Plymouth Rock's Eventkeeper and Room Reservation software are now live. Patrons can enter room reservation requests online. The reservations are not finalized until approved by the staff.

-Margaret Perkins
Acting Director