

Medway Library Trustees

August 6, 2024

7:00 PM

Medway Public Library

Meeting Minutes

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

Members Absent: John Scott Smith

Others Present: Margaret Perkins (Library Director), Audrey Snowden (Children's/Young Adult librarian)

1. Call to order 7:04
2. Approval of the August Agenda - Approved
3. Approval of July Meeting Minutes - Approved with edits
4. Citizens Speak - Mr. Peverill-Conti spoke to three citizens. Two citizens had positive things to say especially about the children's programs. Another citizen stated they used the library primarily for printing.

5. New Business
 - a. Discussion of Trustee Wishlist Items

Ms. Sheehan stated the desire to have regular updates on the action plan given at the Trustees meeting. The Trustees discussed the issue of cataloging and informing the public of the different items the library offers for rentals (i.e. chairs). The Trustees also discussed increasing the social media presence of the library. The Trustees identified: 1. an adult services position, 2. increasing the library of things, 3. A space review, and 4. Improving outreach and marketing as wishlist items.

- b. Discuss a Motion to Approve Funds for Statue

The Trustees were told by John Smith that the family would approve the funds to be used for the statue.

The Medway Public Library Trustees approve funding the installation of "Reach for the Stars," a sculpture created by Erin McCarthy in collaboration with the Medway Cultural Council. The funds allocated to this project by the MPL Trustees are not to exceed \$14,520.00. Progress will be reported to the Medway Public

Library and the Trustees on a monthly basis. Any unused find will be returned to the Medway Public Library. Any contractors, subcontractors, or others associated with the project will be retained subject to the laws and regulations of the town of Medway and the State of Massachusetts.

c. Local Artist, Tim Rice, exhibit at Library

Ms. Alessandri reported that Mr. Rice said the library could have his photos from the "See Medway" exhibit to display. Mr. Rice also has an Iceland exhibit that is not finished yet. The Trustees discussed options on where and how to display the exhibit. Ms. Alessandri will talk to Mr. Rice and report back to Ms. Perkins. Ms. Snowden reported they are working on a release form and policy to have artists sign before displaying exhibits. The Trustees asked to see the policy when it's finished.

Mr. Peverill-Conti made a motion to approve displaying Tim Rice's exhibit in the library, seconded by Ms. Mathew, approved by all.

d. Library Assistant and Substitute Positions

Ms. Perkins reported they hired a library assistant after interviewing 7 individuals. The person started last week for up to 18 hours a week. Ms. Perkins stated they are in the process of hiring two substitute library assistants.

e. Status of Security Camera

Ms. Perkins reported they are receiving a security camera for the front of the building.

8. Old Business

- A. Tech Services Position Update - Mr. Peverill-Conti stated that he and Ms. Alessandri met with the union steward, Chris and Daryl a few weeks prior. There were a few changes they wanted to make to the job description. The first change was they wanted the position to be primarily technical services and not adult services. The second was the master's degree being preferred not required. The third issue was the Trustees had brought the grade up because of the requirement of a master's degree. The Trustees discussed these possible changes. Ms. Alessandri stated the union thought these changes were what is best for the library, and that the library should look into adding another position specifically for adult services. There was discussion about putting in language to the technical services position centered around helping with adult services. Mr. Peverill-Conti suggested putting in measurable goals about adult services once the position is hired. The Trustees discussed the qualifications wanted for the position in relation to the pay grade being offered. Ms. Alessandri reiterated the union's point of casting a wider net by not requiring a master's degree, but

accepting years of experience in place. Ms. Sheehan stated hiring the position without requiring a degree is reinstating what the library already had for many years rather than helping it grow by finding more qualified and capable candidates. Ms. Alessandri stated that by adding in language that the technical services will also have responsibilities in adult services, the position is different from what the library had. Ms. Perkins stated there are several candidates that she felt would be excellent in this position, some with MLS degrees and some without. The Trustees decided to make the position a technical services only position at grade 5.

Mr. Peverill-Conti made a motion to accept the 124 Town of Medway job posting for the staff librarian, technical services as originally presented in January with no changes or edits, seconded by Ms. Mathew, approved by all.

Ms. Sheehan recommended adding a review of the process of adding an adult services position to the next budget to the agenda for the next meeting. Ms. Alessandri recommended inviting their liaison, Dennis Crowley, to the next meeting in order to advise on this topic.

9. Incident Reports - There were no incidents to report.
10. Budget Report - The Trustees reviewed the budget report, but there was a software issue that affected some of the reporting. Ms. Perkins stated there weren't any large changes and the issue should be resolved by September.
11. Director's Report - The Trustees reviewed the director's report. Ms. Perkins updated the Trustees on the summer reading program for the kids. Ms. Perkins stated it was going well.
12. Adjournment - 8:34