

Board of Library Trustees Meeting

July 1, 2014

7:00 p.m.

Medway Public Library

**Attendees:**

Trustees:

Carol Brown

Diane Burkhardt, Vice Chair

Karen Kassel, Secretary

Chris Monahan, Chair

Margaret Perkins, Library Director

Meeting called to order by Chris Monahan: 7: 09 p.m.

**A. Approval of Agenda**

**CB: Motion** to approve agenda as written. **KK: 2<sup>nd</sup>. Vote:** unanimously approved.

**B. Secretary's Report (June 3)**

**CB: Motion** to approve Secretary's Report from June 3rd meeting. **KK: 2<sup>nd</sup>. Vote:** unanimously approved.

**C. Citizens Speak**

None present.

#### **D. Budget Report**

##### **FY2014**

All of the money in the programs budget has been spent.

In the Books & Materials budget, \$6,000 remains (the total was \$20,000). This is because that account was not fully funded until later in the year—after Margaret had already purchased most of the books and materials. She had borrowed \$6,000 from Memorial Donations to complete the books and materials purchases. Now, the \$6,000 remaining in Books & Materials will be moved back into Memorial Donations.

##### **FY2015** (begins July 1, 2014)

Nothing out of the ordinary to report.

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

The Hula Hoop program wasn't in the Director's Report because it happened after Margaret wrote the report. There were 40 people and they had a great time. That program was held on a Friday afternoon, after the Library was closed. Mariah has done several programs on Friday afternoons after closing time and they have gone well.

The MaKey MaKey workshop had several groups of both boys and girls; they had a great time. This will be offered again. The older kids really enjoy it, and it can be done with kids as young as age 5.

Margaret bought several science-related activities/kits for programs. Science is also the summer reading theme. The kits purchased include:

- MaKey MaKey

- GoldieBlox – for both boys and girls up to age 9
- Snap Circuits

The schools have been very responsive. Mariah went to McGovern School to help kickoff the summer reading programs for both the school and the Library; then she was invited to Memorial School to do the same there. Many kids have come into the Library and said they saw Mariah at their schools.

**DB:** I'd like to see more art up on the walls, as an initiative for the coming year. We had a great response to the art work that was displayed this past school year.

**CM:** Maybe a high school student could take the project on as community service; to coordinate bringing artwork and/or photography to the library. Also check with Tri-County, they have a graphic design program.

**MP:** We have a good relationship with the curriculum people at the middle school. We need to make a contact at the high school.

Margaret provided Trustees with the current [organizational chart](#).

## **F. Old Business**

### **Replacing the Library's Website (librarywebsites.com)**

**MP:** We had a training session on the new website. It has not gone live yet. We're hoping to have it live within the next few weeks. We are trying to figure out how best to combine the children and teen pages with

Mariah's blog. The process of putting things on the main page is very easy. I'm not going to put as much stuff on the main page as we now have. Mariah and I will be the primary people updating the website.

## **G. New Business**

### **Wage increase for substitutes**

**MP:** The Union wage for Grade 3 Step 1 has increased, as of today, to \$14.42 (from \$14.20). I propose a wage increase for our substitutes and Susan Allison (she is part-time permanent, non-union).

**CB: Motion** to increase hourly wages for non-union library assistant 1 and substitute library assistant 1 from \$14.20 to \$14.42 as of July 1, 2014.

**DB:2<sup>nd</sup>. Vote:** unanimously approved.

### **Transitioning Wendy's activities**

Lowering the flag to half-staff: the Library is not obligated to do this. It will be done by the Director at the Director's discretion.

Contacts with other organizations:

Southern Rail – Wendy will probably continue with this

Annual Report – Town Hall notifies Margaret about this; this is done in the spring.

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

None discussed

## **I. Adjournment.** Meeting adjourned at 8:36 p.m. Next Meeting August 5, 2014

(tentative).

