

**Board of Library Trustees Meeting
January 8, 2013**

7:00 p.m.

[Medway Public Library](#)

Attendees:

Trustees:

Carol Brown, Vice Chair
Diane Burkhardt
Ed Duggan
Chris Monahan
William Roberts, Secretary
Wendy Rowe, Chair

Citizens:

Margaret Perkins, Acting Director
John Foresto, Selectman

A. Approval of Agenda

Motion to approve the agenda - (CB1, CM2) passed unanimously

B. Secretary's Report

Motion to approve the December Secretary's Report (CB1, CM2) 5-0-1, Bill abstained as he was only partially there.

C. Citizens Speak

John Foresto described a program program that would be arranged by Jim Longhurst, Pastor of the Village Church. It will be on communications and "getting people to interact". It will happen on April 13th (a Saturday) from 9:30 to 4 at the Library. Will need a Trustee there before and after (to open and close the library).

This could be on cable.

D. [Budget Report](#)

Still having problems with the heat. Thanks to the new thermostats, one can check out how cold and dysfunctional the heating is remotely (from where it's comfortable) without having to actually experience the arctic (well 50 degree) temps.

The R&M Miscellaneous budget line is artificially low. We expect to pay anything over it from the Tuchinsky interest (or go back to the town if it's really dire). John Foresto encouraged us to budget it accurately this year. There's talk of the Town assuming the maintenance.

E. [Director's Report](#)

Margaret will email the Library's Disinvitation Policy to the Trustees

Ed asked about publicity for the "[Zinio](#)" and "[Muzzy Online](#)" services we are sharing with Holliston. There'll be signs and something at the desk and in the "Life in the Library" column in the Milford paper.

For Zinio, the magazine service, Margaret is picking magazines we don't have currently, except for the couple most used. We get back issues from when the subscription starts.

We will need to have the Annual Report ready for next month. Wendy and Margaret will work on it.

F. Old Business

- Medway 2020

Need more furniture for the lounge. Still waiting on computers (John Foresto is going to check into this). Diane is looking into art to be displayed, in particular from the schools

- Medway 300

We have a banner and lots of programs

- Minors' records (Confidentiality Policy)

Motion to accept the Confidentiality Policy as presented: (CB1, ED2), passed unanimously

- Joint meeting with Cable Access Board?

Last Wednesday of the Month at the new(ish) High School

- o Making the case for a full time Library Director

Ed presented his case for hiring a full time Director (see [below](#))

John emphasized the importance of metrics and specifics in presenting this to the Selectmen.

Metrics would include comparisons to other towns (which we did last year). We should list services that other towns provide but which we don't. Also metrics on Library usage.

We have to address the regionalization question. Point to our sharing with Holliston as an example.

John suggested talking to the selectmen individually and making sure we have support when the presentation is made at the Selectmen's meeting.

There was the suggestion of having a reception at the end of the month and engaging the Friends.

A Trustee meeting will be held Thursday Jan 17 to further discuss this.

G. New Business

- o Potential disinvitation of patron

H. Special Programs, Fundraising, Sponsorships

I. Adjournment; next meeting February 5

Motion to adjourn (8:32PM) ED1, CM2, passed unanimously

Director's Report

Medway Public Library

Director's Report

January 6, 2012

Staff

Unfortunately, one of our staff members suffered two broken elbows from a fall on black ice. Her doctor expects her to be out approximately six weeks. I expect to be able to fill all the holes in the schedule with extra hours on desk for myself and extra hours for other part-time staff, as well as substitutes.

Programs

The Baby and Toddler Lap Sit program with Amy Kaufman is going very well. At the last story time, there were 17 infants and toddlers.

I spoke with the WGBH NOVA Education Coordinator about science programming for Woman's History Month. She plans to come to speak about her experiences working as a scientist in the Antarctic, and she will also screen part of a NOVA program on Earth from Space.

Building Maintenance

Atlantic Elevator had to replace a lock for the Fire Fighters' key on the elevator in order for it to pass the State Inspection.

There have been continuing problems with the heat, specifically with RTU 2, which covers the YA room, the director's office, and the front of the library.

Policies

I gave a warning and a copy of the Library's Disinvitation Policy to a patron who left the restroom in an unsanitary condition.

Wendy and I wrote a Confidentiality Policy based on Wayland's for the Trustees to consider.

Other

The Library received the expected official notification of certification from the Massachusetts Board of Library Commissioners. We have received the first of two State Aid payments. The amount received, \$5011.53, is 12% less than we would have received had we been open a full 40 hours from September 1, 2011 through the end of FY12.

The Town Accountant sent an email letting us know that the target budget for FY2014 is \$222,039. At that amount, the Library will not need a waiver in order to remain certified.

I am planning to participate in a focus group on the Massachusetts Library System Statewide e-book project on January 16th.

Both the Medway and Holliston Public Libraries have signed up for [Zinio](#), the magazine subscription service, which will start on February 1st.

I have also added [Muzzy Online](#), a language program for children, negotiating an arrangement for a reduced price by subscribing at both the Holliston and Medway Public Libraries.

