

Medway Public Library Board of Trustees
September 2, 2014
7:00 pm
Medway Public Library

Attendees

Trustees:

Carol Brown

Diane Burkhardt, Vice Chair

Ed Duggan

Karen Kassel, Secretary

Chris Monahan, Chair

John Scott Smith

Margaret Perkins, Library Director

Meeting called to order at 7:04 pm

A. Approval of Agenda

Motion to approve agenda: CB1, KK2, unanimously approved.

B. Secretary's Reports (July 1 & August 5)

Motion to approve Secretary's Report from July 1, 2014 meeting:
CB1, DB2, approve: 4 (CB, DB, KK, CM); abstain: 2 (ED, JSS).

Motion to approve Secretary's Report from August 5, 2014 meeting:
ED1, DB2, approve: 4 (DB, ED, CM, JSS); abstain: 2 (CB, KK).

C. Citizens Speak

We discussed a recent complaint from a patron who wanted to check out a book but did not have a library card or up-to-date proof of address.

We reviewed our policy for "appropriate ID" and determined that it is

adequate for now. This is the first time there has been an issue regarding proper identification.

We also suggested that the confidentiality policy should be readily available to patrons.

Margaret and/or Chris will respond to the patron to apologize for the inconvenience and to explain our policy of appropriate ID to check out a book.

D. Budget Report: FY 2015

We now have an account for the funds we received at Town Meeting, which are used to purchase books and materials and to fund the nighttime steward position.

We discussed the Tuchinsky Fund, which is held in two accounts. The Principal is earmarked to generate the Interest. The Interest can be used at the discretion of the Trustees; we use it only when absolutely necessary.

The Tuchinsky Fund accounts are managed by the Town Treasurer. The question was raised: should these accounts be invested more aggressively? Margaret will talk with the Treasurer to find out how she decides where to invest the money, and if she needs Board approval to change the investment.

E. Director's Report

The website is mostly done and the mobile version is coming soon. People can register for a library card online.

F. Old Business

Fax Machine

We considered purchasing a new, simpler fax machine. Also discussed reducing the price to fax.

- Many libraries do not even have a fax.
- Some local businesses, such as AdPrint, charge less than we

do.

- The fax machine gets little use, except for one patron who uses it a lot.
- HP and Epson have machines for under \$100 that fax and do wireless printing.
- A bulk feeder would also be useful.

The Trustees agreed it would be worth purchasing a new fax machine using money from the revolving fund.

Motion to reduce the price of a fax to \$0.50 per page from \$1.00 per page: JSS1, DB2, unanimously approved.

Basement Space

The Medway Players will be removing their props and scenery from the basement book room. We will have a good-size space available. We discussed how best to use it. One idea is a MakerSpace. The Westport, CT library has a MakerSpace (<http://westportlibrary.org/services/maker-space>).

The room is a basement and would need some level of remodeling to improve ventilation, access, etc.

We will think about ideas and discuss again next month.

G. New Business

Medway High School Library

The Medway High School Library is out of date. Is it crazy to make them a branch of our library? This has been done in a few libraries in Arizona:

https://en.wikipedia.org/wiki/Perry_Branch_Library#County_library

<http://colonyhs-cjuhsd-ca.schoolloop.com/library>

We discussed this idea and decided and decided that it is not something we pursue.

Signage for Lower-level Technology Lounge

Ed suggested that since we have renamed the lower-level technology lounge the Wendy E. Rowe Technology Lounge, we could remove

the previous sign, which just says Lounge. After brief discussion, the consensus was that it would be fine to remove the old Lounge sign.

H. Special Programs, Fundraising, Sponsorships

Looking long-term... will the reduction of print books in favor of eBooks affect donations and purchases for the Friends' used book sale? Fundraising can takes years to get going, so we should start thinking of ideas for the future.

Note: This is repeated from last month to make sure Board Members on vacation last meeting are aware of this.

I. Adjournment - next meeting October 7, 2014

Motion to adjourn: CB1, ED2, unanimously approved.

Medway Public Library
Director's Report
September 1, 2014

Programs

- Learning Labs – Electricity (4)
- Engineering with Goldie Blox (12)
- 3,2,1..Act!vate Storytime (25)
- Learning Labs – Space (7)
- Rock-it-Science Sing-a-long with Award-winning Steve Blunt (19)
- Science Career Speaker Series (4)
- Fandom Trivia Night (8)
- Youth Theater Workshop & Performance

Special upcoming programs include:

- eReader Drop-In Help session at the Senior Center (Tammy & Margaret)
- Book Discussion Group at the Senior Center (Lorie)
- Hands-on Art History
- Back to School Writing Workshop
- Talk Like a Pirate Day
- Pajamarama Read-In
- Medway Nerdfighters Book Club
- Innovation Station

Building

I have been working with Dave Damico on the Library's Capital Improvement Plan Requests. The five requests are:

- Replace Carpet – \$90,000 (FY16)
- New Roof Shingles & Gutters - \$60,000 (FY17)
- Replace Lower Level HVAC Unit - \$10,000 (FY18)
- Finishing Part of Basement Area - \$18,000 (FY20)
- Existing Furniture Refurbished - \$10,000 (FY20)

The current list of small facilities projects for the Library is:

- Elevator hydraulic fluid - \$1795
- Repointing brick/mortar joints - \$2590
- Replace some of the lights in the Cole Room with LEDs - ?
- Add electrical outlets - \$1200
- Add piping from outside water faucet to front of building, to be used seasonally -?
- Replace/refurbish seating - \$2500

Bobby McGee brought a vendor to the Library to give an estimate on replacing some of the lights, and adding a light to illuminate the flag.

