

**Board of Library Trustees Meeting
July 5, 2011**

7:00 p.m.

[Medway Public Library](#)

Attendees:

Trustees:

Carol Brown, Vice-chair
MaryAnn Cabibbo
Ed Duggan
William Roberts, Secretary
Wendy Rowe, Chair

Citizens:

Margaret Perkins, Acting Director

Minutes:

A. Approval of agenda

Motion to approve agenda: MAC1, ED1, passed unanimously

B. Secretary's Report (Feb 7 w/BOS; June)

The Selectmen's minutes for their Feb 7 meeting (which we appeared at) are still missing from their website. Wendy would like to post a link to their minutes from our website's minutes page. She will continue to wait patiently.

Motion to approve the June Trustee minutes: CB1, WLR2, passed unanimously

C. Citizens Speak

D. [Budget Report](#)

We haven't gotten the June gas bill yet. The likely amount may need to be encumbered.

E. [Director's Report](#)

The MBLC has approved our Long Range plan with the added [Needs](#) statement Felicia sent them.

The intern working on archiving has had to drop out.

The intern doing the children's programming is enthusiastic. The intern is coming in Thursday afternoon and Friday morning.

The Friends co-presidents will be at our August meeting.

There was the suggestion that we publicize Margaret's office hours so patrons can know when to come and chat.

Margaret is going to order the self-checkout machine. There was a discussion of where to locate it. As an alternative to putting it in the children's area, it could go on the low table near the front desk where the donation bottle is. This seemed like a good location though there is the question of a legit Minuteman connection.

Ed suggests that we have a Trustee/staff meeting after Margaret's had a normal staff meeting. It would be a good way to hear their ideas and suggestions.

This was done once over a decade ago when the library was holed up in the plaza, but not since.

It seemed a good idea. We'd have to pay them and food would be good.

There was a bit of a discussion of the summer reading program. We give little prizes (books). Other libraries do more.

Ed suggested that a staff member check the thermostats first thing in the morning to see if any have reset themselves (which happens periodically). This morphed into a suggestion that we have a checklist of things to check each morning.

MaryAnn suggested sending a highlight version of the Director's report to Suzanne (the Town Administrator) to keep her in the loop as to what's going on.

The barcode reader is working. Barcodes are being put on the outside of materials as needed. The barcode reader is downstairs in the Tech room. It can easily be moved upstairs if that location proves inconvenient. This is up to the staff.

There's a new delivery company. Their arrival times have been erratic, but they're just getting started.

The library has [Facebook page](#). We will list programs and put announcements on it.

Margaret went to a seminar on mobile technologies.

Margaret will in general be referred to as the Director, she is officially Acting Director with the MBLC.

The Friends want to show a Harry Potter movie at their upcoming Harry Potter event. The Library is paying for the required license using donations. Once we have the license, we can show other films for a year.

Should possibly get the similar license for music. Then performers wouldn't be reduced to having to be creative and compose their own stuff, they could just do covers.

F. Old Business

- IMA phaseout

Cleaning is the perennial issue. Wendy did some cleaning.

Wendy is getting 3 quotes, from CMI and from two organizations with the word Maids in their name. There's \$6000 in the DBS's budget for this.

- Hours open

For background, see the discussion in the [June minutes](#) in the section "Looking Ahead".

Margaret proposed opening 4 hours early on Monday (making the Monday hours 10-8). Tammy wants the additional hours. This would start September (that's the requirement for additional state aid). Bill suggested adding the initial hours sooner as the goal is to provide better service. Margaret is going to check with Tammy and figure out what the additional cost is and it can be discussed at the August meeting. The sense of the trustees was that it made sense to make the change in September.

Anyhow.

Motion to add 4 library assistant hours and open at 10AM on Mondays starting in September. CB1, WLR2, passed unanimously.

- Facilities Use Policy

Deferred

G. New Business

- Meeting with Selectmen

It's scheduled for August 16th.

We should talk about accomplishments and discuss the Strategic Plan. (Ed wondered where the plan's supporting documents, like the survey results, were. Margaret and Wendy think they're in the Director's office.)

There was a discussion of how the discussion on centralizing employee reporting was likely to go.

Ed said that it was important to listen to them and think about what they're saying before responding.

The Trustees are encouraged to think about this meeting and it will be discussed again in August.

- Concern re content/placement of free papers

Ed is worried about the Boston Phoenix. It sometimes has content that is not appropriate for young children. Indeed one issue was moved to a location away from the rest of the free stuff.

The library does not police what is put on the free paper table and in general the Trustees (with the exception of Ed and Bill somewhat) did not want to be in the policing business.

It has not been much of a problem and in fact there have been no complaints.

MaryAnn thinks we ought to look for something better to be used to display the free papers, the table looks cluttered and unsightly

- Internet Policy (see draft [here](#))

Ed thinks that we should filter.

The other trustees felt that filters do not work well. In particular filters often block legitimate sites (like the Middlesex Bank) and determined children can get around them. MaryAnn spoke of her husband's travails with filters in the Millis Schools. The strong recommendation from the ALA is not to filter.

