

## **Medway Library Board of Trustees**

### **Final Meeting Minutes**

**June 6, 2023 7:04 p.m.**

### **Medway Library**

**Members Present:** John Smith, Greg Peverill-Conti, Lisa Sheehan, Nutan Mathew, Julie MacEvoy, Margaret Perkins,

**Members Absent:** None

**Others Present:** None

#### A. Election of Trustee Officers: Chair, Vice Chair, and Secretary

Julie MacEvoy nominated Greg Peverill-Conti to serve as Chair, seconded by John Smith, approved unanimously by all.

Lisa Sheehan nominated John Smith to serve as Vice Chair, seconded by Nutan Mathew, approved unanimously by all.

Nutan Mathew nominated Julie MacEvoy to serve as secretary, seconded by Lisa Sheehan, approved unanimously by all.

#### B. Approval of June Agenda - Approved

#### C. Approval of May Minutes - Approved with changes

#### D. Citizen Speak

Ms. Mathews spoke to a parent at a field day event who was just at the library for a free concert. This person was very impressed with the library and features like the maker space and told Ms. Mathews they would be back to visit the library again.

#### E. New Business

- Facilities

Mr. Peverill-Conti asked about the painting of the study room and how long it has been out of commission. Ms. Perkins stated that it was the DPW that began painting in the winter of 2022-2023 because they had employees in need of jobs due to low snowfall totals. Ms. Perkins stated that the employees were then

pulled to work on other jobs as the weather improved, resulting in the room being unfinished and out of commission for over a month at this time. Mr. Peverill-Conti questioned who could be approached about a timeline for finishing the job. Ms. Perkins stated that she will get in touch with Bobby McGee and then possibly Pete Pelletier about a timeline for completing the project.

- Strategic Plan

Ms. Perkins and Mr. Peverill-Conti worked on writing up the methodology of the library and results of the focus group, respectively. The Trustees decided that this document should be combined with the strategic plan into one document to be sent to the MBLC (Massachusetts Board of Library Commissioners) for approval. The Trustees received the new document to review and discuss at the next meeting.

- Discussion on date for July Meeting

The Trustees discussed a date for the next meeting and decided on July 11, 2023.

- Outreach and Engagement Update

Ms. Perkins reported that over the course of 5 weeks, there have been 18 patrons for the work from the library with coffee and snacks program. Ms. Perkins expressed that the library staff was concerned with continuing the program through the summer due to a higher volume of kids around with hot beverages available. Ms. MacEvoy suggested switching to iced coffee, seltzers, and iced teas for the summer. The Trustees decided to continue the program for another 5 week session to assess the momentum of the program.

*Mr. Peverill-Conti moved to continue the program with cold and pre-made beverages, seconded by Ms. Sheehan, approved by all.*

The Trustees discussed using W.B. Mason, the current office supplier for the library, to order pre-packaged and pre-made snacks and beverages. The Trustees discussed asking the town if the library could use money in the budget to pay for the supplies for this program. The Trustees discussed asking the town to move money in the donations account to an interest yielding account. Ms. MacEvoy suggested purchasing a Yeti cooler, or something similar, with reusable ice packs to keep the beverages cold and simplify setup and take down for the staff. The Trustees decided to continue the program for a 6 month window to gather measurable data on its success. Ms. Sheehan stated keeping two sets of data: one being how many people are coming in, and two, how much product the library is going through.

#### F. Planning:

- Establishing Parameters

Mr. Peverill-Conti compared circulation statistics of surrounding towns and stated that the Medway Library's best month of circulation is lower than any surrounding town's worst month. Ms. MacEvoy questioned who is in charge of selecting new books for the library to have available to rent. Ms. Sheehan discussed the importance of collecting data to prove the value of the library and its wants, needs and desires going forward for the budget. Ms. MacEvoy discussed utilizing newer and different websites and resources to help determine new books for the library to get. The Trustees recommended coming back to this topic of book selection at a later date to have a larger discussion on the matter.

- Organizational Chart

Mr. Peverill-Conti wanted to know people and their roles in the library. Ms. Perkins will send out a list.

#### G. Old Business

No old business was discussed.

#### H. Review Incident Reports

No incidents were reported.

#### I. Budget Report

The Trustees questioned the supplies line of the budget. Ms. Perkins stated that a repair was taken from that item, which was the reason for the high total. Ms. Perkins stated she planned to utilize the full budget by the end of the fiscal year.

#### J. Director's Report

Ms. Mathews asked about the employment status of Jennifer. Ms. Perkins stated that Jennifer has been hired as the library assistant. Ms. MacEvoy asked if the people counter could be stated as counting visits not people.

#### K. Adjournment - 9:01

Respectfully submitted by Justin Tucker