**DB: Motion** to adjourn. **CB:2<sup>nd</sup>**. **Vote:** unanimously approved.

Medway Public Library  
Director's Report  
July 1, 2014

**Programs**

- No Irish Need Apply (12)
- Bark: Get to Know Your Trees (5)
- Easy Walks in Massachusetts (8)
- Engineering with GoldieBlox (13 kids and parents)
- Craft Wars: Teen Edition (9)
- You + Makey Makey (9)

Special upcoming programs include:

- Youth Theater Workshop
- Learning Labs: Science in Music
- Science Career Speaker Series
- Engineering with Goldiblox
- Magic by Scott Jameson
- Craft Wars: Teen Edition
- Learning Labs: Heat & Temperature
- Choate Park programs if it rains

Mariah gave two Summer Reading Kickoff presentations, to the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> grade students at Memorial School.

I am talking with a patron about possibly hosting a foreign film series. She is interested in applying for a grant and willing to host the presentations.

**Staff**

Wendy Rowe has now been officially hired as a Substitute Library Assistant.

Paula Belanger and I attended CPR/First Aid/AED training offered by the Town, and we are now certified. I talked to the presenter, who works for the Fire Department, about working with us to improve the quality of our first aid kit, and about possibly obtaining an AED for the Library. There is at least one at the Town Hall.

**Building**

The Medway Petal Pushers garden club planted flowers and bulbs, including hyacinths, evening primroses, and hofstras, around the flagpole and the Medway Public Library sign, and along the stone wall on the street side of the Library.

I plan to meet with Bobby McGee in early July to discuss getting bids for installation of dehumidifiers on the lower level.

### **Technology**

Mariah and I have been trained on how to update the new website, and we are currently trying out what we have learned. Piper Webs will transfer much of the information from the previous site, including all the Trustee minutes.

### **Meetings**

I attended the following meetings in June:

- Minuteman Library Network Board of Directors
- Minuteman Library Network Membership (Directors) Meeting
- NELA/ITS Spring Program - MakerSpaces and Libraries
- Toastmasters

Meetings and events in July include:

- Minuteman Library Network Board of Directors

### **Other**

The Library will be closed on Saturdays in July and August.

Margaret Perkins  
Library Director

Medway Public Library Organizational Chart  
July 2014

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Margaret Perkins  
Director

**Union**

Katherine Buday  
Staff Librarian - Technical Services

Mariah Manley  
Children's/Teen Librarian

Lorie Brownell  
Library Assistant II

Paula Belanger  
Library Assistant I

Tammy Page  
Library Assistant I

Sandy Dobday  
Library Assistant I

**Non-Union**

**Regularly scheduled**  
Susan Allison  
Library Assistant I

Andy Busa  
Community Area Steward

**Substitute Library Assistants**

Michele Hamilton  
Fran Hollister  
Laura Kurzontkowski  
Diane Busa  
Wendy Rowe

