

Medway Public Library Board of Trustees  
August 5, 2014  
7:00 pm  
Medway Public Library

**Attendees**

Trustees:

Diane Burkhardt, Vice Chair

Ed Duggan

Chris Monahan, Chair

John Scott Smith (serving as Secretary for this meeting)

Margaret Perkins, Library Director

**Meeting called to order** at 7:04 pm

**A. Approval of Agenda**

**Motion** to approve agenda was introduced and seconded; unanimously approved.

**B. Secretary's Report (July 1st)**

Since there were only four members present at this meeting, and not all of them were present at July's meeting, a **motion** was introduced to postpone approval of the secretary's report from the July meeting. This was seconded.

All four trustees voted in favor of postponing approval of the minutes.

**C. Citizens Speak**

None present.

**D. Budget Report**

Went over the numbers. There was clarification that "R & M Miscellaneous" was general maintenance and did not include capital improvements, like our need for new carpeting.

[July 2014 spreadsheet](#) lists next fiscal year's budget.

There was a lengthy discussion on our need for new carpeting

throughout the building, and especially around the circulation desk.

#### **E. Director's Report**

Discussed attendance at the events in the Director's report.

Also discussed whether there is a rule on if there must be two people at the desk at all times. This is not a rule, but there are to be two library employees in the building at all times that it is open.

There was a discussion regarding the reason for the dehumidifier being purchased. The Cole Room and office get quite musty in the summer.

#### **F. Old Business**

The need for a new fax machine will be on the agenda for next month.

#### **G. New Business**

##### Fire hose cart

The library has been asked whether it can accommodate an antique fire hose cart to put on display. After discussion, the sentiment was that there was no location in the library that would be suitable.

##### Extra space on lower level

Next month, we will discuss possible uses for the extra space that's opened up in the Friend's book room. We will tour the space.

#### **H. Special Programs, Fundraising, Sponsorships**

We discussed the rise of e-books and the changing/evolution of libraries. One point brought up is that as fewer books are published in hard copy, there will be fewer books available to be sold by the Friends of the Library for fundraising. We should begin brainstorming ideas for other methods of fundraising.

#### **I. Adjournment**

Next meeting is September 2, 2014.

Motion to adjourn the meeting was introduced, seconded, and unanimously approved.

Medway Public Library  
Director's Report  
August 4, 2014

**Programs**

- Magic by Scott Jameson (~145)
- Engineering with Goldiblox
- Science Career Speaker Series – two sessions (6)
- Craft Wars – Teen Edition
- Learning Labs – Heat & Temperature
- Harry Potter Birthday Bash
- Youth Theater Workshop

Special upcoming programs include:

- Learning Labs – Electricity
- Engineering with Goldie Blox
- 3,2,1..Act!vate Storytime
- Craft Wars
- Learning Labs - Space
- Rock-it-Science Sing-a-long with Award-winning Steve Blunt
- Science Career Speaker Series – two sessions
- Fandom Trivia Night
- Book Discussion Group at the Senior Center (Lorie)

**Staff**

Mariah has completed all the courses for her graduate degrees. She will work on Tuesdays, Wednesdays, and Fridays from now on, as well as one Saturday a month beginning in September.

**Building**

I met with Bobby McGee (DPS) to discuss getting bids for installation of dehumidifiers on the lower level. We have several estimates of varying detail, and Bobby will work on arranging for bids. He is also going to arrange for the replacement of the new fire alarm system.

Fred Sibley (DPS - Parks) brought over a rain barrel, and recommended placing it under the downspout just to the right of the street entrance to the building. Bobby McGee will arrange for installing the diverter in the downspout. The rain barrel will be used for watering the flowers that the Medway Pedal Pushers planted. Fred suggested considering running 1 inch pipe from the outside water faucets. As a temporary measure, I ran garden hoses from the outside water faucets to the street side of the building. Andy Busa offered to water the plants on the evenings that he works. A member of the Medway Pedal Pushers has been watering on the weekends. She has generously offered to trim the rhododendrons, and I have obtained a waiver form from Town Hall since the task requires

the use of a stepladder. The Parks staff cleared a lot of weeds from the raised area in front of the Library. I hope to have the poison ivy removed if possible, so that the garden club can work in that area.

