

**Board of Library Trustees Meeting  
November 6, 2012**

**7:00 p.m.**

[Medway Public Library](#)

**Attendees:**

**Trustees:**

Carol Brown, Vice Chair  
Diane Burkhardt  
Ed Duggan  
Chris Monahan  
Wendy Rowe, Chair

**Citizens:**

Margaret Perkins, Acting Director  
John Foresto, Selectman, BoS Liaison to the Library

**A. Approval of Agenda**

Motion to approve the agenda (CB1, CM2) passed unanimously

**B. Secretary's Report**

Deferred.

**C. Citizens Speak**

Selectman John Foresto identified himself as our liaison from the Board of Selectmen. He wanted to make sure we knew our capital plan should be submitted; Margaret said she'd already met with John Anderson of the CIPC who had called for a meeting.

The HVAC work was paid for by a grant, so the money allocated for it is being repurposed. Margaret says there's been discussion regarding our need for a whole building dehumidifier. Our tech (including computers and a new copier) is in Rich Boucher's IT budget.

The possibility of having loaner iPads and other eReaders (besides the few Overdrive-enabled Sonys we've planned) was discussed. John says we should ask Rich to include it in his IT budget request.

John says we should tell him our needs and information and he'll advocate to the Board of Selectmen for us. He says there's over \$2M in certified free cash this year, so it's a good year to ask for improvements. The budget doesn't get finalized until March.

John says they got the TNT report with recommendations for town building energy savings, and he will email Wendy a copy of the report for distribution.

Town Hall has their new surveillance equipment. We haven't heard anything about when we'll get ours.

D. [Budget Report](#)

E. [Director's Report](#)

Margaret says one of the employees who went to the NELA conference described it as "inspirational."

Baby Lapsit will continue instead of stopping after the initial six weeks. It is very inexpensive, and the people coming said they would like it to continue. Margaret says baby/toddler story time is the most-requested program. The program is run while the Library is closed, since that's when Amy is available (she works for Framingham Library).

F. Old Business

- Medway 2020

- Lounge & conference room furniture

- Diane found an Ikea chair for the lounge that Carol agrees is great.

- Community Area Steward

- Andy Busa started Tuesday November 13. Downstairs now open til 930pm Monday-Thursday.

- Medway 300

- John is on the Medway 300 Committee and gave us a report. They've raised over \$200,000 and have a long list of events planned, with many groups involved. They hope some of the events will be annual, but run by various groups after 2013.

- Joint meeting with Cable Access Board

John will ask when they'd like a joint meeting with us.

#### G. New Business

- Toilets

The Town's plumber quoted \$3140 to replace all four "water closets" (toilets) with pressure-assisted ones. This should solve the clogging problem.

Motion to replace the existing water closets with pressure assisted handicap water closets (CB1 CM2). Passed unanimously.

- Wednesday mornings

The Wednesday morning Lapsit program is very popular; and while Wendy is there letting people in to the closed Library for the program, a few people come hoping the Library is open. Margaret worked out a plan by which we could open the additional four hours on Wednesdays to make our Wednesday hours match our Monday hours (10-8). Her plan involves minimal additional staffing, one person for an additional four hours per week: only one person would be on the desk, but at least one other employee is already working in the building. The cost would be about \$3000 for an entire year. It also brings us up to 100% of our minimum hours-open requirement, which will increase our state aid the following year (not this year). Morning hours are good for parents of schoolchildren and for older people, as well as for parents of preschoolers.

Ed thinks a full-time Director should be our priority. He doesn't like our spending piecemeal on various programs (lapsit story, more morning hours). Other towns support their libraries (Millis, Mendon), but we haven't had a full-time Director in the four years Ed's been a Trustee.

John says we should make our case and let people know why it's important. John said Ed recently informed Selectman Dennis Crowley about and showed John our Historical collection room, which neither of them knew we had.

Margaret says at our recent book sale, a visitor said the Library was THE place to be that day. We had the booksale, a Field Hockey bakesale, a Girl Scout Halloween costume sale, and the Community Farm had a table outside.

Wendy says the MBLC thinks more hours open is even more important than more materials.

Chris and Diane would like a quarterly review of our circulations during various hours. Minuteman has those statistics so Margaret can get them for us.

