

Medway Library Board of Trustees Meeting
Tuesday November 4, 2014
7:00 PM, Medway Public Library

Attendees

Trustees:

Carol Brown

Ed Duggan

Karen Kassel, Secretary

Chris Monahan, Chairperson

John Scott Smith

Margaret Perkins, Library Director

John Foresto

Meeting called to order at 7:03 p.m.

A. Approval of Agenda

KK: Motion to approve agenda. **KK1, CB2**. Vote: unanimously approved.

B. Secretary's Report (October 7th)

CB: Motion to approve secretary's report from October 7, 2014 meeting.

CB1, JSS2. Vote: unanimously approved.

C. Citizens Speak

John Foresto is here to talk about fall town meeting (TM) and annual town meeting (TM).

The main objective is to restore The Library's funding to the 2005 level. This will be a multi-step process.

Fall Town Meeting

For 2nd half of fiscal year 2015, the Board of Selectmen (BOS) approved \$30,000 for the library; Finance Committee (FinCom) only approved \$9,200 of this amount.

Margaret noted that this increase of \$9,200 would be enough to hire an

entry-level library assistant, but not enough to increase the Children's Librarian from part-time to full-time, which is her preference. This \$9,200 would help the library to be open more hours, but with a lower-level staff member than desired.

John suggested that for FY2016, Margaret ask for funding specifically to make the Children's Librarian full time.

FY2016

For FY2016, the \$20,000 that the Library has received via a warrant at fall TM the past two years will now be built into the baseline, as will the \$9,200 that should be approved at this fall TM.

John encouraged Margaret to choose three or four priorities to include in next budget, such as full-time Children's & Teen/YA Librarian and a bigger materials budget.

Capital Budget

Carpeting is our top priority, but all quotes have been very expensive. Based on Margaret's research, carpet squares are the way to go. The cost differences are in the underlayment.

The roof needs to be replaced. It was last done in the late 90s. There have been leaks, which have been fixed, but a new roof is needed.

Smaller capital items: repointing mortar, hydraulic fluid for elevator, handicap accessible door for the lower level (estimate: \$8,000), covering ramp from the top floor to keep it functional in all weather

Cable Access

The board met last week (JF is on the board). Cable Access would like to partner with The Library; they have money to fund projects and are looking for ideas.

Our discussion yielded several ideas, some of which had already been agreed upon:

- A story hour will be filmed and broadcast on Cable Access
- The Library is hosting a program for Librarians on Internet privacy; it will be filmed and broadcast on Cable Access
- There are 60 kids between the middle and high schools who take

courses in film production; Cable Access could set up video editing materials/work stations at the library so students and adults can work on media here

- Cable Access could set up recording equipment in the Cole Room to broadcast programs of wide appeal
- Margaret would like display monitors to post events

John Foresto left at 7:57 p.m.

D. [Budget Report](#)

Margaret submitted the budget report for FY15. There is nothing extraordinary to report.

E. Director's Report

There are two: Library Director's Report and Children & Teen/YA Librarian's Report.

[Children & Teen/YA Librarian's Report](#)

Mariah would like to purchase a subscription to Constant Contact to make it easier to create and send email newsletters. With this service, she could do newsletters more frequently to promote Library programs. It could be used for general Library newsletters as well as for children and teen/YA programs.

Mariah would like to have online registration for programs. This feature is an option through Event Keeper, but the Library needs to purchase it. The librarians are scheduled to receive a free demo of the online registration feature from Plymouth Rock.

[Library Director's Report](#)

Regarding the handicap accessibility of the Library, we should consider covering the ramp on the upper level to keep the ramp clear of snow and ice. This is a less expensive and quicker option.

However, we would also like to install an automatic opener on the door to the lower level so that both levels will be handicap accessible. This option is

more costly.

Margaret will seek out some estimates on both of these projects, beginning with the Town (Bobby McGee).

F. Old Business

Open Basement Space

The Medway Players have not yet removed their props; when they do, we will tour the space. We discussed ideas for using this space. We agree that it should be an active space, rather than used for storage. There is a lot of interest in turning it into a Maker Space.

Margaret and Mariah are going to apply for a LSTA (Library Services and Technology Act) grant for money toward creating a Maker Space. Margaret is also applying for a grant from HP to receive a 3D printer.

Regardless of how we use this space, it will need some cleaning and upgrading, including better lighting, outlets, security cameras, tables, and possibly a wall and another exit. It might be useful to put a place-holder in the FY2016 budget for upgrades to this space. Other considerations include: do we need another steward to be in charge of that area? Do we need lockers or another means to keep materials, both the Library's and patron's personal property, safe?

