

Board of Library Trustees Meeting

October 1, 2013

7:00 p.m.

Medway Public Library

Attendees:

Trustees:

Carol Brown

Diane Burkhardt

Chris Monahan, Vice Chair

Wendy Rowe, Chair

Margaret Perkins, Library Director

Meeting called to order by Wendy Rowe: 7:09 p.m.

A. Approval of Agenda

Motion to approve agenda: CB1, DB2; passed unanimously.

B. Secretary's Report (September 3)

Motion to approve the minutes. CB1, DB2; passed unanimously.

C. Citizens Speak

None present.

D. Budget Report

Memorial Donations is very low, but we still have \$6K in State Aid. We spent lots early in the year since the database subscriptions get paid at the start of the fiscal year. We will spend about \$40K to make our 16% materials requirement.

The Incentives money in FY13 was considered a grant by the town, so it's been moved

to FY14 rather than encumbered.

The \$6500 for one-time programs was put by Accounting in “Books,” but that's wrong since the Town Meeting article specifically said it was for programs. (This is merely a bookkeeping issue, it doesn't stop us from using the money on programs as planned.)

All our planned Medway 300 and Medway 2020 Initiatives spending is done. The additional outlets were installed in the Conference Room, and a computer (but its software is not set up yet).

E. Director's Report

Carpeting

The various vendors quoted completely different types of carpeting and how to install it. Atkinson's says to cut around the bookcases; but since they use carpet tiles (rubber backed, corner adhesive, no mat required), it's not such a big deal if later we decide we need to move the bookcases. Their quote is \$73K, and they'd move the chairs and such. The other vendor quotes \$90K but doesn't supply any details as to what that includes. All the quotes are far more than the \$30K guesstimate originally put in for carpeting in our 2015 capital request. Margaret has carpet samples, so the Trustees looked at some.

F. Old Business

Addition of part time Children's Librarian

A 20 hour/week benefitted Children's Librarian position was posted today. Existing staff wants enough additional hours that Margaret thinks we can run without also hiring an additional few-hours Library Assistant.

G. New Business

Director's Evaluation

Consensus was to remove the ambiguously worded “grievance” line from the draft and to approve it in November as-is if no one thinks of any other changes by then.

Long-range plan

Discussion deferred to November.

H. Special Programs, Fundraising, Sponsorships

Zinio Night

Zinio Night and Margaret's presentation to the network's Reference group will be on October 8.

It's easy to accidentally get to where Zinio sells stuff, instead of to magazines to read; this annoyed Carol and her husband. Zinio is new at supporting Libraries (the hope is that the interface will improve).

I. Adjournment. Next Meeting November 5, 2013.

Motion to adjourn: CB1, CM2; unanimously approved. 8:27 p.m.

Medway Public Library
Director's Report
October 1, 2013

Staff

I sent a draft of the Children's/Young Adult Librarian position (20 hours/week) to Human Resources. I hope to post it within the week.

Programs & Meeting Room

Due to a conflict with a meeting with the Selectmen, Zinio Night has been rescheduled for October 8th. Information Services has loaned the Library an iPad to use to demonstrate Zinio. A couple of Android tablets will be available as well.

During October, local author Lisa Graves will lead a book discussion of her recently published children's book, *History's Witches*. On October 30th, Dale Freeman will present *Massachusetts Mystery - The 1801 Tragedy of Jason Fairbanks and Elizabeth Fales*.

As part of both the Friend's documentary series and the Bridging Cultures – Muslim Journeys grant, the documentary film, "Koran by Heart" will be screened on November 1.

About 40 adults and children attended the Hands on History presentation of interesting Revolutionary War era artifacts and clothing.

An Acting Workshop taught by a member of the Medway Players will be meeting a couple of times a week through late November.

Building

I asked Fire Chief Lynch to visit the Library to evaluate the fire alarm panel, which is working now but for which the parts are no longer made. He is going to check into the feasibility and cost of replacing the unit and the smoke alarms. DPS has combined repointing the brick and mortar joints with a list of other items for various departments for FY16, and estimates a cost of \$3,600. Also on this list are replacing the elevator hydraulic fluid at a cost of \$1,800, replacing/refurbishing seating at a cost of \$2,500, and adding additional electrical outlets at a cost of \$2,500.

I have been working with DPS to get estimates for replacing the carpet, adding a central dehumidifier for the first floor, replacing the roof shingles and gutters, and replacing the lower level HVAC unit. I contacted several other directors to ask about their experiences with replacing carpet. There was close to universal agreement among directors and carpet companies that carpet squares are the best way to go. They are easier to install, and easy to replace if worn. Apparently the seams are not very obvious. There is disagreement about whether it is better to move the shelving or to cut around it. The two companies that have provided estimates so far propose using very different carpeting, and handling the stairs and molding at the base of the walls differently.

The electricians installed a 4-plug outlet for the computer in the conference room, and a regular 2-plug outlet on the other side of the room.

Budget

At the end of FY13, we encumbered funds for upholstery, electrical work in the conference room, and the installation of the art hanging system in the conference room. The Accountant's Office moved those funds into FY14, so those purchases are now in the FY14 budget report.

