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:
  - Lego Club – averages 25 children/month
  - Monthly family films – close to 100 people attend
  - Gingerbread festival – 225 people attended
  - 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 anything 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.
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
<table>
<thead>
<tr>
<th>Account</th>
<th>Acct #</th>
<th>Start Balance</th>
<th>Expen. To Date</th>
<th>End Balance</th>
<th>% Spent</th>
<th>Current Month Expend.</th>
<th>Materials Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries - Full Time</td>
<td>5110</td>
<td>$108,386.00</td>
<td>$100,713.45</td>
<td>$7,672.55</td>
<td>92.92%</td>
<td>$14,448.00</td>
<td></td>
</tr>
<tr>
<td>Salaries - Part Time</td>
<td>5111</td>
<td>$80,087.00</td>
<td>$61,188.74</td>
<td>$18,898.26</td>
<td>76.40%</td>
<td>$5,350.16</td>
<td>$518.00</td>
</tr>
<tr>
<td>Longevity</td>
<td>5150</td>
<td>$1,450.00</td>
<td>$1,100.00</td>
<td>$350.00</td>
<td>75.86%</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Electricity</td>
<td>5211</td>
<td>$18,900.00</td>
<td>$15,497.46</td>
<td>$3,402.54</td>
<td>82.00%</td>
<td>$1,225.68</td>
<td></td>
</tr>
<tr>
<td>Heating Fuel</td>
<td>5212</td>
<td>$5,500.00</td>
<td>$7,591.93</td>
<td>($2,091.93)</td>
<td>138.04%</td>
<td>$518.00</td>
<td></td>
</tr>
<tr>
<td>Trash</td>
<td>5232</td>
<td>$1,671.00</td>
<td>$579.44</td>
<td>$1,091.56</td>
<td>34.68%</td>
<td>$144.86</td>
<td></td>
</tr>
<tr>
<td>Water &amp; Sewer</td>
<td>5231</td>
<td>$270.00</td>
<td>$245.98</td>
<td>$24.02</td>
<td>91.10%</td>
<td>$56.18</td>
<td></td>
</tr>
<tr>
<td>R &amp; M Miscellaneous</td>
<td>5240</td>
<td>$792.00</td>
<td>$5,007.66</td>
<td>($4,215.66)</td>
<td>632.28%</td>
<td>$440.00</td>
<td></td>
</tr>
<tr>
<td>Telephone</td>
<td>5341</td>
<td>$1,100.00</td>
<td>$1,014.23</td>
<td>$85.77</td>
<td>92.20%</td>
<td>$110.08</td>
<td></td>
</tr>
<tr>
<td>Supplies</td>
<td>5400</td>
<td>$2,800.00</td>
<td>$3,017.75</td>
<td>($217.75)</td>
<td>107.78%</td>
<td>$895.00</td>
<td></td>
</tr>
<tr>
<td>Postage</td>
<td>5343</td>
<td>$250.00</td>
<td>$250.00</td>
<td>$0.00</td>
<td>0.00%</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>OPS - (Minuteman bill)</td>
<td>5380</td>
<td>$23,833.00</td>
<td>$23,883.00</td>
<td>($50.00)</td>
<td>100.21%</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td>5710</td>
<td>$562.67</td>
<td>($562.67)</td>
<td>$322.82</td>
<td>56.72%</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL - GENERAL FUND</strong></td>
<td></td>
<td><strong>$245,039.00</strong></td>
<td><strong>$220,402.31</strong></td>
<td><strong>$24,636.69</strong></td>
<td><strong>89.95%</strong></td>
<td><strong>$23,510.80</strong></td>
<td></td>
</tr>
<tr>
<td>TM: Library Programs</td>
<td>5521</td>
<td>$6,500.00</td>
<td>$5,226.55</td>
<td>$1,273.45</td>
<td>80.41%</td>
<td>$985.00</td>
<td></td>
</tr>
<tr>
<td>TM: Expenses</td>
<td>5200</td>
<td>$20,000.00</td>
<td>$13,256.47</td>
<td>$6,743.53</td>
<td>66.28%</td>
<td>$708.85</td>
<td>$12,851.31</td>
</tr>
<tr>
<td><strong>TOTAL - TM</strong></td>
<td></td>
<td><strong>$26,500.00</strong></td>
<td><strong>$18,483.02</strong></td>
<td><strong>$8,016.98</strong></td>
<td><strong>69.75%</strong></td>
<td><strong>$1,693.85</strong></td>
