

Medway Library Trustees

October 1, 2024

7:00 PM

Medway Public Library

Meeting Minutes

Members Present: John Scott Smith, Susan Alessandri, Greg Peverill-Conti, Nutan Mathew, Lisa Sheehan

Members Absent: None

Others Present: Diane Busa - Friends of Medway Public Library

1. Call to order - 7:00pm
2. Approval of the November Agenda - Approved
3. Approval of October Meeting Minutes - Approved
4. Citizens Speak - There was nothing to report from the citizens.
5. New Business
 - A. Director's Update on:
 - a. Work from the Library Coffee Hour

Ms. Diane Busa from the Friends of Medway Public Library was present to discuss this program and share a proposal that could help expand the program beyond one hour per week and to allow the Friends of MEDway to continue their fundraising programs. Ms. Busa stated the idea would be to ask participants in the program for a donation for coffee and snacks rather than offer them for free. Ms. Busa reported that ordering the items from W.B. Mason would cost \$5.20 per item given out. Ms. Busa recommended trying BJ's Wholesale club, which would be half the cost. A minimum donation of \$2.50 from participants would cover the cost of the items if purchased from BJ's. The \$2.50 would also cover the cost of participants using a credit card. Ms. Busa believed that by making the program self-funding, it would allow the library to increase the days per week the program is offered. Mr. Peverill-Conti asked Ms. Perkins what other programs the library charges patrons for, to which she replied there weren't any unless it was a program for making things. Ms. Busa expressed concern that if the library uses its money to fund this program, the community may be more hesitant to donate to food security programs. Ms. Sheehan clarified that there are groups in town that donate to the Friends of Medway Public Library that would stop donating if the Coffee

Hour program was not self-funded. Ms. Busa also reported there were some volunteers who have expressed they would no longer volunteer if the coffee program was instated. Ms. Sheehan expressed the concern that people would withhold donations to the library over this program. Ms. Sheehan stated that she has long been a proponent of the idea that if the library ever wanted to get more resources from the town, they would have to prove that the library is growing in usage. Ms. Perkins reported that donation funds could not be used on food. Ms. Busa reported that a few years ago, because donations could not be used for food, the checks would go to the Friends of Medway and the Friends handled the buying of food programs. Mr. Scott clarified that the confusion would now come from the library suddenly using money for food items for the coffee hour when in the past the money for food programs came from the Friends. There was concern that perhaps some people would think the money donated for food programs like summer lunches and middle school after school hours was actually being used for the coffee hour. The Trustees agreed to forego the program and move on with the agenda. Ms. Alessandri asked when the plan for the coffee hour program fell apart, since it was supposed to be implemented after the October 2nd meeting. Ms. Perkins reported that at a staff meeting, the staff expressed concern over the program and it being free. Ms. Busa reported that the staff concerns then became the concerns of the Friends of Medway Public Library. The Trustees expressed concern that the program was not implemented before this Trustees meeting as agreed upon at the October Trustees meeting. Ms. Perkins reported there was uncertainty about what funds were allowed to be used to purchase the food and beverages for the coffee hour program.

b. List of the Library of Things

Ms. Perkins reported that the list has been created by Ivana, and she has begun cataloging the items. The Trustees asked when the cataloging would be completed. Ms. Perkins reported they would be using Assabet for the Library of Things catalogue. The Trustees asked for the catalog and promotion within the library to be completed by the January 7, 2025 Trustees meeting.

c. Expense requirements for the addition of a Grade 7 Librarian

The Trustees reviewed the requirements for a level 7 librarian. This came to a salary of \$52,021 per year.

d. Update on the Action Plan

Ms. Alessandri asked about the increase in library hours. Ms. Perkins reported it will start the following week.

e. Isabella Stewart Gardner Museum Pass

Ms. Perkins reported they now have the passes available. These will be available through Assabet once it gets up and running.

f. Update regarding subscribing to Library Speakers Consortium <https://libraryc.org/services/request-demo>

Ms. Perkins reported they are moving forward with purchasing the subscription.

B. Book Challenge Policy Review

This agenda item was from a previous meeting and will continue to be added to agenda's of future meetings to be discussed when time permits.

C. Discussion to set up a meeting between the Director and two members of the board to review performance

The Trustees and Ms. Perkins discussed this possibility in order to be respectful of privacy. Ms. Perkins was agreeable to having a meeting. Ms. Mathew and Ms. Alessandri volunteered to be a part of the meeting.

8. Old Business

A. Website Update Discussion

Ms. Perkins reported that the gentleman who designed the current site had three recommendations. Ms. Perkins reported the consensus is for one particular company that has a site design that is in compliance and suitable for small libraries. Ms. Perkins informed that the next steps are for her to respond to the detailed emails sent from the company, Cyber Optic. The Trustees expressed hope that the new site would contain some of the ideas they had sent over that would make the site more user friendly.

B. Budget Discussion

Ms. Perkins reported that they should be getting the date for the budget submissions in the very near future, perhaps tomorrow..

Ms. Busa reported that Ivana has been doing a great job with the social media for the library.

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

10. Budget Report - The Trustees reviewed the budget report. Ms. Perkins added a few more items to the report right before the meeting. There were no questions on the report.

11. Director's Report - Mr. Peverill-Conti asked about the World Language Collection Project. Ms. Perkins reported she believed Ms. Snowden is referring to the library's catalogued language collection. Mr. Peverill-Conti also asked about the young adult collection not moving as much as the other collections. The Trustees expressed this would be a great area to improve on outreach to try and increase borrowing. Ms. Mathew reported that Millis Public library has many teenagers (25 or so) at their library on Friday nights. The library provides food for them as well as games. Their YA room is sectioned off from the rest of the library.

Ms. Alessandri explained about a service called Library Chef. The program is a subscription based service that does online cooking, kitchen skills classes, and nutritionist sessions. Ms. Alessandri asked Ms. Perkins to research it further. It is a program that is tailored to public libraries.

12. Adjournment - 8:30