

**Board of Library Trustees Meeting  
December 4, 2012**

**7:00 p.m.**

[Medway Public Library](#)

**Attendees:**

Trustees:

Carol Brown, Vice Chair  
Diane Burkhardt  
Ed Duggan  
Bill Roberts, Secretary (until 7:30pm)  
Wendy Rowe, Chair

Citizens:

Margaret Perkins, Acting Director

A. Approval of Agenda

Motion to approve the agenda (CB1, WLR2) passed unanimously.

B. Secretary's Report

Motion to approve the minutes of the October 2 meeting: (CB1, ED2) passed unanimously.

Motion to approve the minutes of the November 6 meeting as amended: (CB1, DB2) passed 4-0-1 (Bill abstained).

C. Citizens Speak

None present.

D. [Budget Report](#)

The 4 new toilets are included in this month's R&M expenditures.

E. [Director's Report](#)

There is \$19K left in the library article from our joint endeavor sharing Franklin's Director. Back then, Suzanne told Wendy we couldn't spend it because we planned to end the experiment. Town Accountant Carol Pratt recently asked Margaret about the money, and subsequently Suzanne told Margaret we can use the money but it will require a Town Meeting vote.

Zinio, a Recorded Books product, is an online magazine subscription service. There's a platform fee of \$1000, then a fee of just over \$1000 or \$2000 (depending on library circulation; it changes just below ours) for about 900 magazines that can be used streaming on a Kindle or computer, or using an iPad app. The salesman will give Holliston and Medway each the lower (\$1000) fee if both subscribe, and will agree to keep both in the smaller circ group in the future. Each patron needs to open a Zinio account and then can get any of the magazines each month; there's no limit on how many "copies" of the magazines are available. And at least some of the magazines have interactive components. With Holliston also ordering, Medway's cost will be \$2100 (\$1000 base + \$1100 magazines). Trustee consensus was that this is worth doing.

Margaret is trying to get a children's language learning software program with Holliston, at a discount of approximately 30%.

The Cole Room RTU is fixed. The part came sooner than the repairman quoted. He says it should be covered under warranty.

Margaret brought the [October circulations per hour](#), since Diane had expressed interest in seeing them.

#### F. Old Business

- Medway 2020
  - Finalizing Lounge furniture

Diane took Wendy to Ikea, where they got the Poang chair now in the Lounge. Diane has been looking through our collection of historical artwork, selecting what will hang in the Lounge. Diane is also checking local antique shops for interesting tables we could use in the Lounge. Trustees liked the way the Lounge is developing.

Diane saw an old HISTORY OF MEDWAY book for \$75 at the antiques shop in the Medway Mill. Wendy figures it's an original of the Jameson book of which the Library has reprints; she'll look at it to see if someone should buy it to donate as a raffle item or somesuch.

Ed thinks a changing display of artwork would be nice in the Conference Room. Wendy will investigate modular hanging options.

After the holidays, Diane plans to meet with the elementary school Principal to discuss getting kids' artwork regularly displayed at the Library. It could be put up with magnets above the magazines, putting it right in the center of the Library.

- Medway 300
- Minors' records

Ed researched this and his links were forwarded to the Trustees. Wayland's policy looks good, but we'll have to pick a minimum age (Wayland uses 8). Ed will be working on this with Margaret. The aim is to have a draft policy for a January vote. The voted policy will then be incorporated into the policy book and webpage.

- Joint meeting with Cable Access Board

No information on when this will happen.

- Staff bathrooms

Motion to establish a staff bathroom. Said bathroom to be available during public events at the Director's discretion. (CB1, DB2) passed unanimously.

Wendy will order new ADA-compliant signage and will re-do the keychains (unisex, so no more pink/blue). The public bathroom will be the one with the baby changing table.

#### G. New Business

- Open hours on Christmas and New Year's Eves

Per the contract, the staff gets paid for a half-day December 24 but not December 31. Margaret does not expect it would be very busy either evening, and recommends we open 10-2 each of those days. Sufficient employees already plan to work; others are not scheduled or are taking vacation. Ed feels it's inappropriate and we should be closed both days.

Motion to be open Christmas Eve Dec 24 and New Year's Eve Dec 31 10AM-2PM: (CB1, WLR2) passed 4-0-1 (Ed abstained).

- How to best make the case for a full time Library Director?

We need to make our case for why this is important. It's been six years since we had a FT Director. Ed says we need a FT Director who will be identified as our advocate; Millis and other libraries have no trouble getting money, and they have FT Directors. Discussion re hosting an input meeting at the Library in January, with refreshments. Ed and Wendy will meet to work on this.

H. Special Programs, Fundraising, Sponsorships

I. Adjournment; next meeting January 8 (due to Jan 1 holiday)

Motion to adjourn (8:20 PM): (ED1, CB2) passed unanimously.

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## **Director's Report**

Medway Public Library

Director's Report

December 2, 2012

### **Staff**

The new Community Area Steward, Andy Busa, reports that a total of seven individuals have used the lounge after hours since November 19<sup>th</sup>, and there has been one meeting that continued well past 8:00 pm.

### **Programs**

The six week Baby and Toddler Lap Sit program with Amy Kaufman will continue weekly. Our new hours began on Wednesday, November 28th. Beginning December 5th, the lap sit story time will be moved to 10:30 from 10:00, so that the library will be open when parents and children begin to arrive for the story time.

A representative from Workforce Central Career Center will present a seminar for job seekers on January 30<sup>th</sup>.

"It's a Mystery to Me," a panel of three New England mystery writers from The Sisters in Crime, has been scheduled for March 26th.

