

Medway Library Trustees

October 1, 2024

7:00 PM

Medway Public Library

Meeting Minutes

Members Present: John Scott Smith, Susan Alessandri, Greg Peverill-Conti

Members Absent: Lisa Sheehan, Nutan Mathew

Others Present: Margaret Perkins (Library Director), Audrey Snowden (Children's/Young Adult librarian), Dennis Crowley (Select Board liaison), Lorie Brownell (library staff)

1. Call to order - 7:08pm
2. Approval of the October Agenda - Approved
3. Approval of August and September Meeting Minutes - August approved with edits, September approved

Mr. Smith read an email from the Cultural Council thanking the Trustees for their donation for the statue, and asking for the check in the amount the Trustees approved. The Trustees discussed that the language was for the amount to not exceed \$14,520, and therefore, they were not comfortable writing a check for a hypothetical amount. Mr. Smith will contact the Cultural Council with a more recent total amount to reflect further donations from the Lions Club as well as the town electrician doing the electrical work.

4. Citizens Speak - Ms. Perkins stated someone had commented to her that they liked how the library had scanners and the ability to make a large amount of copies.

5. New Business

- a. New Staff Librarian - Technical Services. Ivana Aquilar. She will start on October 15th

Ms. Perkins reported that Ms. Aquilar previously worked in Newton and Natick.

- b. Book challenge policy review

Ms. Perkins reported that the current policy is at least 8 years old and should need some updating. The Trustees reviewed the current policy. Ms. Brownell stated that it is very rare for a patron to come and challenge books the library has to offer. The Trustees discussed making the Trustees a part of the decision to not

carry a book rather than have the decision be solely on the Director. The Trustees will further develop the challenge policy in a future meeting.

c. Establish an art policy

Ms. Brownell reported that currently, no one is required to sign any agreement or release when their art is agreed to be displayed in the library.

Mr. Peverill-Conti made a motion to accept the old art display policy, seconded by Ms. Alessandri, approved by all.

d. Budget discussion

The Trustees discussed adding another full time librarian and adding the salary to the budget request. The addition of another librarian would allow the library to be open for more additional hours. Mr. Peverill-Conti asked how adding another librarian would affect current staffing in regards to substitutes, etc... Ms. Perkins replied she wouldn't add any additional subs. Mr. Crowley asked for the reasoning behind adding another full time staff member. The Trustees stated it would allow them to have a full time adult services librarian. Mr. Crowley commented that adding another full time position has two benefits in that it allows the adult services position to be filled as well as allows the library to stay open for more hours. The position would be a grade 7 position. Mr. Crowley informed the Trustees they could attend a Select Board budget approval meeting in March/ April to present their need for adding a staff member to the Board.

e. Update on the Library of Things with a complete list of available items

Ms. Perkins stated there was not yet a complete list. Most things are cataloged, but not grouped together yet. Ms. Alessandri asked to make the Library of Things list a priority for the new employee. Ms. Alessandri asked for the full list of items by next month. The Trustees began a discussion of items they may like to add to the Library of Things.

f. Resume the remote workers coffee/cookie hour

The Trustees asked about getting this program back up and running. The Trustees reinforced that it shouldn't take much work since the food and drinks will be prepackaged. Ms. Perkins stated that the Board of Health may have concerns with serving food. The Trustees believed that since it was all prepackaged, it should be ok. The Trustees discussed the importance of growing the library's community involvement through programs like this and the Library of Things. The Trustees discussed having the program run once a week, and the items could be ordered through W.B. Mason. The Trustees expressed they would like to see this program reinstated by the next Trustees meeting. The program will run on Wednesdays.

g. Investigate cost and process for obtaining a patron pass for Isabella Stewart Gardner museum

Ms. Perkins reported that Event Keeper is not working at the moment, which has inhibited libraries from giving out digital passes. Ms. Perkins reported that the Isabella Stewart Gardner museum has three choices: 75 passes for \$225, 150 for \$275, and 300+ for \$375. These passes would get the patron in for 50% off for up to 4 adults at \$5 per person. Children under 18 are free.

Mr. Peverill-Conti moved to acquire the 150 passes for \$275 to the Isabella Stewart Gardner museum, seconded by Ms. Alessandri, approved by all.

The Trustees discussed the existence of the library newsletter. The Trustees stated the need to put the newsletter on the agenda for the next meeting.

- h. Investigate subscribing to Library Speakers Consortium <https://libraryc.org/services/request-demo>

Ms. Perkins stated that it can be accessed through other libraries. Ms. Alessandri said that by subscribing, it could bring better speakers to the program. Ms. Alessandri suggested looking into the cost of the program. Ms. Perkins will look into how much subscribing would be.

8. Old Business

A. Website Update Discussion

The Trustees discussed various website designs from surrounding libraries, and libraries around the country. Mr. Smith reported the library website will go down in October of 2025. Mr. Scott stated they will need to start adding updates about the website to future agendas. The Trustees will send Ms. Perkins more links for ideas.

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

10. Budget Report -.There were no questions on the budget report.

11. Director's Report - The Trustees discussed the director's report. There were no questions.

12. Adjournment - 8:08