

Board of Library Trustees Meeting

June 3, 2014

7:00 p.m.

Medway Public Library

Attendees:

Trustees:

Carol Brown

Diane Burkhardt

Ed Duggan

Karen Kassel, Secretary

Chris Monahan, Vice Chair

John Scott Smith

Margaret Perkins, Library Director

Citizens:

Diane Busa

Meg Hamilton

Meeting called to order by Margaret Perkins: 7:01 p.m.

A. Board Reorganization

- Election of Chair

CB: **Motion** to nominate Chris Monahan. DB: 2nd. Vote: unanimously approved.

Chris Monahan took over the meeting: 7:03 p.m.

- Election of Vice Chair

CM: **Motion** to nominate Diane Burkhardt. CB: 2nd. Vote: unanimously approved.

- Election of Secretary

DB: **Motion** to nominate Karen Kassel. CB: 2nd. Vote: unanimously approved.

- Welcome new Trustee John Scott Smith

B. Approval of Agenda

CB: **Motion** to approve agenda as written. ED: 2nd. Vote: unanimously approved.

C. Secretary's Report (May 6)

DB: **Motion** to approve Secretary's Report from May 6 meeting. CB: 2nd.
Vote: Aye: CB, DB, CM, ED, KK. Abstain: JSS.

D. Citizens Speak

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

MH: We are presenting a check for \$18,000 raised through book sales, raffles, and donations. The ongoing book sale upstairs in the library has raised about \$100 per month.

We thank the Trustees for giving us space for both the bi-annual book sale and the ongoing book sale. We also thank the librarians because they take the money for the ongoing book sale.

We want to thank Margaret. She lets us in at all hours, she is very supportive, she helps with our ideas, and she has lots of initiatives that we would like to help with.

In March, when the BOS was debating funding for the Library, we encouraged Friends to attend Town Meeting and we submitted a letter to the BOS reminding them what a key role the Library plays in the community life of Medway.

Our main goal is to get more people into the library:

- We use our newsletter to publicize Library programs
- We run and help with several programs:
 - i. Lego Club – averages 25 children/month
 - ii. Monthly family films – close to 100 people attend
 - iii. Gingerbread festival – 225 people attended
 - iv. Southern Rail concert (Friends helps) – 147 people attended
- Southwick Zoo discounted tickets – very popular, people from adjacent towns are coming here to get them
- We have pursued a grant from The Cultural Council to pay for our movie license

We want to continue to strengthen the connection with the schools. Several high school students come to help with Lego Club.

We have lots of ideas, but we are limited by the number of active volunteers we have.

If there's any thing you want us to do, let us know.

CB: Thank you very much for all that you do.

ED: How many members do you have?

MH: We have about 100, but not that many are active. We put out our Friends applications by the book sale and at movies and other programs.

ED: I would like to see the Friends promoted more.

MP: You do more than any other Friends group that I know of; both in

terms of the programs you run and the amount of money that you raise.
All Trustees: Thank you!

The Friends offered to help with the reception for Wendy. We discussed plans for the reception.

Meg Hamilton and Diane Busa left at 7:45 p.m.

E. Budget Report

FY2014

Nothing out of the ordinary to report.

FY2015 (begins July 1, 2014)

Margaret presented the FY 2015 budget that was approved by the BOS and Town Meeting. Some things were fully funded, such as Repairs & Maintenance (acct # 5240); we requested an additional \$7,000, which was approved. Also approved was the \$20,000 article for materials and after-hours staffing.

F. Director's Report

We had several programs last month. North Sea Gas was very popular (120 people); they were great and have quite a following. I plan to have them back next year.

An author from Bellingham who wrote a book on easy walks in MA will be speaking. This program will not cost us anything.

Mariah is doing a great job and she has many creative ideas. She does a

great variety of programs. She recently visited preschools and McGovern School to help with summer reading kick-off.

Mariah's Teen Advisory Council suggested painting the teen room a more exciting color. DPS painted one wall an accent color (greenish/bluish).

CB: That's great because the Teen Board will see that they made a suggestion and it was acted on.

I'm looking into some software for faxing. Our fax machine is not working well and will need to be replaced.

JSS: How often is it used?

MP: Only a few days a week. It doesn't get a lot of usage.

ED: What about the printer; does it have a fax capability?

MP: Its only one year old, it might be able to send faxes; I will check.

CB: People should be able to fax from here; that is important.