I plan to give a Cub Scout group a tour of the library in February.

### **Building Maintenance**

Four new pressure-assisted toilets have been installed, and I am pleased to report that no problems have occurred since the installation. The custodian's sink is now leaking very badly. The plumber came to look at it last week, but it has not yet been repaired.

The RTU that heats the Cole Room is not working. This unit was replaced this summer. Although the software indicates that the thermostat is set to about 71 degrees, it was actually 58 degrees during the Friends' recent movie presentation. A repairman came out on December 3<sup>rd</sup> and determined that the "Draft Inducer Motor" was broken. It may take close to a week for the replacement to arrive.

I am working on obtaining a quote for a central dehumidifier for the lower level -- the first company I contacted replied that they were too busy. I have asked DPS for suggestions of other companies.

I am negotiating with a vendor of young children's online language learning software to subscribe jointly with the Holliston Public Library, at a large discount compared to subscribing individually.

### **Other**

The Medway 300 bags purchased for circulation have proved popular, and I plan to purchase eight more.

During November, I attended a Minuteman Board of Directors meeting and a Membership meeting. The Minuteman Library Network is investigating the purchase of a generator to avoid situations such as the daylong outage that occurred during the hurricane. They are also looking into other alternatives, as installation of a generator would be extremely expensive.

The network membership agreement will have an additional sentence that makes it clear that individual libraries are responsible for maintaining patron confidentiality.

Medway's share of the proposed member fees for FY14 is \$23,867, a 2.78% increase from FY13.

Margaret Perkins

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### October Circulations by Hour

DAY	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm	6pm	7pm	8pm	
<b>self-check</b>													
Mon	0	16	0	5	50	5	6	2	14	8	21	0	127
Tue	0	0	1	0	0	16	5	123	63	1	9	0	218
Wed	1	0	2	0	0	12	38	92	43	8	15	0	211
Thu	0	0	0	0	0	14	27	60	50	30	0	0	181
Fri	0	5	42	52	38	0	0	0	0	0	0	0	137
Sat	0	3	21	6	29	0	0	0	0	0	0	0	59
Total	1	24	66	63	117	47	76	277	170	47	45	0	933
<b>circ desk</b>													
Mon	2	62	53	49	37	73	66	131	108	119	57	0	757
Tue	0	1	3	0	1	271	167	222	212	142	148	1	1168
Wed	9	325	16	3	6	176	223	219	192	202	247	0	1618
Thu	0	0	0	1	0	112	143	133	213	129	145	0	876
Fri	2	68	234	159	227	5	1	0	0	0	0	0	696
Sat	1	144	238	205	228	6	0	0	0	0	0	0	822
Total	14	600	544	417	499	643	600	705	725	592	597	1	5937

The 325 checkouts on Weds - mostly virtual checkouts after Minuteman was offline due to Hurricane Sandy

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## Budget Report

Account	Acct #	Start Balance	Expen. To Date	End Balance	% Spent
Salaries - Full Time	5110	\$82,173.00	\$35,420.27	\$46,752.73	43.10%
Salaries - Part Time	5111	\$70,845.00	\$30,260.41	\$40,584.59	42.71%
Longevity	5150	\$1,350.00	\$1,250.00	\$100.00	92.59%
Electricity	5211	\$19,956.00	\$8,377.16	\$11,578.84	41.98%
Heating Fuel	5212	\$7,900.00	\$376.69	\$7,523.31	4.77%
Trash	5232	\$1,717.00	\$835.66	\$881.34	48.67%
Water & Sewer	5231	\$880.00	\$128.08	\$751.92	14.55%
R & M	5240	\$5,411.00	\$5,169.45	\$241.55	95.54%
Miscellaneous	5341	\$1,300.00	\$442.07	\$857.93	34.01%
Telephone	5400	\$1,600.00	\$1,694.35	(\$94.35)	105.90%
Supplies	5343	\$264.00	\$264.00	\$0.00	100.00%
Postage	5380	\$23,222.00	\$23,222.00	\$0.00	100.00%
OPS - (Minuteman bill)	5710		\$98.79	(\$98.79)	
<b>TOTAL - GENERAL FUND</b>		<b>\$216,618.00</b>	<b>\$107,538.93</b>	<b>\$109,079.07</b>	<b>49.64%</b>
TM: Books and Materials	5521	\$20,000.00	\$6,963.64	\$13,036.36	34.82%
TM: Library Initiatives	5200	\$23,150.00	\$1,252.56	\$21,897.44	5.41%
		Start Balance	Expen. To Date	Income to Date	Account Bal
Memorial Donations	5400	\$18,389.74	\$7,772.18	\$797.81	\$11,415.37
Tuchinsky Fund Interest		\$40,894.62		\$96.55	\$40,991.17
Tuchinsky Fund Principal		\$102,869.11			\$102,869.11
Library Restitution Fund	024-610-706-4773	\$806.61	\$6.95	\$693.74	\$1,493.40

Copier & Printer Rev. Fund	024- 610- 722- 4840	\$3,766.28	\$726.00	\$585.25	\$3,625.53
Meeting Room Rev. Fund	024- 610- 723- 4840	\$2,242.20	\$496.44	\$25.00	\$1,770.76
Free Public Library	2017	\$9,070.35	\$4,432.90		\$4,637.45
<b>TOTAL - OTHER FUNDS</b>		<b>\$178,038.91</b>	<b>\$13,434.47</b>	<b>\$2,198.35</b>	<b>\$166,802.79</b>

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