

**Medway Library Board of Trustees**  
**Final Meeting Minutes**  
**January 7, 2020 7:00 PM Library Conference Room**

**Members Present:** Susan Alessandri, Chair, Chris Monahan, Lisa Sheehan, John Scott Smith, Trudi Stefan

**Members Absent:**

**Others Present:** Katherine Mitchell, Recording Secretary, Margaret Perkins, Library Director

*Chair Susan Alessandri called the meeting to order at 7:00 PM.*

**Approval of Agenda**

Library Board of Trustees unanimously approved the Agenda for the January 7, 2020 meeting.

**Approval of Minutes**

*In a motion made by Susan, seconded by John, the Library Board of Trustees voted to approve the Minutes of November.*

*In a motion made by Chris, seconded by Trudi the Library Board of Trustees voted to approve the Minutes of December.*

**Citizens Speak**

John was notified that the flag in front of the Library is not illuminated by a Cub Scout. Trudi stated the flag indeed, was supposed to be lit up. Chris went outside to verify the flag was not lit up. Margaret is going to look into requesting funds to get a spotlight and reach out to get estimates of cost. John will report back to Cub Scout to let him know the Library Trustees are looking into it. John questioned whether they could utilize the cub scouts to assist in this project. John suggested it would be a good project including research and raising funds. The Cub Scouts previously completed a project with a light at a church downtown previously.

Susan overheard a woman noticing the statement on the receipt regarding the savings. The receipts now show the money saved by visiting the library, as opposed to purchasing the books.

## **New Business**

Margaret is meeting with Michael on Tuesday to review the FY 2021 Budget. Margaret is requesting funds to be 16% of total budget available, to buy materials for the Library. The budget is currently a little over 400,000.

Status of Children's Librarian – Beginning February 24<sup>th</sup>. Accepted position. Reference Librarian from Milford. She lives in Holliston.

## **Old Business**

Conflict of Interest Training- Susan reminded members this is due.

## **Review Incident Reports**

None to report.

## **Budget Report**

Margaret distributed the Budget Report via email.

Sierra, new software for checking out books. Not charging fines for children and YA. Network wide, automatic renewals. Notifies recipient of renewal / non-renewal (if book is on hold) If it is in your library but on hold, you can normally renew. IF there is a hold anywhere it will not allow a renewal. After 2 renewals, you cannot renew. This will benefit patrons, as they will not have to worry about renewing. This process will also reduce the number of fines. Potentially more changes to come with private equity firm purchasing Sierra.

## **Director's Report**

Margaret distributed the Director's Report via email.

A volunteer who teaches STEAM with Diane, husband is an animator, his company is donating a workstation. Workstation is worth \$1,500.

Last year, about \$70,000 was spent on purchasing books.

Margaret stated we should think about getting a new 3D printer, in addition to the current one. Raise Warrant Article – Increase the CAP on accumulated revenue. Margaret and Trustees want to be able to put more printer related things into the Maker's Space. They are hoping to raise this cap to 5,000. Margaret stated this will give flexibility in terms of the Makers Space. Technology is developing.

## **Director's Review**

Put on Agenda for next month. Chris has the form and will be sending to committee members. Discuss Questions/Wording in February.

Margaret will not be here for February meeting.

*In a motion made by Trudi, seconded by Lisa Sheehan the Library Board of Trustees voted to adjourn at 7:47 PM.*