<td></td>
</tr>
<tr>
<td>Fund</td>
<td>Start Balance</td>
<td>Expen. To Date</td>
<td>Income to Date</td>
<td>Account Bal</td>
<td>Current Month Net</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>---------------</td>
<td>----------------</td>
<td>----------------</td>
<td>-------------</td>
<td>-------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Memorial Donations</td>
<td>5400</td>
<td>$19,308.7</td>
<td>$21,558.2</td>
<td>$2,514.16</td>
<td>$264.68</td>
<td>-1,310.99</td>
<td>$17,134.13</td>
</tr>
<tr>
<td>Tuchinsky Fund Interest</td>
<td>$28,985.6</td>
<td>$242.14</td>
<td>$115.56</td>
<td>$28,859.1</td>
<td></td>
<td></td>
<td>$5.93</td>
</tr>
<tr>
<td>Tuchinsky Fund Principal</td>
<td>$102,869.11</td>
<td>$393.84</td>
<td>$103,262.95</td>
<td></td>
<td></td>
<td></td>
<td>$55.14</td>
</tr>
<tr>
<td>Library Restitution Fund</td>
<td>706-4773</td>
<td>$274.10</td>
<td>$2,143.94</td>
<td>$1,923.03</td>
<td>$53.19</td>
<td>($118.11)</td>
<td></td>
</tr>
<tr>
<td>Copier &amp; Printer Rev. Fund</td>
<td>722-4840</td>
<td>$4,656.87</td>
<td>$1,281.70</td>
<td>$5,938.57</td>
<td></td>
<td></td>
<td>$122.76</td>
</tr>
<tr>
<td>Meeting Room Rev. Fund</td>
<td>723-4840</td>
<td>$2,660.76</td>
<td>$395.00</td>
<td>$3,055.76</td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Free Public Library</td>
<td>2017</td>
<td>$10,532.4</td>
<td>$13,794.1</td>
<td>$10,063.84</td>
<td>$6,802.08</td>
<td>($640.53)</td>
<td>$13,509.22</td>
</tr>
<tr>
<td><strong>TOTAL - OTHER FUNDS</strong></td>
<td><strong>$169,287.69</strong></td>
<td><strong>$37,738.49</strong></td>
<td><strong>$16,687.13</strong></td>
<td><strong>$148,236.33</strong></td>
<td><strong>($1,885.80)</strong></td>
<td><strong>$43,494.66</strong></td>
<td><strong>6</strong></td>
</tr>
</tbody>
</table>
## Medway Public Library FY15 Budget

<table>
<thead>
<tr>
<th>Account</th>
<th>Acct #</th>
<th>Start Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries - Full Time</td>
<td>5110</td>
<td>$110,246</td>
</tr>
<tr>
<td>Salaries - Part Time</td>
<td>5111</td>
<td>$80,487</td>
</tr>
<tr>
<td>Longevity</td>
<td>5150</td>
<td>$1,200</td>
</tr>
<tr>
<td>Electricity</td>
<td>5211</td>
<td>$19,300</td>
</tr>
<tr>
<td>Heating Fuel</td>
<td>5212</td>
<td>$6,000</td>
</tr>
<tr>
<td>Trash</td>
<td>5232</td>
<td>$1,671</td>
</tr>
<tr>
<td>Water &amp; Sewer</td>
<td>5231</td>
<td>$270</td>
</tr>
<tr>
<td>R &amp; M Miscellaneous</td>
<td>5240</td>
<td>$7,792</td>
</tr>
<tr>
<td>Telephone</td>
<td>5341</td>
<td>$1,200</td>
</tr>
<tr>
<td>Supplies</td>
<td>5400</td>
<td>$2,600</td>
</tr>
<tr>
<td>Postage</td>
<td>5343</td>
<td>$250</td>
</tr>
<tr>
<td>OPS - (Minuteman bill)</td>
<td>5380</td>
<td>$23,315</td>
</tr>
<tr>
<td>OPS - (programs)</td>
<td>5383</td>
<td>$6,492</td>
</tr>
<tr>
<td>Media Materials</td>
<td>5427</td>
<td>$6,000</td>
</tr>
<tr>
<td>Books &amp; Periodicals</td>
<td>5521</td>
<td>$4,000</td>
</tr>
<tr>
<td>Travel</td>
<td>5710</td>
<td>$400</td>
</tr>
<tr>
<td><strong>TOTAL - GENERAL FUND</strong></td>
<td></td>
<td><strong>$271,223</strong></td>
</tr>
<tr>
<td>TM: After Hours Staff</td>
<td>5200</td>
<td>$4,698</td>
</tr>
<tr>
<td>TM: books</td>
<td>5200</td>
<td>$15,302</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>$291,223</strong></td>
</tr>
</tbody>
</table>