ADA Self-Audit

Chris and Margaret have accessed the document for the self-audit. It is quite lengthy (82 pages) and will require some time to review.

Additional Hours on Tuesday and Thursday Mornings

A main priority is to add 4 hours on both Tuesday and Thursday mornings, lengthening the Library's hours on those days to 10am – 8pm (presently, the hours are 2pm – 8pm on Tuesday and Thursday).

This 8 extra hours per week translates to 16 more people hours. Margaret's first choice is to increase Mariah's hours by 16 hours/week to make her full time (she is at 20 hours/week now). There are many benefits

to this idea:

- Children, teens, and YA are the groups that need the most face time with a librarian, and a Children's & Youth/YA Librarian is best able to serve these groups.
- When the Library first extends the Tues/Thurs hours, it may take some time for people to come in during those times; if Mariah is here doing programming, that will draw people in more quickly
- She can see the circulation desk from her office, others cannot; therefore she can be working in her office and also monitoring the desk & come out when needed

Another option is to hire a 16-hour Head of Circulation, whose duties would include covering the desk, among other things. The staff would be in favor of this option as well.

The \$9,200 given to us by TM would cover Mariah for 14 hours. We would need about \$1200 more to make her full time.

CM: how do we feel about using \$1200 from Tuchinsky Interest or from Friends money to cover ½ year, hoping to get more in the next budget?

CB: if we can make it work, I favor getting the most qualified person for the money that we can get.

ED: I would like to see a staffing plan for if/when we add 8 more hours (16 more staff hours) on Tuesday and Thursday mornings. Be sure to run our options by HR.

G. New Business

Long-range Plan

This is on our to-do list for December; portions of the plan were revised earlier this year. John Foresto suggested we think big in our long-range plan.

H. Special Programs, Fundraising, Sponsorships

None discussed.

I. **Adjournment** - next meeting December 2, 2014.

ED: Motion to adjourn. **ED1, CB2**. Vote: unanimously approved.

Meeting adjourned 9:21 p.m.

Children's & Teen Services October 2014

Collection Development

Acquisitions

On October 29th, I ordered 85 children's items for \$728.51 (price taken after discount is applied). This included: 57 picture books, 23 juvenile chapter books, 3 easy readers, and 2 graphic novels. I overspent on picture books this month to make sure we had new Christmas and Hanukah books for the approaching holiday seasons. I need to consistently order more Juvenile chapter books and graphic novels.

We received 15 YA books, ordered in September.

As of October 31, 2014 41% of the Children's materials budget remains and 51% of the YA materials budgets remains.

Weeding

While I'm not sure exactly how many Juvenile books we have withdrawn, the project to weed the Juvenile collection continues. If we have another scanner in the building I would like to hook it up to my computer so I can work on that project there.

Children's and Teen Programming

Despite going on vacation for 2 weeks we were able to host quite a few programs for children and 2 for teens this month.

Children's Event	Date	# Participan	Teen Event	Date	# Participants
Toddler Jam	10/1/2014	27	TAB Meeting	10/21/2014	3
Friday Story Time	10/3/2014	25	Teen Murder Mystery	10/28/2014	8
Toddler Dance Class	10/4/2014	10			
Dale Freeman Concert	10/8/2014	8		Total	11
Toddler Jam	10/8/2014	42			
Toddler Jam	10/15/2014	36			
Hands-on Art History	10/21/2014	8			
Toddler Jam	10/22/2014	24			
Friday Story Time	10/24/2014	24			
Toddler Jam	10/29/2014	25			
Friday Story Time	10/31/2014	40			
	Total:	269			

- Total number of children's programs held: 11
- Total number of participants: 269

Toddler Jam and Story Time continue to be our best attended programs. This month Toddler Jam averaged 35 attendees per week and Story Time averaged 30 attendees per week.

Hands-on Art History had 8 attendees once again. This program seems to be well-received by the community. For example, parents have commented to me and other library employees about its value. The children always leave happy and satisfied with their experience based on their general attitudes. I would like to continue this program into the spring.

The Dale Freeman concert had the worst turn-out of 8 attendees. I think the timing, promotion, and the event itself were not the right choice.

- Total number of teen programs held: 2
- Total number of participants: 12

3 teens attended the Teen Advisory Board (TAB) meeting this month. The TAB has decided on a design for an Awesome Box and will be starting to work on it next month.

The Teen Murder Mystery night was a huge success. 8 teens came even though only 7 had signed up. All the teens left buzzing about the night and one parent sent me an email to say that her daughter thought it was fantastic. One teen suggested this be a yearly Halloween tradition, and all asked me at some point during the night if we could do it again. Some of the girls there asked if we could have a writing group for teens at the library so I will organize one of those soon as well. I think we will have better luck with attendance at standalone events because then teens don't have to make as large of a commitment.