Motion to open at 10AM on Wednesdays (CB1 DB2). Passed 4-1-0 (ED no).

This will start the Wednesday after Thanksgiving.

There was some confusion regarding the Saturday after Thanksgiving. We're supposed to be open and people are scheduled to work, but Wendy saw it marked CLOSED on the room use calendar. We have been closed sometimes on that weekend (we were closed holiday weekends when our funding was cut so drastically), but this year we have staff available to work. Also, the contract now gives the staff the day after Thanksgiving off; that was not the case when we were closed on holiday weekends.

Since Thanksgiving eve is very lightly attended at the Library because many people travel or prepare for the holiday, Margaret proposes we be open 10-4 the Wednesday before Thanksgiving, or 10-2 if she staff is unavailable after 2pm. Ed proposed 10-2.

Motion to be open the Wednesday before Thanksgiving 10-4 or 10-2 depending on staff availability (CM1 CB2). Passed 4-1-0 (ED no).

To avoid future confusion:

Motion that we be open the Saturday after Thanksgiving as an annual event (CM1 CB2). Passed 4-0-1 (ED abstained).

- iPads

Margaret would like to have a few iPads to check out for in-Library use. They cost about \$500 each. The Trustees liked the idea. At John's suggestion, she will ask Rich Boucher if he can get them for us. John suggested loaning laptops. Margaret says some libraries loan LoJack-equipped laptops.

- Minors' records

Margaret recently received email from the MBLC outlining a lawyer's analysis that the MA General Law regarding the privacy of patrons' records means we shouldn't share a minor's information with the minor's parents, even if the child is only five. So if a parent wants to know what

the child has out, we should say no. A list of overdue items gets mailed to the child, so the parent could see that. Ed plans to call the MBLC to ask about it and how other libraries are handling it.

- Staff bathrooms

The original renovation plan had a staff bathroom, but it was eliminated from the plans when the renovation was done. The staff would like a staff bathroom. The proposal is that the downstairs Men's bathroom be the staff bathroom, although it would be open to the public for big programs. The downstairs Women's bathroom would be unisex. It's the one with a changing table, anyway, so as Margaret points out that's a little bit sexist. The Trustees did not choose to take action during this meeting.

#### H. Special Programs, Fundraising, Sponsorships

#### I. Adjournment; next meeting December 4

Motion to adjourn (9:23): (CM1, CB2) passed unanimously.

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## Director's Report

Medway Public Library

Director's Report

October 31, 2012

### Staff

We are looking forward to having Andy Busa, the new Community Area Steward, start on Tuesday, November 13<sup>th</sup>.

On the Tuesday after the storm, Wendy opened up the library at 9:00 for power, water, and computer use only. Five patrons came in before the normal opening time of 2:00 pm. Minuteman was down all day, so there was no access to the catalog, and staff could only check books out to patrons who had library cards with them.

On one occasion, no staff members were available to meet delivery, so I took the outgoing boxes to Holliston, and asked to have the incoming boxes dropped off there. Bill generously picked them up on his way by, and brought them to the Medway Library.

Three staff members, Katherine, Tammy, and I, were able to attend the New England Library Association Conference, thanks to a generous donation by a benefactor who wishes to remain anonymous, and to the Friends of the Holliston Public Library. Programs I attended included: Three Perspectives on Lending E-books, The Trouble with E-books, Flexible Technology Instruction in the Public Library, Money Smart Week @ Your Library, Fundamentals of Genealogy, Compassion in Libraries, Rethinking Libraries: A New Model for a New World, and an author luncheon with Dennis Lehane.

Katherine and I attended an informative presentation by Marshall Breeding, *The Next Generation of Library Automation and Discovery: Key Issues and Trends*, sponsored by the Minuteman Library Network.

## **Programs**

The six week Baby and Toddler Lap Sit program with Amy Kaufman has been very successful. In response to requests from parents, we will continue the program weekly through the spring.

I am planning the following programs:

*Writing in the Middle: How to Improve and Enjoy the Process of Writing in Grades 4 to 9* presented by Ed McCarthy, Director of the Writing Program at St. Sebastian's School, and a Teacher-Consultant with the National Writing Project. This program is for middle school students and their parents.