Margaret Perkins

Budget Report

Account	Acct #	Start Balance	Expen. To Date	End Balance	% Spent
Salaries - Full Time	5110	\$82,173.00	\$41,317.49	\$40,855.51	50.28%
Salaries - Part Time	5111	\$70,845.00	\$40,782.24	\$30,062.76	57.57%
Longevity	5150	\$1,350.00	\$1,250.00	\$100.00	92.59%
Electricity	5211	\$19,956.00	\$8,891.70	\$11,064.30	44.56%

Heating Fuel	5212	\$7,900.00	\$1,179.03	\$6,720.97	14.92%
Trash	5232	\$1,717.00	\$835.66	\$881.34	48.67%
Water & Sewer	5231	\$880.00	\$128.08	\$751.92	14.55%
R & M Miscellaneous	5240	\$5,411.00	\$5,169.45	\$241.55	95.54%
Telephone	5341	\$1,300.00	\$583.05	\$716.95	44.85%
Supplies	5400	\$1,600.00	\$1,785.75	(\$185.75)	111.61%
Postage	5343	\$264.00	\$264.00	\$0.00	100.00%
OPS - (Minuteman bill)	5380	\$23,222.00	\$23,222.00	\$0.00	100.00%
Travel	5710		\$98.79	(\$98.79)	
TOTAL - GENERAL FUND		\$216,618.00	\$125,507.24	\$91,110.76	57.94%

TM: Books and Materials	5521	\$20,000.00	\$10,582.67	\$9,417.33	52.91%
TM: Library Initiatives	5200	\$23,150.00	\$2,801.99	\$20,348.01	12.10%

		Start Balance	Expen. To Date	Income to Date	Account Bal
Memorial Donations	5400	\$18,389.74	\$9,478.10	\$1,219.11	\$10,130.75
Tuchinsky Fund Interest		\$40,894.62		\$120.13	\$41,014.75
Tuchinsky Fund Principal		\$102,869.11			\$102,869.11
Library Restitution Fund	024-610- 706- 4773	\$806.61	\$6.95	\$766.64	\$1,566.30
Copier & Printer Rev. Fund	024-610- 722- 4840	\$3,766.28	\$726.00	\$695.45	\$3,735.73
Meeting Room Rev. Fund	024-610- 723- 4840	\$2,242.20	\$496.44	\$25.00	\$1,770.76
Free Public Library	2017	\$9,070.35	\$4,432.90	\$5,011.53	\$9,648.98
TOTAL - OTHER FUNDS		\$178,038.91	\$15,140.39	\$7,837.86	\$170,736.38

Ed's Fulltime Library Director Presentation

Medway 300, you deserve the best, help us provide it to you.

The Library is one of the earliest needed public services in our town.

The Library, a most important and valued service upon which this town was built is now much more than a place for housing books for patrons use. I can be the center and the heart of a community. "The library should be as they say-you have home, work or school and then come to the library."

Today, we move into some very transitional aspects of library services. We need your help and support in assuring Medway is receiving the finest of library services.

This Town has recognized that the use of professional management is a most effective method of getting a job done properly and efficiently. Hiring a full-time Library Director will accomplish the same goals for our Library.

We need a "FACE" for the library, a unifying person, a single dedicated advocate, a person in charge, a person to coordinate with other town administrative officials, a person who possess outstanding communication and organizational skills, a person with strong supervisory and training skills and one who demonstrates a comprehensive understanding of public libraries. We need a person with vision who believes that the library can be the heart and cultural center of the community.

Each day every effort continues for our library to operate as a full time operation, using a part-time Library Director, some full time and part-time staff and volunteers. Activities and programs that exist today cannot be developed to their full potential or expanded. This is not due to manpower but in many cases because they lack the control, direction, and experience of a full time director. The State and Regional reports and requests are prepared and submitted, the requirements for reporting to the Town are being fulfilled, the hours the Library are open have increased, staff turnover is minimal. Patrons are taking out materials, using the computers, and attending various programs.

We have recently converted our conference room into a computer usage area with Wi-Fi capabilities. We will be adding several hard wired desk top computers. This room has seating for reading, studying and just plain old relaxing. Through the offices of the Cable Access Board, and we would like to express our gratitude to them, we have added an up-to-date system for showing movies and a public address system. We have also increased the number of hours open for patrons. In addition, we have hired a Community Area Steward to keep the library open after 8: PM for community meeting.

We outlined library needs and improvements in the "Medway 2020 Initiatives paper". These fall into the following broad categories:

- New programs for various populations

- Increase access to technology
- Physical changes to the library building to match new usage patterns
- A more pervasive (i.e. extensive and accommodating) Library presence in the community

The following are the goals which we are working towards.

- GOAL 1: Library services will be accessible, courteous and responsive to the needs of the community.
- GOAL 2: The Library will meet the public's needs for current and popular materials, information, education, culture, enrichment, and entertainment.
- GOAL 3: Residents of all ages will have the ability to use the Medway Library as a prominent place to meet and interact with others in the community.
- GOAL 4: Residents will have access to a variety of innovative programs.
- GOAL 5: Library patrons will have access to high quality information and technology.
- GOAL 6: The Library will develop a comprehensive public relations campaign to increase visibility and accessibility and raise the public's awareness of the many services and opportunities available through the library
- GOAL 7: Medway Public Library will be an inviting and safe part of the community.
- GOAL 8: The library will explore creative ways to ensure fiscal sustainability of the library services.

Each GOAL was then followed by a list of OBJECTIVES detailing specific ways to accomplish the desired result. However; setting GOALS and then accomplishing the goals requires a great deal of leadership, effort and teamwork. This is only possible under the direction, tutelage, and vision of a dedicated, committed full time library director.