I can't emphasize enough how useful online registration for programs would be because it is tedious for me to transfer names between the two registration methods (paper lists and Google forms) currently available. I really hope we can move away from paper and strictly use online registration through the event calendar.

Upcoming Children's and Teen Programs

- Tues. November 4: Innovation Station, 4-5 PM, ages 8-11
- Wed. November 5: Toddler Jam, 11 AM, ages 0-18 months
- Wed. November 5: Paws-to-Read, 6-8 PM, grades K-2
- Fri. November 7: Friday Story time, 11 AM, 10 months-5 years

- Wed. November 12: Toddler Jam, 11 AM, ages 0-18 months
- Wed. November 12: “A Pumpkin for Thanksgiving”, 5-6 PM, grades 2 and up
- Fri. November 14: Friday Story time, 11 AM, 10 months-5 years
- Tue. November 18: Hands-on Art History, 4-5 PM, ages 7-9
- Tue. November 18: Teen Advisory Board Meeting, 7-8 PM, ages 12+
- Wed. November 19: Toddler Jam, 11 AM, ages 0-18 months
- Thur. November 20: Lego Club, 4 PM, grades K+
- Fri. November 21: Friday Story time, 11 AM, 10 months-5 years
- Sat. November 22: Teen Writing Brunch, 11 AM, ages 12+

Social Media and Community Outreach

Our Facebook page received over 30 new “likes” this month, so Facebook continues to be a good way to advertise library programs, photos, and to connect with the community in general. I’ve also had consistent views on the library’s Children’s Services Pinterest page. The Pinterest pages now also include recommended book lists for children and teens with links directly to the catalog.

In November, I will be working with Burke-Memorial Elementary School at their Literacy Night.

Tammy Page and I will be inviting people to register to library cards online at T.C. Scoops this month. Those who register for a library card will receive a free mini ice cream generously provided by T.C. Scoops.

Accomplishments:

- Successful teen program!
- Increased story time attendance
- Increased online presence through social media

Goals:

- Catch up on ordering YA non-fiction and Juvenile fiction
- Create an Awesome Box with TAB input
- Develop a closer working relationship with the local schools

Medway Public Library
Director's Report
November 3, 2014

Programs (see also Children's/Teen Librarian's report)

- Cartooning in the Digital Age (54)
- 4-H National Youth Science Day Event (7)
- Library Book Group (5)

Special upcoming programs (see also Children's/Teen Librarian's report) include:

- Library card sign-up at T C Scoops
- Internet Privacy and Security (for librarians)
- Postcard History of Norfolk County

Building

DPS replaced the burnout light bulbs on the street side and back of the building. They are working on repairing the lights on the driveway side, and adding additional parking lot lighting.

I spoke with an architect at the NELA Conference who has expertise in the ADA requirements. He said that adding an automatic door opener to the lower level would cost at least \$8,000, and recommended covering the ramp as an alternative.

A repair person is going to come to repair the moveable wall in the Cole Room. The crank mechanism has broken. Annual maintenance is recommended, but it has been many years since this has been done. The wall is extremely difficult to open and close, which is not supposed to be the case.

The elevator passed the annual state inspection.

Technology

Mariah and I will attend an online demo of Plymouth Rock's Event Registration module, which works in conjunction with EventKeeper.

Mariah suggested purchasing a subscription to Constant Contact (\$125/year), which will allow us to send out newsletters using templates. Using GMAIL to format and send out newsletters has proven to be very time consuming, and the newsletters do not look as professional.

The Town's financial software has been upgraded. Because the server that the Library uses for remote access is soon to be replaced and the software out of date, I was not able to participate in testing.

Meetings

I attended the following meetings in October:

- Town of Medway Department Head Meeting
- Minuteman Library Network Board of Directors
- Minuteman Library Network Commonwealth eBook Roundtable
- Minuteman Library Network Reference Interest Group
- Massachusetts Board of Library Commissioners Network Retreat Follow-up
- Medway Petal Pushers Garden Club planting at the Library
- New England Library Association Conference
- Build Your Grant writing Skills Workshop
- Staff Meeting
- Toastmasters (3)

Meetings and events in November include:

- Massachusetts Library System Annual Meeting
- Town of Medway Department Heads
- Minuteman Library Network Board of Directors
- Minuteman Library Network Membership (Directors)
- Minuteman Library Network Technology Interest Group
- Internet Privacy and Security Workshop (hosted at the Medway Library)
- Readers' Advisory Roundtable
- Toastmasters

Programs I attended at the NELA Conference included:

- Makey Makey Petting Zoo (as a presenter)

- Library Programming for 20 and 30 somethings
- Intellectual Freedom Preparedness and Response
- Intellectual Freedom Clinic
- The Library Test Kitchen
- How Do Blind and Visually Impaired People Access eBooks
- Author Luncheon: romance author Sarah MacLean
- Author Luncheon: children's author Peter Reynolds

Other

During September, the lower level community space was used after hours for 23 meetings and 29 individuals.