G. Old Business

Replacing the Library's Website (librarywebsites.com)

Margaret received the new version today. She is going to schedule some training sessions. Margaret has some edits. We will also have a mobile site.

As soon as the staff is trained on the new site, they can begin entering content on it. We will keep the domain medwaylib.org.

New Library Management System: Sierra

Sierra replaced Millennium. It was easy to learn the new system. The system is coming along. The main problem is that some features are very slow, such as title searches.

Security Surveillance

The surveillance camera monitor is all set up. You can see all the rooms and the back parking lot.

ED: I think it is completely inadequate. It monitors six locations, but does not include many locations in the library, such as the back area on the downstairs. Can we expand it to more areas?

MP: We have motion detectors, too, that are activated when the library is closed and the security system is turned on.

CM: To some degree, just having cameras can be a deterrent.

MP: The most important cameras for us are in the Technology room and the lobby.

MP: The police are also monitoring, because on more than one occasion they have come here in response to something they've seen on the camera feed.

H. New Business

Transitioning Wendy's Activities

We'll move this to the next meeting.

Booking the Conference Room for Trustee Meetings

CM: Should we book this room for our meetings for the next year out?

CB: This is a good space, it is accessible.

CM: Margaret, please schedule us in for this room ongoing.

CM: Margaret – please provide us with an organization chart.

I. Special Programs, Fundraising, Sponsorships

None discussed

J. Adjournment. Meeting adjourned at 8:36 p.m. Next Meeting July 1, 2014.

ED: **Motion** to adjourn. CB:2nd. Vote: unanimously approved.

Medway Public Library
Director's Report
June 3, 2014

Programs

- Edible Perennial Gardening (~30)
- North Sea Gas Scottish Folk Group (~120!)
- Kid's Crafternoon (3 children)
- Mad Science Che-Mystery Workshop (19 children)
- Author/Illustrator David Hyde Costello and DIY Musical Instruments (23 children)

Special upcoming programs include:

- No Irish Need Apply
- Easy Walks in Massachusetts
- Engineering with Goldiblox (Mariah)
- Craft Wars: Teen Edition (Mariah)
- You + Makey Makey (Mariah)

Mariah visited the three year old class of a local preschool, and the four year old class came to the Library for a visit and tour. Mariah also did an enthusiastically received interactive presentation, including book talks, songs, and improvisation for over 300 pre-K through first grade students at the McGovern School.

The Seed Lending Library is now open. We will be adding additional seeds as we get them. I have ordered two books on seed saving, and plan to host a presentation on the topic later this summer.

We are considering reducing the number of weekly Toddler Jam sessions from two to one, since generally most of the children attend the 11:00 session. However, last week a fairly large group of new children came to the earlier session, so I will see if that continues for the next few weeks before making a decision. The cost of the session itself (not including mileage) will increase to \$25 for FY15.

The Library will host a youth theater workshop with Jim Porter, twice a week for six weeks this summer. Quite a few youth and parents picked up information about it at the Middle School Literacy and STEM night.

Building

The sidewalk was repaired on Thursday, May 29th – Saturday, May 31st. The book drop was temporarily relocated.

Based on a suggestion by Mariah's Teen Advisory Board, the Department of Public Services painted one wall of the Teen Room as an accent wall, making the room look much more cheerful and welcoming.

The newly formed garden club, the Medway Petal Pushers, which I recently joined, will be planting flowers at a number of Town Buildings, including the Library. We plan to start by planting bulbs around the flagpole.

Technology

The new website should be completed by the end of the week, after which we will schedule review and training sessions. PiperWebs has renewed our domain name, medwaylib.org.

Meetings

I attended the following meetings in May:

- Minuteman Library Network Board of Directors (conference call)
- Minuteman Library Network Technology Interest Group
- Minuteman Library Network Reference Interest Group
- Minuteman Library Network Membership (Directors) Meeting
- NELA/Information Technology Section
- Medway Middle School Literacy and STEM Night
- Medway Town Meeting
- Library Staff Meeting
- Toastmasters (2)

Meetings and events in June include:

- Minuteman Library Network Board of Directors
- Minuteman Library Network Membership (Directors) Meeting
- Minuteman Library Network Steering Committee
- CPR/First Aid Training for Town Employees
- NELA/ITS Spring Program - MakerSpaces and Libraries
- Toastmasters (2)

Other

At the Middle School Literacy and STEM Night, I had the opportunity to meet the Superintendent of Schools, Dr. Judy Evans, and Dr. Armand Pires, the Director of Curriculum, Instruction and Assessment. I also talked to many parents and children about Library programs and resources, and gave out a number of handouts. Quite a few children tried their hands at matching seeds to plants, and a couple of children signed up for the

Teen Advisory Council.