The current policy allows the staff to stop people from looking at offensive sites. There's a question of what constitutes an offensive site. The way it is working, if a patron complains to the staff, a staffer asks the offender to please stop looking at it in the Library.

Ed wasn't convinced and is going to do some more investigating.

There was some general editing of the draft policy.

Motion to approve the Internet Policy as edited: MAC1, CB2. 4-0-1. Ed abstained.

The approved version is [here](#)

- Looking Ahead:

- How could we encourage more stakeholding in the the Young Adult Room?

The desire is to get young adults more involved. There was the suggestion of a Teen Advisory Group and a book club.

Ed thinks the room could use some decorating, possibly with the help of the school art department.

Carol asked if it was a good idea to put books in there. They are out of the way there and being labeled "young adults" may be something of a stigma to the young adult population. Bill doesn't like having the books in there. That's where his favorite book of the last 10 years(*) is stuck and he thinks it's a disgrace.

- How could we increase programs using volunteers?

H. Fundraising

- How could we encourage legacies (estate planning)?

It was suggested that something be put on the website. Also add an Amazon link which causes a small portion of an Amazon purchase to be donated.

I. Adjournment; next meeting August 2

Motion to adjourn (the secretary perked up) 9:45, ED1, MAC2, passed unanimously

Draft Internet Use Policy

Policy: Computer Use and Public Internet Access

In keeping with its mission and with advances in information technology, Medway Public Library provides the community with access to the Internet to enhance the Library's existing collection and to provide access to resources available only on the Internet. These resources include information from a wide variety of government, academic, cultural, scientific, educational, business and recreational sources.

The Library has no control over the information accessed and cannot guarantee the content, timeliness, and accuracy of Internet resources beyond those listed on the Medway Public Library web site or the Minuteman Library Network web site. Responsibility for evaluating currency, accuracy and usefulness of the information found on the Internet lies with the user.

The Library does not filter access to the Internet. Parents or guardians, not the library staff, are responsible for the Internet information selected and/or accessed by their children. Parents are encouraged to supervise their children's Internet sessions. For more information on child online safety, go to <http://www.safekids.com>.

The Library is not responsible for any loss or damages resulting from use of the library's computers or the library's connection to the Internet, nor can it guarantee privacy of any Internet sessions.

The Medway Public Library reserves the right to suspend a patron's privilege to use the Internet due to illegal or unethical use of the Internet or for any violation of policy or rules for use.

Rules for Use

By using a public Internet workstation at the Medway Public Library, you agree to the following guidelines:

Sign- up & Time limits: Users are required to sign in at the Main Desk. A specific machine will be assigned. Sessions are limited to one hour when other patrons are waiting.

Printing is available at \$.10 per page. Pickup and pay for printouts at the Main Desk.

Downloading: Users must provide their own storage devices.

Assistance: Library staff members are available to assist users in finding resources, but are not able to provide in-depth Internet instruction.

Acceptable Use:

Illegal, unethical or abusive use of the Internet is not permitted. Such use includes, but is not limited to:

- transmitting or displaying obscene, harassing or threatening material or messages
- violation of copyright or licensing agreements
- violation of another user's privacy
- representing yourself as someone else
- distributing chain letters or computer viruses
- interfering with or harassing other users either in person or online
- Unauthorized access to the library's network or computer systems or to any other network or computer system.

Operating Policies

- Do not install any software onto library computers.
- Do not change any settings on Library-installed software.
- Leave all equipment turned on. If a problem develops, notify a staff member. Do not attempt to make adjustments yourself.
- Group use limits: Only two people may participate in a session at one time, unless prior permission to hold a group session has been obtained.

Approved Internet Use Policy

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Acting Director's Report

June, 2011

Summer Programming

We are very grateful to have two interns from Simmons this summer. One of our interns, Dorrie Kaplan, held a successful story hour for 3-5 year olds in June, and plans to offer story hour every Friday in July and August. She will also run a Summer of Science program for six weeks, in conjunction with 4-H. One or two story hours for toddlers and a program for teens are also in the works.

Lorie has planned several other exciting programs for children, young adults, and families this summer.

I am planning to offer a presentation on Interviewing Skills for New Graduates, with Theresa Campbell of Speak Well Stand Out.

The Friends are planning a Harry Potter movie night in July. The Friends will pay for the cost of the Movie license, which will allow not only the Friends and the Library to screen movies at the Library, but will also allow community groups to do so.

Internet Policy

A concerned patron called because an 11 year old girl showed his 11 year old son a pornographic site while they were using the public access computers. Neither child's parents were in the library at the time. The boy's parent had assumed that the computers were filtered. I explained the Internet policy to him. He understood, but suggested that parents sign a release to allow their children to use the Internet at the library. I believe that this would be difficult to enforce, since children rarely have identification. Felicia and I worked on clarifying the wording of Internet Policy.