There is a large unmet demand for more new books available on the shelf. In response, I have added an experimental Express collection of extra copies of new, best-selling hardcover fiction, in addition to the copies purchased to fulfill holds. The first 16 books ordered have been flying off the shelves – since a few days after they were added, generally only one or two have been on the shelf at any given time. The Cambridge Public Library has greatly increased their circulation and patron satisfaction by adding a similar (though much larger, with multiple copies) collection. I have also purchased some popular new paperbacks – we have purchased few mass market paperbacks since 2006. Until recently, we received quite a few donations of fairly new paperbacks, but these donations have dwindled during the last year.

We added a patron suggestion box, currently located on the table at the top of the stairs.

I submitted the State Aid to Public Libraries Financial Report and the Application and Compliance Form to the Massachusetts Board of Library Commissioners.

Margaret Y. Perkins
Library Director

Medway Public Library Budget Report 10/31/2014							
Account	Acct #	Start Balance	Expen. To Date	End Balance	% Spent	Current Month Expenditures	Materials Expenditures
Salaries - Full Time	5110	\$110,246	\$39,411.75	\$70,834.25	35.75%	\$9,907.74	
Salaries - Part Time	5111	\$80,487	\$19,281.67	\$61,205.33	23.96%	\$5,446.04	
Longevity	5150	\$1,200	\$100.00	\$1,100.00	8.33%	\$0.00	
Electricity	5211	\$19,300	\$6,979.52	\$12,320.48	36.16%	\$2,256.91	
Heating Fuel	5212	\$6,000	\$259.98	\$5,740.02	4.33%	\$181.68	
Trash	5232	\$1,671	\$683.44	\$987.56	40.90%	\$683.44	
Water & Sewer	5231	\$270	\$59.36	\$210.64	21.99%	\$59.36	
R & M Miscellaneous	5240	\$7,792	\$1,200.00	\$6,592.00	15.40%	\$350.00	
Telephone	5341	\$1,200	\$327.34	\$872.66	27.28%	\$112.91	
Supplies	5400	\$2,600	\$947.03	\$1,652.97	36.42%	\$320.72	
Postage	5343	\$250	\$4.57	\$245.43	1.83%	\$0.00	
OPS - (Minuteman bill)	5380	\$23,315	\$23,315.00	\$0.00	100.00%	\$0.00	
OPS - (programs)	5380	\$6,492	\$2,091.35	\$4,400.65	32.21%	\$345.65	
Media Materials	5427	\$6,000	\$2,122.05	\$3,877.95	35.37%	\$1,597.33	\$2,122.05
Books & Periodicals	5521	\$4,000	\$3,560.75	\$439.25	89.02%	\$0.00	\$3,560.75
Travel	5710	\$400	106.03	\$293.97	26.51%	\$0.00	
TOTAL - GENERAL FUND		\$271,223.00	\$100,449.84	\$170,773.16	37.04%	\$21,261.78	
TM: After Hours Staff		\$4,698.00		\$4,698.00	0.00%	\$0.00	
TM: Expenses		\$15,302.00	\$4,251.00	\$11,051.00	27.78%	\$1,621.27	\$4,251.00
TOTAL - TM		\$20,000.00	\$4,251.00	\$15,749.00	21.26%	\$1,621.27	
		Start Balance	Expen. To Date	Income to Date	Account Bal	Current Month Net	
Memorial Donations	5400	\$27,220.67	\$9,577.69	\$1,031.63	\$18,674.61	\$104.13	9,031.22

Tuchinsky Fund Interest		\$29,334.87		\$26.22	\$29,361.09	\$10.86	
Tuchinsky Fund Principal		\$102,869.11		\$168.63	\$103,037.74	\$55.02	
Library Restitution Fund	706-4773	\$50.17	\$127.29	\$572.47	\$495.35	\$204.40	
Copier & Printer Rev. Fund	722-4840	\$6,113.42	\$310.99	\$658.81	\$6,461.24	(\$99.03)	
Meeting Room Rev. Fund	723-4840	\$3,080.76		\$25.00	\$3,105.76	\$25.00	
Free Public Library	2017	\$6,802.08	\$5,847.39		\$954.69	\$0.00	\$5,847.39
TOTAL - OTHER FUNDS		\$175,471.08	\$15,863.36	\$2,482.76	\$162,090.48		\$24,812.41