

Medway Library Trustees

January 7, 2025

7:00 PM

Medway Public Library

Meeting Minutes

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

Members Absent: None

Others Present: Margaret Perkins - Library Director, Justin Tucker - Secretary, Ivana Aguilar - Technical Services Librarian, Dennis Crowley - Select Board Liaison, Corinne Fahey - Treasurer of the Friends of Medway Library, Karyl Wong - Co-President of the Friends of Medway Library

1. Call to order - 7:03
2. Approval of the January Agenda - Approved
3. Approval of December Meeting Minutes - Approved
4. Citizens Speak - Ms. Fahey, Treasurer, and Ms. Wong, Co-Vice President from the Friends of Medway Public Library were present to explain the history and contributions of the Friends group to the library. These included providing funding for various programs, Makerspace materials, food and supplies for the summer lunch program, various trainings, subscriptions, etc... Ms. Fahey explained the Friends used to present a large check to the library when funding was an issue. Ms. Wong and the new presidents decided that the Friends funding would be in the form of checks as needed instead of a lump sum of money. Ms. Fahey explained that the Friends funds are not left to one person to decide. Smaller requests are filled as needed and larger requests are decided on by the Friends as a group. Ms. Fahey reported that Ms. Busa, co-president and library employee, stepped down from check writing privileges in order to prevent any concern of a conflict of interest. Ms. Fahey also reported that the Friends provide volunteer hours as well, approximately 1600 hours per year. Mr. Peverill-Conti stated that since the Friends respond to requests made by the library, the library cannot account for the funds the Friends could potentially provide for programming in the library's budget. The Friends clarified that although the amount of money given has been about half since the funding switched to request based instead of lump sum, they would have still been able to provide the same amount as the lump sum if there was a request for that amount made. Ms. Sheehan asked if there was anything more the library could do to work with the Friends to maximize the funds provided by the Friends. The Trustees asked if there was a way for it to be more strategic in planning and accounting for the Friends donations. The Friends stated they would discuss the possibility of future planning with a total amount of money with the whole group.

5. New Business

A. Payroll Error Explanation

Ms. Perkins reported that the issue was explained in the addendum. There was a payroll correction for one staff member. The issue was related to the different pay grades. The employee began employment in the middle of a step range, which made the issue more complicated. Ms. Perkins reported there is enough money in the current budget to fix the issue, and the budget is still on track. The amount is being taken from the full time budget line item.

B. New Trustee Applications

There were three applicants and all three were present: Natalie Hachem, Jennifer Huston, and Nicole Haberman. The three applicants introduced themselves and explained why they would love to be a part of the Trustees. Ms. Alessandri asked the applicants how often they visit the Medway Public Library. Mr. Peveril-Conti asked what the applicants believed the main assets are that a library brings to its community. Mr. Peverill-Conti asked what the applicant's favorite library (besides Medway) is and why. Mr. Crowley asked the applicants if they would be willing to put their name out for a vote at the next election when their seat is up. Ms. Sheehan asked for the two candidates that do not get appointed if they would run for a seat in the future. The applicants left the room so the Trustees could make a silent vote on who they would recommend to the Select Board.

6. Old Business

A. Library of Things purchase & cataloging update

Ms. Aguilar reported they have 15 items catalogued and ready to rent. The items are on the website. Ms. Aguilar reported that they are now looking for things to purchase to add to the collection. Ms. Aguilar reported that there will be pictures of the items to rent on a rack in the library for people to see.

B. Library Chef subscription status

The Trustees discussed the two options, Library Chef and AtoZ World Food. The Trustees decided to subscribe to AtoZ World Food, promote it, and track how many patrons utilize the subscription.

C. Masterclass subscription status

Ms. Perkins reported that Masterclass does not offer a library subscription. Instead, they have an affiliation with Hoopla, which the library already subscribes to and patrons have access to a very small selection of videos.

D. Scheduling meeting to discuss performance

Ms. Mathew and Ms. Alessandri volunteered to be the Trustees to meet with Ms. Perkins. Ms. Perkins stated it is common for her to have someone with her at the meeting. The meeting will be scheduled in the near future.

E. Policy discussion: Staff holding Friends of MPL leadership roles

The Trustees agreed to move the discussion to the February 11th meeting.

7. Incident Reports - Ms. Perkins reported that they have problems with two of the five heating units. One unit on the roof is turned off because it is cracked and leaking carbon monoxide into the air. Both units will need to be repaired. Mr. Crowley reported the Trustees could request to go to the Finance Committee to ask for an emergency transfer of funds. Ms. Perkins will call the Finance Committee to ask for funds.

8. Budget Report - The Trustees discussed the budget report with Ms. Perkins. Ms. Perkins reported she'd like to move the funding for the "Niche Academy" program to another item like Donations or State Aid. Mr. Peverill-Conti stated that even by moving the amount, it would still leave \$0 for programs for the rest of the fiscal year. The Trustees expressed that a programming budget of \$4,421 does not seem to be enough. The Trustees observed there is only \$1.31 left in the supplies budget for the next 6 months. The Trustees asked Ms. Perkins for a copy of the draft budget that she had sent to Mr. Boynton. The Trustees expressed to Ms. Perkins that they would have liked to see the draft budget before it was submitted.

9. Director's Report - There was no discussion on the director's report due to Ms. Perkins leaving the meeting before a discussion was held.

10. Adjournment - 9:01

Next meeting rescheduled for Tuesday, February 11, 2025.