*It's Not About the Hike*, presented by the author, Nancy Sporborg, and Pat Piper, scheduled for February 26th. Nancy and Pat climbed the 67 tallest mountains in New Hampshire, and their inspirational presentation has been extremely well-received.

*It's a Mystery to Me*, presented by a panel of three local authors affiliated with Sisters in Crime New England.

## **Building Maintenance**

During the past few weeks, there have been many serious plumbing problems, with each of the toilets. Three of the toilets have overflowed. I asked DPS to send a plumber to diagnose and fix the problems. The plumber removed seals on the bottom of two of the toilets that he said were narrowing the drain. He does not think the main drain lines are clogged. He confirmed that the toilets do not flush very strongly. Pressure assisted toilets

that are more suitable for public use are available, and we have received a cost estimate. I would strongly recommend that we purchase pressure-assisted toilets.

I met with Thomas Anderson of the Capital Improvement Planning Committee to discuss the library's capital improvement requests and to tour the library to examine the issues. He suggested submitting a capital improvement request for eventual installation of a central dehumidifier on the lower level. DPS has provided us with estimates for repairing the walkway in front of the library, repairing the front wall masonry, and replacing the carpet.

I met with Richard Boucher and his new tech to discuss the installation of the new computers. They will replace the current staff and patron computers, add two more patron computers upstairs as well as 3-4 in the lounge, and most likely will add one in the new conference room. They will also install one of our printers in the lounge. Installation should start shortly, and will be completed before the end of the calendar year..

### **Other**

I submitted the Financial Report for the Massachusetts Board of Library Commissioners.

Lorie is coordinating monthly displays, with each staff member taking one or more months. Diane Burkhardt has generously offered to provide decorations for the less artistically confident among the staff.

The Bedford Public Library provides tote bags that patrons can check out and take home, and I suggested doing the same thing with Medway 300 bags. They will soon be cataloged and available for checkout.

-Margaret Perkins

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### **Budget Report**

Account	Acct #	Start Balance	Expen. To Date	End Balance	% Spent
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Salaries - Full Time	5110	\$82,173.00	\$25,284.03	\$56,888.97	30.77%
Salaries - Part Time	5111	\$70,845.00	\$24,562.98	\$46,282.02	34.67%
Longevity	5150	\$1,350.00	\$1,050.00	\$300.00	77.78%
Electricity	5211	\$19,956.00	\$6,652.19	\$13,303.81	33.33%
Heating Fuel	5212	\$7,900.00	\$233.15	\$7,666.85	2.95%
Trash	5232	\$880.00	\$835.66	\$44.34	94.96%
Water & Sewer	5231	\$1,717.00	\$128.08	\$1,588.92	7.46%
R & M					
Miscellaneous	5240	\$5,411.00	\$777.00	\$4,634.00	14.36%
Telephone	5341	\$1,300.00	\$344.55	\$955.45	26.50%
Supplies	5400	\$1,600.00	\$780.51	\$819.49	48.78%
Postage	5343	\$264.00	\$264.00	\$0.00	100.00%
OPS - (Minuteman bill)	5380	\$23,222.00	\$23,222.00	\$0.00	100.00%
Travel	5710			\$0.00	
<b>TOTAL - GENERAL FUND</b>		<b>\$216,618.00</b>	<b>\$84,134.15</b>	<b>\$132,483.85</b>	<b>38.84%</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	\$488.56	\$11,106.12
Tuchinsky Fund Interest		\$40,894.62		\$72.20	\$40,966.82
Tuchinsky Fund Principal		\$102,869.11			\$102,869.11
Library Restitution Fund	024-610-706-4773	\$806.61	\$6.95	\$766.12	\$1,565.78
Copier & Printer Rev. Fund	024-610-722-4840	\$3,766.28		\$557.55	\$4,323.83



Meeting Room	024-				
Rev. Fund	610-	\$2,242.20	\$496.44	\$25.00	\$1,770.76
	723-				
	4840				
Free Public	2017	\$9,070.35	\$4,135.40		\$4,934.95
Library					
<b>TOTAL -</b>		<b>\$178,038.91</b>	<b>\$12,410.97</b>	<b>\$1,909.43</b>	<b>\$167,537.37</b>
<b>OTHER FUNDS</b>					

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