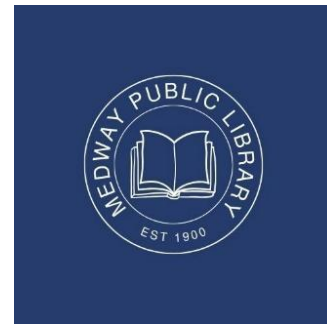


Medway Board of Library Trustees
Minutes
Regular Monthly Meeting
August 5, 2025 @ 7 p.m.
Medway Public Library



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

Members Absent: Nicole Haberman

Others Present: Ivana Aguilar - Interim Library Director, Corinne Fahey - Friends of Medway Public Library

1. Call to Order - 7:00 p.m.
2. Approval of July 1 & July 15th minutes - July 1st approved with revisions, July 15th tabled until the September meeting.
3. Public Comment - Ms. Pamela Francis -Ms. Francis expressed her opinion in response to previous Trustee comments about a negative view of them, saying that people have judged Trustees on their comments and actions towards staff. Mr. Samuel Francis - Mr. Francis stated he agreed with his wife's comments.
4. Report: Friends of Medway Public Library - Ms. Fahey was present to give an update on the Friends' contributions to the library. These include the Magic Show and around 100 patrons attended, Extreme survival lessons with an author, virtual dinner with King Tut, and providing supplies for morning children's programs. Ms. Mathew asked about the backpack program that had been done in the past. Ms. Busa spoke that the program was between the school, the library, and the Franklin YMCA. This year, due to short staffing, the library could not participate, but the school may still run the program with the Y.
5. Update: Staffing & Director search - Ms. Aguilar stated that she met with Cheryl and selected candidates from the many applicants. Interviews with five or six candidates for the part-time positions will start next week with more interviews for subs to follow. Ms. Price met with the staff on July 25th. Ms. Price stated the staff agreed that Ms. Aguilar was doing a fantastic job in the interim. Ms. Price stated the staff also provided positive feedback to the Director job description and had a couple suggestions to expand on. The feedback from the staff is as follows:
 1. Strong managerial experience
 - Someone with strong supervisory experience and ability to handle staff with respect, making sure that everyone is heard
 - Good people skills, someone who will listen to all staff members and promote

- unity between all, including evening staff
 - More communication between director and staff: Listen to staff concerns and take action
 - Clear staff responsibilities
- 2. Long-term commitment
 - The director position in a small library like ours can often be seen as a stepping stone to a larger library
 - We of course want someone who plans to stay long-term to avoid disruption from frequent turn-over
 - The salary range should limit some ladder climbers (they suggest looking in MBLC's ARIS report for salary range information)
- 3. Community interest
 - Respects the town we are and our available budget without expecting us to have the budget of libraries in larger towns, our programming is limited by available staff and budget
 - We provide an incredible amount of services and programming with our \$27 per capita budget
 - Creative collaboration with other town organizations for programming
 - Expanding programs, especially for young readers (juvenile and youth)
- 4. Advocate for both library and staff
 - Stand up for the library to have a seat at the table in town discussions
 - Manage expectations between vision and resources
 - Be aware of staffing limitations. Our staff is hourly and have been putting in extra hours at home to accomplish programming desires, but they are burning out
- 5. Technologically literate
 - Comfortable with the software updates that often happen such as the payment program, Minuteman checkout and museum pass programs
- 6. Careful planner
 - Get to know our library before making changes
 - A relationship builder who wants to understand our current way of working rather than immediately putting their stamp on it
 - Don't come in with guns blazing!
- 7. OK with animals
 - Momo the Chinchilla is a great favorite of staff and patrons
 - We also have a bunny and lizard who visit for children's programs

Other input

- Future staffing improvement ideas
- Part-time circulation manager: this is currently done by multiple roles, but would be more coherent if managed by one person
- Consider assistant director position
- Ivana pointed out that a full-time position we are approved to hire by January could fill both of the above roles
- Improve staffing organization overall, consider staggered staffing with more overlap to facilitate things like software training
- Reorganization of part-time vs full-time positions. Possibly more full-time staff
- Katie is currently the only staff during the evening hours after the library closes but the building is still open to the public. A second staffer during that time would provide a safer work environment.