Dave Damico (DPS) asked departments to prioritize the items on last year's list of small facilities projects. I sent him this list:

- 1) Elevator hydraulic fluid
- 2) Repointing masonry
- 3) Add electrical outlets
- 4) Install seasonal piping from outside water faucet to front of building (Fred Sibley suggested 1" black PVC pipe). It would be drained in the fall.
- 5) Replace/Refurb Seating

Bobby McGee suggested adding replacing some of the lights in the Cole Room with LEDs, which I would prioritize as number 3.

Capital Project request forms for FY16 are due to DPS on August 19<sup>th</sup>. The highest priority project for FY16 will be new carpeting.

Wendy Rowe and I fixed the book drop, which would not lock. It turned out that a dead centipede was interfering with the mechanism. I am looking into installing a second book drop outside. I empty the book drop on Saturdays when we are closed, but on several occasions the book drop has been completely full, both on Saturdays and on Monday mornings. There are two old book drops in the basement that may still be usable.

When one of the firefighters was at the Library, he asked on behalf of Chief Lynch about possibly putting the antique hose cart on display. He agreed that it would not fit in the lobby, but we discussed the possibility of putting it in the unfinished part of the basement after the Medway Players move their props out this fall. Although it would not be accessible to the public at all times, at least it would be occasionally available for viewing.

### **Technology**

The new website is live! Mariah and I will continue to work on adding content.

The Technology librarian at the Watertown Library has been teaching workshops for librarians in Massachusetts about online privacy and surveillance, with the help of the Massachusetts ACLU. I am working with her to schedule another workshop for staff from the libraries in the Minuteman Library network in the fall, at Medway.

According to the Information Services Department, it should be possible to use the copier as a fax machine. I am hoping to have them come to set that up during August.

### **Meetings**

I attended the following meetings in July:

- Minuteman Library Network Board of Directors

- Minuteman Library Network Board of Directors conference calls (2)
- Toastmasters (2)

Meetings and events in August include:

- Minuteman Library Network Board of Directors
- Minuteman Library Network Committee Chairs
- Staff Meeting
- Toastmasters

### **Other**

The Cole Room will be used as a backup location for the Town's Choate Park camp, in case of severe weather. The camp, for 25-40 children from age 4-12, runs from 8:30 – 3:30 through August 15<sup>th</sup>. So far they have not needed to use the Cole Room, but I plan to offer them the option of screening children's movies if they need to use the room for more than a short period of time. They might also be interested in taking groups of children upstairs to read books and to use the train and Duplo tables.

July was our busiest month ever for after hours usage – 21 meetings, and 63 individuals. The averages for FY2014 were 12 meetings/month, and 34 individuals/month.

I am working on the ARIS report for the state. It is due on August 22<sup>nd</sup>.

Margaret Perkins  
Library Director

<b>Medway Public Library Budget Report 06/30/2014- includes end of year Departmental Transfers</b>							
Account	Acct #	Start Balance	Expen. To Date	End Balance	% Spent		Materials Expenditures
Salaries - Full Time	5110	\$108,386.00	\$111,147.83	(\$2,761.83)	102.55%		
Salaries - Part Time	5111	\$80,087.00	\$68,988.57	\$11,098.43	86.14%		
Longevity	5150	\$1,450.00	\$1,100.00	\$350.00	75.86%		
Electricity	5211	\$18,900.00	\$18,519.88	\$380.12	97.99%		
Heating Fuel	5212	\$5,500.00	\$7,804.87	(\$2,304.87)	141.91%	(inc. encumb. of \$78.30)	
Trash	5232	\$1,671.00	\$579.44	\$1,091.56	34.68%		
Water & Sewer	5231	\$270.00	\$245.98	\$24.02	91.10%		
R & M Miscellaneous	5240	\$792.00	\$5,007.66	(\$4,215.66)	632.28%		
Telephone	5341	\$1,100.00	\$1,134.43	(\$34.43)	103.13%		
Supplies	5400	\$2,800.00	\$3,017.75	(\$217.75)	107.78%		
Postage	5343	\$250.00		\$250.00	0.00%		
OPS - (Minuteman bill)	5380	\$23,833.00	\$23,883.00	(\$50.00)	100.21%		
Books and Materials			\$2,994.26				\$2,994.26
Travel	5710		\$615.33	(\$615.33)			
<b>TOTAL - GENERAL FUND</b>		<b>\$245,039.00</b>	<b>\$245,039.00</b>	<b>\$0.00</b>	<b>100.00%</b>		
TM: Library Programs	5521	\$6,500.00	\$6,500.00	\$0.00	100.00%		
TM: Expenses*	5200	\$20,000.00	\$20,000.00	\$0.00	100.00%		\$20,000.00
<b>TOTAL - TM</b>		<b>\$26,500.00</b>	<b>\$26,500.00</b>	<b>\$0.00</b>	<b>100.00%</b>		
		Start Balance	Expen. To Date	Income to Date	Account Bal		
Memorial Donations	5400	\$19,308.75	\$12,690.24	\$20,602.16	\$27,220.67		\$8,018.97