Meetings

I attended the following meetings:

- Board of Selectmen – Fall Town Meeting article. John Foresto suggested that the Library should submit an article asking for the transfer of \$20,000 for repairs, maintenance, staffing, and materials. I was asked to detail where our budget shortfalls were and on which line items the \$20,000 would be spent. I was also asked to send a spreadsheet of how the \$20,000 would be allocated. I sent that information, along with the Budget as Submitted in MUNIS spreadsheet, with the items that the Library pays from sources other than the General Fund highlighted. The \$20,000 would be allocated in this manner:
 - \$4,680 for the Community Area Steward
 - \$15,320 for Library books and materials
- Meeting with HR and Union representative
- How to Plan a Legislative Breakfast
- Minuteman Library Network Board of Directors and Membership meetings
 - MLN will enter into negotiations with Innovate Interfaces (the company that provides our current library database software) to adopt Sierra, their new product
 - MLN will hire a training and support librarian, to assist libraries with digital content and catalog issues
 - MLN will hold roundtable discussions for directors on various topics. The first one will be on circulation
- Minuteman Library Network Teaching Technology Interest Group
- Minuteman Library Network Technology Interest Group
- Millis Public Library Dedication
- Walpole Coordinated Family and Community Engagement Program. This grant funded organization provides a variety of resources to children and families, including funding for libraries to host a science presentation for young children, and \$375 to fund an additional children's program
- Meeting with Middle School Art Librarian to discuss displaying Middle School students' art work
- Toastmasters (Milford)

On September 26th, I led a book discussion at the Senior Center. Unfortunately, there was only one attendee. We had an interesting discussion, and another person expressed interest in coming next month, so there will be another discussion in October.

Upcoming meetings/trainings:

- Meeting with Town administration to discuss Capital Improvement Plan requests
- Meeting with school librarians (10/11/13) to discuss eBooks
- Interview at WMRC Radio
- Minuteman Library Network Board of Directors

- Reference Committee (I have been asked to present a brief demo of Zinio)
- The Digital Shift: Reinventing Libraries (webinar)
- Leadership for public and non-profit organizations (webinar)
- NELA Conference
- Knowledge Management (10/28/13) – practices to encourage staff training and learning, and retention of institutional memory

Other

I completed the MBLC Financial report, and it was submitted on September 30th.

The Town wants to make the Annual Report more interesting, so they are asking for charts, graphics, and especially photographs from each department.

I have sent the MBLC LibSat survey to the staff for testing.

I was contacted by the Special Education department at one of the elementary school about the Paws to Read program.

There are currently 284 upcoming room reservations scheduled in Eventkeeper.

I prepared list of FY13 accomplishments for State of the Town presentation at the Fall Town Meeting.

-Margaret Perkins
Library Director

Medway Public Library Budget Report 9/30/2013						
Account	Acct #	Start Balance	Expen. To Date	End Balance	% Spent	Current Expend
Salaries - Full Time	5110	\$108,386. 00	\$17,738.41	\$90,647.5 9	16.37%	
Salaries - Part Time	5111	\$80,087.0 0	\$18,713.87	\$61,373.1 3	23.37%	
Longevity	5150	\$1,450.00		\$1,450.00	0.00%	
Electricity	5211	\$18,900.0 0	\$4,835.65	\$14,064.3 5	25.59%	
Heating Fuel	5212	\$5,500.00	\$39.97	\$5,460.03	0.73%	
Trash	5232	\$1,671.00	\$144.86	\$1,526.14	8.67%	
Water & Sewer	5231	\$270.00	\$94.90	\$175.10	35.15%	
R & M Miscellaneous	5240	\$792.00	\$427.00	\$365.00	53.91%	
Telephone	5341	\$1,100.00	\$325.80	\$774.20	29.62%	
Supplies	5400	\$2,800.00	\$482.62	\$2,317.38	17.24%	
Postage	5343	\$250.00		\$250.00	0.00%	
OPS - (Minuteman bill)	5380	\$23,833.0 0	\$23,883.00	(\$50.00)	100.21 %	
Travel	5710			\$0.00	0.00%	
TOTAL - GENERAL FUND		\$245,039 .00	\$66,686.08	\$178,352 .92	27.21 %	\$
TM: Library Programs	5200	\$6,500.00	\$456.00	\$6,044.00	7.02%	
TOTAL - TM		\$6,500.0 0	\$456.00	\$6,044.0 0	7.02%	
		Start Balance	Expen. To Date	Income to Date	Account Bal	Current
Memorial Donations	5400	\$19,308.7 5	\$18,359.60	\$482.23	\$1,431. 38	
Tuchinsky Fund Interest		\$28,985.6 8		\$48.27	\$29,03 3.95	
Tuchinsky Fund Principal		\$102,869. 11			\$102,8 69.11	
Library Restitution Fund*	706-4773	\$274.10	\$439.97	\$1,063.97	\$898.1 0	
Copier & Printer Rev. Fund	722-4840	\$4,656.87		\$395.05	\$5,051. 92	
Meeting Room Rev. Fund	723-4840	\$2,660.76		\$190.00	\$2,850. 76	
Free Public Library**	2017	\$10,532.4 2	\$4,187.99		\$6,344. 43	
TOTAL - OTHER FUNDS		\$169,287 .69	\$22,987.56	\$2,179.5 2	\$148,4 79.65	(
Encumbrances - Tuch.		\$252.13	\$252.13		\$0.00	
TM Initiatives		\$1,382.25	\$570.25		\$812.0 0	

*correction						
**\$700 moved to Mem. Donations						