**Senior Tax Work-off Participants (~12)**

**High School Volunteers (~3)**



| <b>Medway Public Library<br/>Budget Report 06/30/2014</b> |               |                      |                       |                    |                |                              |                               |
|-----------------------------------------------------------|---------------|----------------------|-----------------------|--------------------|----------------|------------------------------|-------------------------------|
| <b>Account</b>                                            | <b>Acct #</b> | <b>Start Balance</b> | <b>Expen. To Date</b> | <b>End Balance</b> | <b>% Spent</b> | <b>Current Month Expend.</b> | <b>Materials Expenditures</b> |
| Salaries - Full Time                                      | 5110          | \$108,386.00         | \$110,731.01          | (\$2,345.01)       | 102.16%        | \$10,017.56                  |                               |
| Salaries - Part Time                                      | 5111          | \$80,087.00          | \$68,529.44           | \$11,557.56        | 85.57%         | \$7,340.70                   |                               |
| Longevity                                                 | 5150          | \$1,450.00           | \$1,100.00            | \$350.00           | 75.86%         | \$0.00                       |                               |
| Electricity                                               | 5211          | \$18,900.00          | \$16,078.96           | \$2,821.04         | 85.07%         | \$581.50                     |                               |
| Heating Fuel                                              | 5212          | \$5,500.00           | \$7,726.57            | (\$2,226.57)       | 140.48%        | \$134.64                     |                               |
| Trash                                                     | 5232          | \$1,671.00           | \$579.44              | \$1,091.56         | 34.68%         | \$0.00                       |                               |
| Water & Sewer                                             | 5231          | \$270.00             | \$245.98              | \$24.02            | 91.10%         | \$0.00                       |                               |
| R & M Miscellaneous                                       | 5240          | \$792.00             | \$5,007.66            | (\$4,215.66)       | 632.28%        | \$0.00                       |                               |
| Telephone                                                 | 5341          | \$1,100.00           | \$1,117.28            | (\$17.28)          | 101.57%        | \$103.05                     |                               |
| Supplies                                                  | 5400          | \$2,800.00           | \$3,017.75            | (\$217.75)         | 107.78%        | \$0.00                       |                               |
| 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)         |                | \$0.00                       |                               |
| <b>TOTAL - GENERAL FUND</b>                               |               | <b>\$245,039.00</b>  | <b>\$238,579.76</b>   | <b>\$6,459.24</b>  | <b>97.36%</b>  | <b>\$18,177.45</b>           |                               |
| TM: Library Programs                                      | 5521          | \$6,500.00           | \$6,430.52            | \$69.48            | 98.93%         | \$1,203.97                   |                               |
| TM: Expenses*                                             | 5200          | \$20,000.00          | \$13,613.22           | \$6,386.78         | 68.07%         | \$356.75                     | \$13,613.22                   |
| <b>TOTAL - TM</b>                                         |               | <b>\$26,500.00</b>   | <b>\$20,043.74</b>    | <b>\$6,456.26</b>  | <b>75.64%</b>  | <b>\$1,560.72</b>            |                               |
|                                                           |               |                      |                       |                    |                |                              |                               |
|                                                           |               |                      |                       |                    |                |                              |                               |
|                                                           |               |                      |                       |                    |                |                              |                               |

|                                                                    |          | <b>Start<br/>Balance</b> | <b>Expen. To<br/>Date</b> | <b>Income to<br/>Date</b> | <b>Account Bal</b>  | <b>Current<br/>Month Net</b> |                    |
|--------------------------------------------------------------------|----------|--------------------------|---------------------------|---------------------------|---------------------|------------------------------|--------------------|
| Memorial Donations                                                 | 5400     | \$19,308.75              | \$21,933.23               | \$20,602.16               | \$17,977.68         | 17,713.00                    | \$17,262.73        |
| Tuchinsky Fund Interest                                            |          | \$28,985.68              | \$242.14                  | \$121.69                  | \$28,865.23         | \$6.13                       |                    |
| Tuchinsky Fund Principal                                           |          | \$102,869.11             |                           | \$450.85                  | \$103,319.96        | \$57.01                      |                    |
| Library Restitution Fund                                           | 706-4773 | \$274.10                 | \$2,184.96                | \$1,961.03                | \$50.17             | (\$3.02)                     |                    |
| Copier & Printer Rev. Fund                                         | 722-4840 | \$4,656.87               |                           | \$1,456.55                | \$6,113.42          | \$174.85                     |                    |
| Meeting Room Rev. Fund                                             | 723-4840 | \$2,660.76               |                           | \$420.00                  | \$3,080.76          | \$25.00                      |                    |
| Free Public Library                                                | 2017     | \$10,532.42              | \$13,794.18               | \$10,063.84               | \$6,802.08          | \$0.00                       | \$13,509.22        |
| <b>TOTAL - OTHER FUNDS</b>                                         |          | <b>\$169,287.69</b>      | <b>\$38,154.51</b>        | <b>\$35,076.12</b>        | <b>\$166,209.30</b> | <b>\$17,972.97</b>           | <b>\$44,385.17</b> |
| * \$6,386.78 in expenses to be transferred from Memorial Donations |          |                          |                           |                           |                     |                              |                    |



