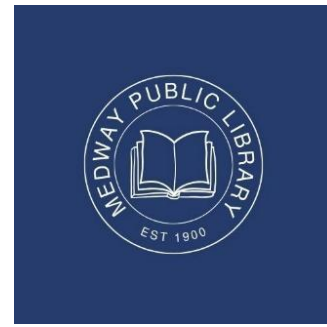


Medway Board of Library Trustees
Minutes
September 30th, 2025 @ 7 p.m.
Sanford Hall
Medway Town Hall



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

Members Absent: None

Others Present: Ivana Aguilar - Interim Library Director, Justin Tucker - Night Board Secretary

1. Call to Order - 7:00pm
2. Approval of July 15th, August 5th, August 12th & August 20th minutes - Approved with revisions to the August 5th minutes.
3. Discussion and Vote – Gift Policy -

Ms. Price made editing suggestions and handed them to Ms. Alessandri. Ms. Alessandri asked if the language allowing donations to also be made to the Friends of Medway Library should be kept in the library Gift Policy. The Trustees agreed on keeping the language. The Trustees discussed other language in the policy centered around gifts being spent over time being approved by the Trustees.

Ms. Mathew made a motion to accept the gift policy, seconded by Ms. Haberman, approved by all.

4. Staffing Update -

Ms. Aguilar stated the Bibliotemp youth librarian has been working for a week and has gotten many new programs started. Ms. Aguilar stated the Bibliotemp has been a very positive asset to the library, the staff, and the patrons. Ms. Aguilar stated the new subs are settling in nicely. The temporary library assistant is also settling in well and is interested in pursuing an MLA in the youth library position. Ms. Aguilar hired another

Bilbiotemp for the tech services position. They will begin tomorrow and help get caught up in cataloguing. Ms. Sheehan asked if Bibliotemps could be hired full time. Ms. Aguilar stated they can be, but there is a fine of \$1,000 if hired within a year of the temp finishing their time. Ms. Mathew stated she received very positive feedback about the Bilbiotemp from a family who interacted with them.

5. Incident Reports -

Ms. Aguilar stated there was an incident with the patron that had previously caused issues. Ms. Aguilar stated they were trying to locate the patron to serve him his warning letter, but no one could find him. The patron came to the library and used a staff area phone and ignored being asked to stop and became rude towards Ms. Aguilar. Ms. Aguilar reached out to the Constable to serve the patron the warning letter. Ms. Aguilar also called the police due to the way the patron was speaking and the unsafe environment they were creating. According to the Constable, he came and tried to serve the patron with the letter. The patron refused to listen saying he couldn't understand words. Once the patron read the letter, they claimed they did not do any of the things stated in the letter. The officer escorted the patron out but during that process, the patron threw himself on the floor saying the officer hurt him. The ambulance was called to make sure the patron was not injured and they walked away. Ms. Aguilar stated the library lost power last week. Ms. Aguilar informed Ms. Alessandri immediately. Ms. Aguilar decided to stay open stating that the morning was quiet due to no story time that day. Also, the hours recently had been crazy, so she wanted to stay open. Lights came back on within an hour and a half. The library emergency lights and water were tested and passed. Ms. Haberman asked about cameras on the premises and their coverage for protection of the staff and others. Ms. Aguilar stated that a camera or two are not working. The police are the only ones who can access recordings.

6. Budget and Director's Report -

Ms. Aguilar stated there were around 20 people who came and took advantage of the library card sign up event. Ms. Aguilar stated in the Director's Report that staff morale is high and positive. Ms. Sheehan complimented the list of the most popular items being taken out of the library. Ms. Alessandri recommended posting the list on social media.

7. Report: Friends of Medway Public Library -

Ms. Price stated there have been two Friends meetings since the last Trustees meeting. Ms. Price stated the two co-presidents and secretary are resigning, and new officers selected. Carol Wong and Mary Allen volunteered to serve as interim co-Presidents, Diane Erickson volunteered as interim secretary, and Corinne Fahey remained as treasurer.. The elections for new positions were being made tonight and the interim

candidates were made permanent. The Friends have decided that they are going to proceed with the book sale on October 17th for the Friends sale and the 18th is the general sale. October 25th is the bag day sale. The Friends purchased snacks for upcoming library events. They paid for 2 people to receive ServeSafe certifications. The next meeting is November 12th at 5:30.

8. Public Comment – Related to matters contained on the agenda above - There was no public comment.
9. Adjournment - 7:33

Upcoming Meetings

October 7th, November 4th, December 2nd

To contact the Medway Board of Library Trustees, email

librarytrustees@medwayma.gov.