The North Sea Gas concert was overwhelmingly popular. The band was excellent, and many in the audience came up to me later to let me know how much they enjoyed it.

The meeting rooms and lounge have been used after hours a total of 493 times so far this fiscal year, by 362 individuals and for 131 meetings.

Margaret Perkins
Library Director

Medway Public Library Budget Report 05/31/2014							
Account	Acct #	Start Balance	Expen. To Date	End Balance	% Spent	Current Month Expend.	Materials Expenditures
Salaries - Full Time	5110	\$108,386.00	\$100,713.45	\$7,672.55	92.92%	\$14,448.02	
Salaries - Part Time	5111	\$80,087.00	\$61,188.74	\$18,898.26	76.40%	\$5,350.16	
Longevity	5150	\$1,450.00	\$1,100.00	\$350.00	75.86%	\$0.00	
Electricity	5211	\$18,900.00	\$15,497.46	\$3,402.54	82.00%	\$1,225.68	
Heating Fuel	5212	\$5,500.00	\$7,591.93	(\$2,091.93)	138.04%	\$518.00	
Trash	5232	\$1,671.00	\$579.44	\$1,091.56	34.68%	\$144.86	
Water & Sewer	5231	\$270.00	\$245.98	\$24.02	91.10%	\$56.18	
R & M Miscellaneous	5240	\$792.00	\$5,007.66	(\$4,215.66)	632.28%	\$440.00	
Telephone	5341	\$1,100.00	\$1,014.23	\$85.77	92.20%	\$110.08	
Supplies	5400	\$2,800.00	\$3,017.75	(\$217.75)	107.78%	\$895.00	
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		\$562.67	(\$562.67)		\$322.82	
TOTAL - GENERAL FUND		\$245,039.00	\$220,402.31	\$24,636.69	89.95%	\$23,510.80	
TM: Library Programs	5521	\$6,500.00	\$5,226.55	\$1,273.45	80.41%	\$985.00	
TM: Expenses	5200	\$20,000.00	\$13,256.47	\$6,743.53	66.28%	\$708.85	\$12,851.31
TOTAL - TM		\$26,500.00	\$18,483.02	\$8,016.98	69.75%	\$1,693.85	

		Start Bal- ance	Expen. To Date	Income to Date	Account Bal	Current Month Net	
Memorial Donations	5400	\$19,308.7 5	\$21,558.2 3	\$2,514.16	\$264.68	-1,310.99	\$17,134.13
Tuchinsky Fund Interest		\$28,985.6 8	\$242.14	\$115.56	\$28,859.1 0	\$5.93	
Tuchinsky Fund Principal		\$102,869. 11		\$393.84	\$103,262. 95	\$55.14	
Library Restitution Fund	706-4773	\$274.10	\$2,143.94	\$1,923.03	\$53.19	(\$118.11)	
Copier & Printer Rev. Fund	722-4840	\$4,656.87		\$1,281.70	\$5,938.57	\$122.76	
Meeting Room Rev. Fund	723-4840	\$2,660.76		\$395.00	\$3,055.76	\$0.00	
Free Public Library	2017	\$10,532.4 2	\$13,794.1 8	\$10,063.8 4	\$6,802.08	(\$640.53)	\$13,509.22
TOTAL - OTHER FUNDS		\$169,287 .69	\$37,738. 49	\$16,687. 13	\$148,236 .33	(\$1,885. 80)	\$43,494.6 6

Medway Public Library FY15 Budget		
Account	Acct #	Start Balance
Salaries - Full Time	5110	\$110,246
Salaries - Part Time	5111	\$80,487
Longevity	5150	\$1,200
Electricity	5211	\$19,300
Heating Fuel	5212	\$6,000
Trash	5232	\$1,671
Water & Sewer	5231	\$270
R & M Miscellaneous	5240	\$7,792
Telephone	5341	\$1,200
Supplies	5400	\$2,600
Postage	5343	\$250
OPS - (Minuteman bill)	5380	\$23,315
OPS - (programs)		\$6,492
Media Materials	5427	\$6,000
Books & Periodicals	5521	\$4,000
Travel	5710	\$400
TOTAL - GENERAL FUND		\$271,223
TM: After Hours Staff	5200	\$4,698
TM: books	5200	\$15,302
TOTAL		\$291,223