Programming ideas

Short term

- More youth volunteers
- Kids book clubs
- Trends such as Ma Jong club
- Community outreach: Firefighters Day, Police Day, Job Day and other ways to bring new people into the library
- Programming at/with the Senior Center (slated for the fall after staffing eases up)

Longer term

- Music night
- Story walks
- Regular rotation and refreshes of non-book displays

Ms. Alessandri stated that she has heard from Human Resources and there are three candidates for the director job. Ms. Alessandri stated all candidates are currently working in a leadership role in larger public libraries. Ms. Alessandri stated the Trustees need to schedule an executive session to review the applications and resumes. The Trustees decided to hold an executive session on August 20th.

6. Update: "Reach for the Stars" statue: Aug. 19 @ 7 p.m. - Ms. Alessandri reached out to the Cultural Council for updates on the statue. The artist hopes to be done with the statue by the middle of 2026. The Cultural Council is meeting with the artist on August 18th at 7 p.m.
7. Discussion – Gift Policy - Ms. Alessandri was advised that the library should not accept gifts without the Trustees approval. Ms. Alessandri wrote a policy based on the recommendation of the MLBC. Ms. Aguilar shared suggestions that made the policy more detailed. Ms. Alessandri and Ms. Aguilar will work together on expanding the policy for the Trustees to vote on in September.
8. Discussion – Privacy Policy - The Trustees discussed the privacy policy draft. Ms. Aguilar will share a draft of a policy constructed by Ms. Snowden for the Trustees to review for the September meeting. .
9. Discussion & Vote – mural projects - Sinead Bergeron was present to discuss painting a mural in the storyroom. Ms. Bergeron has done some mural work on some electrical boxes around town. Ms. Bergeron shared her work as well as ideas for the storyroom centered around nature and animals. The Trustees discussed where funding for the project would come from. Ms. Aguilar suggested the funds would have to come from the Tchasinsky fund and donations rather than a budget line item. Ms. Bergeron estimated it would take 6 weeks.

Ms. Mathew made a motion to accept the proposal for a partial room mural to be done by Sinead Bergeron at the cost of \$5,000 pending the presentation of a more detailed plan, seconded by Ms. Alessandri, approved by all.
10. Discussion & Vote – Patron Behavior Policy - Ms. Sheehan asked about including phrasing after the examples that could allow for library staff discretion to ensure the examples are not limited. The Trustees further discussed the language of the policy. The Trustees will vote on the policy in September after the edits are made and shared.
11. Discussion & Vote – new museum passes: Davis Farmland, ICA, Larz Anderson

Museum - Ms. Alessandri asked Ms. Aguilar to look into passes to the above places. Ms. Aguilar did not hear back from the Larz Anderson museum. The ICA would allow for two people to visit per library coupon for a discounted price of \$10 per person. There are 2 levels of library passes: full library is 300 passes for \$375, ½ library is 150 passes for \$225. This would allow either 300 or 150 people to use the passes per year. Davis Farmland passes would allow up to 4 guests either to the Farmland or the Mega Farm Festival at the current group rate. There are 160 passes, one for each day they are open for the season. The pass is for \$10 off the gate group price for four people for \$399. The Trustees decided to wait to purchase until possibly the Spring.

Ms. Alessandri made a motion to approve purchasing the ICA library passes, seconded by Ms. Mathew, approved by all.

A gentleman from the Larz Anderson Museum arrived and stated that the museum passes have been comped along with passes to several other museums. The passes are for 4 family members and include many other museums. The NARM website lists what museums are included in the passes.

12. Incident Reports - There were no incidents to report.

13. Budget Report - The Trustees discussed the budget report. Ms. Sheehan asked about the financial piece that was missed. Ms. Aguilar explained how the town budget for the library grows as staff is added. Ms. Aguilar explained as the budget grows, there has to be a percentage of money that is spent on books to stay accredited. Ms. Aguilar stated they can use state aid to cover this difference, but it should be considered when planning next year's budget.

14. Director's Report - Ms. Mathew stated her support for the library closing for a day or half a day for training as stated in the report as long as it is a need not a want.

15. Time reserved for topics not reasonably anticipated by chair

16. Adjournment - 8:38 p.m.