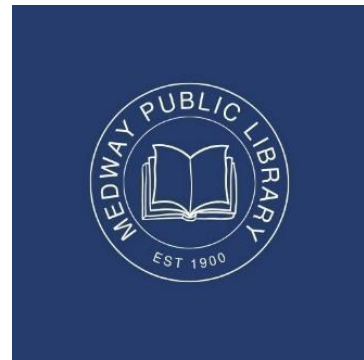


Medway Public Library
Board of Trustees
June 3, 2025 @ 7 p.m.
Minutes
Medway Public Library
Cole Room



Members Present: Susan Alessandri, Nutan Mathew, Nicole Haberman, Lisa Sheehan, Naomi Price

Members Absent: None

Others Present: Margaret Perkins - Director, Justin Tucker - Nightboard Secretary, Members of the public and Friends of the Library, Ivana Aguilar - Technical Services Librarian

1. Call to order: 7:00 p.m.
2. Reorganization of the Board of Trustees: Election of Chair, Co-Chair & Secretary
Ms. Mathew nominated Ms. Alessandri for chair, seconded by Ms. Haberman. Ms. Alessandri nominated Ms. Mathew as vice chair, seconded by Ms. Haberman. Ms. Alessandri nominated Ms. Sheehan for secretary, seconded by Ms. Mathew.

The Trustees voted unanimously to approve the new positions.

3. Welcome to new Trustee Naomi Price - The Trustees welcomed the new Trustee member, Ms. Naomi Price.
4. Approval of May 2025 meeting minutes - Approved with revisions
5. Public Comment- Ms. Sue Rorke, 34 Ellis St.
 - Ms. Rorke commented that she had made public comments at the last meeting, and she didn't find that any of her comments were addressed. Ms. Rorke wanted to comment on the Trustees restrictive public comment time. Ms. Rorke stated it would be hard for the public to come and participate in the meeting without any opportunity for conversation. Ms. Rorke felt a conversation or a response to her previous comments would have helped both sides understand

their positions better. Ms. Francis echoed Ms. Rorke's comments and encouraged the Trustees to consider new public comment rules. Ms. Aguilar asked the Trustees if there was an email for the Trustees to add to the website. Ms. Alessandri stated that not as of now, but she will try to find out if an email address for the Trustees is possible. Ms. Mathew stated that a patron commented to her that they love the name "Trustea."

6. Friends of Medway Public Library report

Ms. Corinne Fahey stated that the Friends hosted a successful book sale earlier this month over the course of 3 days. Ms. Fahey stated the Friends funded the art container planting program, the Irish songs and stories program, Barry Schneider's Folk Music in Boston Photography exhibit, Matt York performing the songs of Johnny Cash, At Home in the World: Reflections of a Travel Addict with Matt Davis. The Friends also provided the seeds for the seed catalogue. The Friends paid for the library license for the self check-out machine, the cards and certificates for two more staff members who had their town sponsored CPR training done, the A-Z online subscription, and 13 new DVDs to add to the collection. On an ongoing basis, the Friends are paying for supplies for Momo, the Makerspace, cases and containers for the Library of Things, and food for the murder mystery and adult programs at night. The Friends are back to paying for the middle school hang out supplies and sponsoring the raffle baskets for the summer reading program.

7. Budget presentation by Finance Director Carol Pratt-

Ms. Pratt first discussed the current fiscal year. Ms. Pratt stated it looks like there will need to be another transfer to have a balanced budget for the end of the fiscal year. The funds will have to come from the other 3 sources in the library budget: state aid, donations, and the Tchasinski fund. Ms. Pratt stated the budget was higher than previous years due to unforeseen circumstances like higher electricity prices and one time expenses. The library receives \$35-\$37,000 from the state each year that is unrestricted and rolls over each year. Ms. Pratt commented on this year's upcoming budget. Ms. Pratt informed the Select Board decided to fund a half a year for an adult programming librarian this upcoming fiscal year. Ms. Alessandri clarified that the \$3,000 for programs is a new item in the library budget for this year that has been approved. Ms. Pratt stated that the programs for this past year cost around \$10,500. Ms. Mathew asked where the money for a temp or substitute would come from if needed. Ms. Pratt stated it would come from the 3 sources of the budget. Ms. Alessandri asked what the RN/miscellaneous item in the budget was. Ms. Pratt said it was for repairs and maintenance. Ms. Pratt stated that if the library overspends in one area, it can be covered with the money from another, as long as there is not a deficit left at the end of the fiscal year. Ms. Alessandri asked if the line item labeled Library Marketing can be changed to Library Marketing and Outreach. Ms. Alessandri asked Ms. Perkins about her comments on the budget that stated the supplies had been under funded. Ms. Perkins stated they didn't have enough money in the supplies line item, mainly due to purchasing library cards, which is not a yearly expense. Ms. Alessandri asked about the line item for conferences, which is down by a lot this year. Ms.

Perkins clarified that the funds are mainly for subscriptions to library journals and book lists. Ms. Perkins stated if it needs to be more, then there will need to be a transfer of funds, but there aren't usually large expenses..

8. New Business

- Long Range Plan discussion - Ms. Alessandri requested to table the discussion for more time to review.

Ms. Mathew made a motion to table the discussion, seconded by Ms. Haberman, approved by all.

9. Old Business

- Privacy policy - Ms. Alessandri asked about the detailed privacy policy that was posted to the library website as of May 30th. Ms. Aguilar stated that the policy seemed to be the website host's policy, not the library's. The Trustees asked to put a disclaimer at the beginning of the writing to clarify. Ms. Aguilar will add the disclaimer as she makes edits to the site.

Ms. Alessandri made a motion to table the discussion until more clarity can be had, seconded by Ms. Sheehan, approved by all.

- Social Media policy - The Trustees discussed the policy. Ms. Mathew discussed the language surrounding social media posts made by the library. The Trustees agreed to leave the language as is in the policy. Ms. Price asked about keeping passwords to all of the library's social media accounts. Ms. Perkins stated that passwords for accounts affiliated with the library (social media and other) are all kept in one place.

Ms. Alessandri made a motion to approve the policy, seconded by Ms. Haberman, approved by all.

- Bylaw review and discussion - The Trustees discussed and updated the language of the bylaws including removing lines that are no longer relevant to the Trustees and the function of the library. The Trustees agreed to review the changes and vote on the new bylaws at the next meeting.

10. Incident Reports - Ms. Perkins reported that there have been a couple of incidents where a patron has been loud and disruptive. Ms. Perkins reported there is a patron that takes a long time to leave at closing hours. Ms. Perkins stated that she handles the situation by returning to the library, which seems to help the patron leave. Ms. Alessandri reported that she had come to the library and witnessed someone sleeping. There is currently no policy, but Ms. Perkins reported it seems to be getting better.

11. Budget Report- Ms. Mathew reported that her questions had been addressed by Ms. Pratt earlier in the meeting.

12. Director's Report

- Library visits update - Ms. Perkins provided copies of her library visit updates. Ms. Perkins visited Bellingham, Ashland, and Southboro. Ms. Perkins reported that Bellingham has bookmarks with author information and ones for children with characters on them. There is also a scavenger hunt for children to do where they find things related to books around the library. Ms. Perkins reported Ashland has a lot of book groups. Ms. Perkins reported they are usually run by themselves with a group leader. Ms. Perkins stated that Southboro had convenient phone chargers that she asked for information on. Ms. Alessandri asked if there have been any online suggestions submitted through the website. The staff reported they believed there had been. There have also been suggestions submitted through the suggestion box upstairs as well.

13. Adjournment - 8:29