

Medway Library Trustees

December 3, 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: Margaret Perkins - Library Director, Justin Tucker - Secretary, Audrey Snowden - YA Librarian, Ivana Aguilar - Technical Services Librarian, Pamela Francis and Samuel Francis - 2 members of the public, Dennis Crowley - Select Board Liaison

1. Call to order - 7:01
2. Approval of the December Agenda - Approved
3. Approval of November Meeting Minutes - Approved with edits
4. Citizens Speak - Pamela Francis and Samuel Francis were present to discuss the second item under new business.

5. New Business

A. Resignation of John Scott Smith

Mr. Scott is leaving Medway and will have to resign from his position on the Trustees. Mr. Smith stated that the town will have to find a replacement for the vacant position. Mr. Scott's term still has around 2 and 1/2 years left. Mr. Crowley reported that he has to check with Mr. Boynton about how the vacant seat will be filled. Mr. Peverill-Conti will serve as chair for the next meeting but will also be stepping down from his position as Vice Chair in the future. Ms. Alessandri asked Ms. Perkins to have the person running the library's social media to post about the open Trustee position.

B. Conflict of interest between someone simultaneously working for the town library while also holding a volunteer position with control over the library's fundraising.

Mr. and Mrs. Francis raised concern over the accusation of a conflict of interest. Ms. Alessandri reported that she had a discussion about this matter with the Town Manager. Ms. Mathew presented information that she had researched on this issue. Ms. Sheehan stated that this item was meant to be on the agenda for

the Trustees to discuss, and she didn't feel comfortable defending the Trustees position on this item without discussing it first. Mr. Peverill-Conti reported the advice he received was to discuss these matters with the town. The Trustees reiterated that they are not accusing anyone of a conflict of interest, but instead wanted to have a conversation. Ms. Snowden reported that there are three employees of the library that are also Friends of the Library, as well as a Trustee member who is part of the Friends. Ms. Alessandri reported she spoke with Mr. Boynton before joining the Trustees to make sure it was allowed as a member of the Friends of the Library. Ms. Sheehan suggested speaking to Michael Boynton and researching on their own in order to create a policy moving forward. Ms. Alessandri reported on her discussion with Mr. Boynton on this issue. Mr. Boynton stated to her that due to the fact that the library employee is in charge of the donations for the Friends, it was a conflict of interest. The Trustees expressed they are having a discussion on creating a policy whether an employee of the library can be the president of the Friends of Medway Public Library. Mr. Smith stated that the discussion will be tabled until the next meeting when they have an opportunity to discuss with the town council and the town manager.

C. Allocating Funds for Marketing

Mr. Peverill-Conti introduced the idea of putting an item in the budget specifically for marketing the library. This would be an added line item to the 2026 fiscal year budget. The Trustees discussed an amount for the marketing line item.

Mr Peverill-Conti moved to add a new line item to spend \$3,000 on marketing for the Medway Public Library for the FY2026 budget, seconded by Mr. Scott, approved by all.

6. Old Business

A. Website update discussion

This item will be left on the agenda monthly to make sure it is addressed. There was a template included in the Director's Report. Ms Aguilar stated it should take 3-4 weeks once it is started.

B. Continued budget discussion

The Trustees reiterated that they wanted the addition of a staff member to be included in the new budget proposal. Ms. Perkins reported there is a current part-time employee who will be receiving their MLS. The Trustees encouraged her to apply for the position. The Trustees asked Ms. Perkins to increase the line item to the full time position and to add the line item for marketing and advertising. Mr. Scott repeated the Trustees would like Ms. Perkins to add a full time employee salary to line 3, add a new line for marketing in the amount of \$3,000, and increase or decrease any line to account for any trends she foresees. The Trustees made it clear they want to add a full time salary position and not take the current part time position and make it full in order to save money.

7. Incident Reports - A technician who was servicing the sprinkler system put too much of a substance in the pipes causing the fire alarms to go off 3 hours later. Many first responders showed up at the library, but there was no threatening issue and things were resolved quickly.

8. Budget Report - Mr. Peverill-Conti asked about the OPS Program and Technology. He believed it was a fixed fee from Minuteman. Ms. Perkins reported that this item is usually reserved for individuals who come in and run programs for the library. The Trustees asked how the item has gone negative with still 6 months left. Ms. Perkins stated she uses money from donations and state aid to cover the funds. Mr. Scott asked Ms. Perkins to bring an itemized list for the Memorial Donations. Ms. Alessandri asked when the last time the Friends of Medway Library donated a lump sum. Ms. Perkins reported that the Friends donations would be reflected in the budget under the Donations line item. Mr. Peverill-Conti asked Ms. Perkins to bring the last four years of the Friends donations to the next meeting to see when the last time Friends made a lump sum donation. Mr. Crowley suggested there could be a policy that the library director needs to consult the Trustees when a certain amount of money is moved from one line item to another. The Trustees asked about the high balance remaining in state aid and why hasn't that amount been used. The Trustees discussed reviewing the items on the wishlist to possibly be paid for by state aid to the January agenda. The Trustees asked Ms. Perkins to bring the wishlist to the next meeting. The Trustees decided to come prepared next month with items they could potentially add to the Library of Things.

Mr. Peverill-Conti made a motion to allocate \$5,000 of state aid for adding to the library of things, seconded by Ms. Mathew, approved by all.

9. Director's Report - The Trustees discussed the director's report. Ms. Alessandri asked if Ms. Perkins looked into the Library Chef subscription. Ms. Perkins will find out the cost of the program for next month. Ms. Alessandri asked if Ms. Perkins could look into the Masterclass program to see if there was a library option.

10. Adjournment - 8:42