Building maintenance

The staff found a mouse in Tech Services. Something, probably a mouse, apparently set off the alarm several times shortly after that. DPS recommended putting out mouse poison. The employee they sent to do so put out about 25 containers, including several in public areas, with one behind the Easy Readers books, although he had been told to put them only in staff areas. A volunteer found one of the containers while she was shelving. The DPS employee came back to identify all locations where he had placed poison containers, and we removed all the containers that were in public areas. Unfortunately, two weeks later another volunteer found mouse poison scattered behind some books and on the carpet in front of the area in Easy Readers where the container had previously been. Wendy and I moved all the books on that wall and Wendy vacuumed under the shelving. Bobby McGee of DPS has since removed all known mouse poison containers.

The cocoa mats were replaced, and the bubble in the carpet repaired, for a total of \$1531.

The emergency transfer for the HVAC repair was approved by the Finance Committee on June 28th, and on July 1st Suzanne Kennedy gave Bobby McGee approval to go ahead with the purchase of the new units.

Other matters

We have gone live with the TixKeeper reservation system, and all passes have arrived. Wendy donated a second pass for Massachusetts Parks. The Friends have ordered more Southwick's tickets, as the original 50 are all sold.

As of last week, the account for the purchase of the Self-checkout has been set up, so I will order it this week.

Our other Simmons intern, Veronica Corcoran, is organizing the Medway documents in the Reference section, and determining whether we are missing documents that we should have.

The bar code duplicator has arrived and I assembled it. We will start using it this week.

The Library now has a basic Facebook page, which my daughter, Rachel, and I set up. It is similar to the Facebook page we set up for the Holliston Public Library last year.

-Margaret Perkins, Acting Director

Budget Report

Account	Acct #	Start Balance	Expen. To Date	End Balance	% Spent
Salaries - Full Time	5110	\$78,926.00	\$79,168.39	(\$242.39)	100.31%
Salaries - Part Time	5111	\$65,236.00	\$65,152.31	\$83.69	99.87%
Longevity	5150	\$850.00	\$850.00	\$0.00	100.00%
Electricity	5211	\$16,756.00	\$13,962.80	\$2,793.20	83.33%
Heating Fuel	5212	\$8,543.00	\$7,899.35	\$643.65	92.47%
Trash	5232	\$1,800.00	\$1,677.75	\$122.25	93.21%
Water & Sewer	5231	\$400.00	\$705.95	(\$305.95)	176.49%
R & M Miscellaneous	5240	\$1,562.00	\$10,879.44	(\$9,317.44)	696.51%
Telephone	5341	\$1,150.00	\$1,332.92	(\$182.92)	115.91%
Supplies	5400	\$10,001.00	\$2,230.29	\$7,770.71	22.30%
Postage	5343	\$264.00	\$264.00	\$0.00	100.00%
OPS - (Minuteman bill)	5380	\$22,664.00	\$22,667.00	(\$3.00)	100.01%
Media	5427	\$1.00	\$356.71	(\$355.71)	35671.00%
Books	5521	\$1.00	\$957.83	(\$956.83)	95783.00%
Travel	5710	\$1.00	\$49.98		
TOTAL - GENERAL FUND		\$208,155.00	\$208,154.72	\$0.28	100.00%

		Start Balance	Expen. To Date	Income to Date	Account Bal
Memorial Donations	5400	\$23,244.12	\$29,783.92	\$16,372.62	\$9,832.82
Tuchinsky Fund Interest		\$39,447.11	\$0.00	\$1,127.69	\$40,574.80
Tuchinsky Fund Principal		\$102,869.11			\$102,869.11
Library Restitution Fund	024-610- 706-4773	\$13,195.47	\$4,036.20	\$1,230.48	\$10,389.75
Copier & Printer Rev. Fund	024-610- 722-4840	\$2,399.74	\$437.13	\$995.92	\$2,958.53
Meeting Room Rev. Fund	024-610- 723-4840	\$1,574.18		\$540.00	\$2,114.18

Free Public Library	2017	\$3,500.63	\$3,418.34	\$8,642.23	\$8,724.52
TOTAL - OTHER FUNDS		\$186,230.36	\$37,675.59	\$28,908.94	\$177,463.71

* received credit from
EBSCO of \$220.58

Needs Statement

Survey respondents acknowledged the Library's value to the community and also noted specific areas for improvement.

Access:

Access to the library and to its resources proved a major source of concern. The vast majority of Medway residents 78.2% did not view the current, predominately afternoon hours of operation as convenient. They would like to have more morning and longer weekend hours.

Services

Though the Library provides a twelve week story & craft program for young children 3-5 years of age, patrons cited the lack of programs and services to children, preteens, teens, and older residents as a weakness. Teens, seniors, and male patrons perceived themselves to be underserved. In addition, many students expressed a disconnection with the library because of the limited hours, dated collection, and lack of pertinent programming. Other identified services needs were for improved communication, better publicity, and expanded and up-to-date collections.

Partnerships and Collaboration

Budget challenges have impacted all town services in recent years. The reduction of the library budget affected purchasing of library materials, programming and staffing. However, there is huge support for partnering with schools, local groups, and local businesses and for collaborating with neighboring libraries for services beyond those offered through the Minuteman Library network. Eighty-two percent of survey respondents would like the library to show more imagination and to seek alternative sources of funding.