Technology

Starting September 2nd, the Minuteman Library Network will allow online library card registration. The online cards will be valid only to place holds, access electronic resources, and download ebooks and eaudiobooks from Overdrive, for up to 30 days, after which the eCard will expire unless the patron has come to the Library in person with appropriate identification to obtain a physical card.

We are now using Google Drive to share flyers and other documents, schedules and the sign-up for the eReader and Tablet training sessions.

Our new mobile website is almost ready to go live.

Meetings

I attended the following meetings in August:

- Minuteman Library Network Board of Directors
- Minuteman Library Network Committee Chairs
- Minuteman Library Network Board of Directors Statewide eBook Task Force (Conference call)
- Library Staff Meeting

Meetings and events in September include:

- Minuteman Library Network Board of Directors
- Minuteman Library Network Membership
- Minuteman Library Network Committee Chairs
- Minuteman Library Network Technology Interest Group
- National Network of Libraries of Medicine Health Statistics Book Group Webinars
- SEFLIN Virtual Conference: User Experience – Seeing your Library through the User's Eyes
- “Making Marketing Fun” Unconference at the Cumberland, RI Public Library
- Staff Meeting
- Toastmasters

Other

During August, the lower level community space was used after hours for 12 meetings and 46 individuals. The total number of patrons using the Library in July and August was 12,169, an increase of 12.7% compared to the same period last year.

I submitted the ARIS report for the state on August 21st. It was received on August 25th.

I am working on a list of Library accomplishments for FY14 for the State of the Town Report.

Margaret Perkins
Library Director

Medway Public Library Budget Report 08/31/2014								
Account	Acct #	Start Balance	Expen. To Date	End Balance	% Spent	Current Month Expenditures	Materials Expenditures	
Salaries - Full Time	5110	\$110,246	\$19,265.97	\$90,980.03	17.48%	\$10,174.11		\$101,154.14
Salaries - Part Time	5111	\$80,487	\$8,902.87	\$71,584.13	11.06%	\$4,520.44		\$76,104.57
Longevity	5150	\$1,200	\$100.00	\$1,100.00	8.33%	\$0.00		\$1,100.00
Electricity	5211	\$19,300	\$2,585.32	\$16,714.68	13.40%	\$2,585.32		\$19,300.00
Heating Fuel	5212	\$6,000	\$78.30	\$5,921.70	1.31%	\$78.30		\$6,000.00
Trash	5232	\$1,671		\$1,671.00	0.00%	\$0.00		\$1,671.00
Water & Sewer	5231	\$270		\$270.00	0.00%	\$0.00		\$270.00
R & M Miscellaneous	5240	\$7,792	\$850.00	\$6,942.00	10.91%	\$850.00		\$7,792.00
Telephone	5341	\$1,200	\$104.01	\$1,095.99	8.67%	\$77.23		\$1,173.22
Supplies	5400	\$2,600	\$324.27	\$2,275.73	12.47%	\$181.03		\$2,456.76
Postage	5343	\$250		\$250.00	0.00%	\$0.00		\$250.00
OPS - (Minuteman bill)	5380	\$23,315	\$23,315.00	\$0.00	100.00%	\$0.00		\$0.00
OPS - (programs)	5380	\$6,492	\$838.24	\$5,653.76	12.91%	\$409.47		\$6,063.23
Media Materials	5427	\$6,000	\$246.75	\$5,753.25	4.11%	\$30.00	\$246.75	\$5,783.25
Books & Periodicals	5521	\$4,000	\$2,696.54	\$1,303.46	67.41%	\$317.85	\$2,696.54	\$1,621.31
Travel	5710	\$400		\$400.00	0.00%	\$0.00		400
TOTAL - GENERAL FUND		\$271,223.00	\$59,307.27	\$211,915.73	21.87%	\$19,223.75		
TM: After Hours Staff		\$4,698.00		\$4,698.00	0.00%	\$0.00		\$4,698.00
TM: Expenses		\$15,302.00	\$542.04	\$14,759.96	3.54%	\$542.04	\$542.04	\$15,302.00
TOTAL - TM		\$20,000.00	\$542.04	\$19,457.96	2.71%	\$542.04		

		Start Balance	Expen. To Date	Income to Date	Account Bal	Current Month Net		
Memorial Donations	5400	\$27,220.67	\$6,606.45	\$434.50	\$21,048.72	\$352.97	6,372.93	20695.75
Tuchinsky Fund Interest		\$28,865.23		\$6.23	\$28,871.46	\$6.23		28,865.23
Tuchinsky Fund Principal		\$103,319.96		\$56.79	\$103,376.75	\$56.79		103,319.96
Library Restitution Fund	706-4773	\$50.17	\$117.29	\$251.13	\$184.01	(\$82.30)		266.31
Copier & Printer Rev. Fund	722-4840	\$6,113.42		\$319.15	\$6,432.57	\$95.80		6,336.77
Meeting Room Rev. Fund	723-4840	\$3,080.76			\$3,080.76	\$0.00		3,080.76
Free Public Library	2017	\$6,802.08	\$5,647.39		\$1,154.69	(\$2,037.92)	\$5,647.39	3,192.61
TOTAL - OTHER FUNDS		\$175,452.29	\$12,371.13	\$1,067.80	\$164,148.96		\$15,505.65	