Tuchinsky Fund Interest		\$28,985.68	\$242.14	\$121.69	\$28,865.23		
Tuchinsky Fund Principal		\$102,869.11		\$450.85	\$103,319.96		
Library Restitution Fund	706-4773	\$274.10	\$2,184.96	\$1,961.03	\$50.17		
Copier & Printer Rev. Fund	722-4840	\$4,656.87		\$1,456.55	\$6,113.42		
Meeting Room Rev. Fund	723-4840	\$2,660.76		\$420.00	\$3,080.76		
Free Public Library	2017	\$10,532.42	\$13,794.18	\$10,063.84	\$6,802.08		\$13,509.22
<b>TOTAL - OTHER FUNDS</b>		<b>\$169,287.69</b>	<b>\$28,911.52</b>	<b>\$35,076.12</b>	<b>\$175,452.29</b>		<b>\$44,522.45</b>

<b>Medway Public Library Budget Report 07/31/2014</b>						
Account	Acct #	Start Balance	Expen. To Date	End Balance	% Spent	Materials Expenditures
Salaries - Full Time	5110	\$110,246	\$9,091.86	\$101,154.14	8.25%	
Salaries - Part Time	5111	\$80,487	\$4,382.43	\$76,104.57	5.44%	
Longevity	5150	\$1,200	\$100.00	\$1,100.00	8.33%	
Electricity	5211	\$19,300		\$19,300.00	0.00%	
Heating Fuel	5212	\$6,000		\$6,000.00	0.00%	
Trash	5232	\$1,671		\$1,671.00	0.00%	
Water & Sewer	5231	\$270		\$270.00	0.00%	
R & M Miscellaneous	5240	\$7,792		\$7,792.00	0.00%	
Telephone	5341	\$1,200	\$26.78	\$1,173.22	2.23%	
Supplies	5400	\$2,600	\$143.24	\$2,456.76	5.51%	
Postage	5343	\$250		\$250.00	0.00%	
OPS - (Minuteman bill)	5380	\$23,315	\$23,315.00	\$0.00	100.00%	
OPS - (programs)	5380	\$6,492	\$428.77	\$6,063.23	6.60%	
Media Materials	5427	\$6,000	\$216.75	\$5,783.25	3.61%	\$216.75
Books & Periodicals	5521	\$4,000	\$2,378.69	\$1,621.31	59.47%	\$2,378.69
Travel	5710	\$400		\$400.00	0.00%	
<b>TOTAL - GENERAL FUND</b>		<b>\$271,223.00</b>	<b>\$40,083.52</b>	<b>\$231,139.48</b>	14.78%	
TM: After Hours Staff		\$4,698.00		\$4,698.00	0.00%	
TM: Expenses*		\$15,302.00		\$15,302.00	0.00%	
<b>TOTAL - TM</b>		<b>\$20,000.00</b>	<b>\$0.00</b>	<b>\$20,000.00</b>	0.00%	
		Start Balance	Expen. To Date	Income to Date	Account Bal	
Memorial Donations*	5400	\$17,977.68	\$6,527.92	\$3.00	\$11,452.76	6,372.93
Tuchinsky Fund Interest		\$28,865.23			\$28,865.23	



Tuchinsky Fund Principal		\$103,319.96			\$103,319.96	
Library Restitution Fund	706-4773	\$50.17		\$216.14	\$266.31	
Copier & Printer Rev. Fund	722-4840	\$6,113.42		\$223.35	\$6,336.77	
Meeting Room Rev. Fund	723-4840	\$3,080.76			\$3,080.76	
Free Public Library	2017	\$6,802.08	\$3,609.47		\$3,192.61	\$3,609.47
<b>TOTAL - OTHER FUNDS</b>		<b>\$166,209.30</b>	<b>\$10,137.39</b>	<b>\$442.49</b>	<b>\$156,514.40</b>	<b>\$12,577.84</b>
*incl. Overdrive @ \$5679.93						