**Next Meeting:** February 4, 2020

Respectfully submitted,

Katherine Mitchell, Recording Secretary

Medway Public Library Budget Report 1/6/2019							
Account	Acct #	Start Balance	Expen. To Date	End Balance	% Spent	Materials Expenditures	Current Month Expenditures
Salaries - Full Time	5110	\$188,011	\$86,767.45	\$101,243.55	46.15%		\$9,723.21
Salaries - Part Time	5111	\$96,690	\$48,191.56	\$48,498.44	49.84%		\$8,139.32
Longevity	5150	\$1,500	\$250.00	\$1,250.00	16.67%		\$0.00
Electricity	5211	\$22,400	\$9,284.10	\$13,115.90	41.45%		\$1,180.42
Heating Fuel	5212	\$7,800	\$1,553.32	\$6,246.68	19.91%		\$1,025.43
Trash	5232	\$2,500	\$1,285.76	\$1,214.24	51.43%		\$642.88
Water & Sewer	5231	\$550	\$304.76	\$245.24	55.41%		\$136.05
R & M Miscellaneous	5240	\$3,800	\$1,648.00	\$2,152.00	43.37%		\$120.00
Telephone	5341	\$1,000	\$526.63	\$473.37	52.66%		\$130.52
Supplies	5400	\$4,500	\$1,761.49	\$2,738.51	39.14%		\$324.33
Postage	5343	\$100		\$100.00	0.00%		\$0.00
OPS - (Minuteman bill)	5380	\$26,350	\$26,648.00	(\$298.00)	101.13%		\$0.00
OPS - (programs)	5380	\$6,000	\$2,982.00	\$3,018.00	49.70%		\$0.00
Media Materials	5427	\$5,000	\$7,929.76	(\$2,929.76)	158.60%	\$7,929.76	\$1,046.71
Books & Periodicals	5521	\$60,000	\$24,941.44	\$35,058.56	41.57%	\$24,941.44	\$5,723.06
Travel	5710	\$450		\$450.00	0.00%		\$0
Dues & Meetings	5730	\$500	\$413.50	\$86.50	82.70%		\$0
<b>TOTAL - GENERAL FUND</b>		<b>\$427,151.00</b>	<b>\$214,487.77</b>	<b>\$212,663.23</b>	<b>50.21%</b>		<b>\$28,191.93</b>
		Start Balance	Expen. To Date	Income to Date	Account Bal		Change in Acct Balance
Memorial Donations	5400	\$51,076.51	\$10,767.98	\$21,347.09	\$61,655.62	5,687.72	-706.74
Tuchinsky Fund Interest		\$32,663.02		\$4,385.14	\$37,048.16		0.00
Tuchinsky Fund Principal		\$106,374.07	\$3,504.96		\$102,869.11		0.00
Library Restitution Fund	706-4773	\$3,422.02	\$200.47	\$495.94	\$3,717.49		17.00
Copier & Printer Rev. Fund*	722-4840	\$12,386.19	\$650.50	\$1,836.68	\$13,572.37		409.81
Meeting Room Rev. Fund	723-4840	\$3,347.16		\$200.00	\$3,547.16		25.00
Free Public Library	2017	\$36,900.98	\$6,833.98		\$30,067.00	\$6,833.98	\$0.00
Youth Activities Grant		\$6,386.81	\$765.00		\$5,621.81		0.00
<b>TOTAL - OTHER FUNDS</b>		<b>\$252,556.76</b>	<b>\$22,722.89</b>	<b>\$28,264.85</b>	<b>\$258,098.72</b>	<b>\$45,392.90</b>	<b>(\$254.93)</b>

Medway Public Library  
Director's Report  
January 7, 2020

**Programs in December:**

- Thursday and Friday Story Times (Karen Kassel & Lauren Guagenty)
- Tuesday and Wednesday Toddler Jams
- PAWS to Read
- Gingerbread House Festival - Friends of the Library
- Cursive Club (Eileen Yates)
- Medway Chess Masters
- Book Club - Lorie Brownell

Makerspace visitor count December 216

Workshops & Classes:

STEAM Thursday - Electric Fun - snap circuits- Dec 5 - 6 participants

STEAM Thursday - Electric Fun - Quiz Board Assembling - Dec 12 - 8 participants

STEAM Thursday - Moebius Strips - Dec 19 - 5 participants

Other Groups

FTC Sense and Sound robotics team - Tuesday and Thursday night

Ongoing:

Medway Cable Access weekly drop-in help (Wednesday 2-4pm)

Walk-in 3D Printer Certification sessions every Thursday (3:30-5:00pm)

Bulky Knitting Machine Certification Sessions (Monday nights & Wednesday mornings)

Drop-in Technical Assistance session - every Friday morning from 10am-12pm

Certifications:

3D printer - 2 people

knitting machine 1 person

Sewing machine 2 people

Makerspace Coordinator Diane Busa noticed Epson scanner, vhs/dvd converters, laminator, sewing machines, kids activity table, 3D printer & 8mm film converter all being used by patrons.

Upcoming Workshops:

STEAM Thursdays - Math (Knot), Science (Quiz Board Debug & Observations, Engineering (Pinhole cameras)

Craft Tuesday - Pom-Pom Creatures - Jan 14

Jelly Roll Quilts - Jan 15

Painting with Trudi - Jan 25

Cross Stitch with Nicole - Jan 29

#### Other

Received \$250 from Medway Cultural Council for new easels & painting supplies (purchased easels and need to assemble them before next painting workshop)

Receive \$1500 for new workstation from Take-Two Interactive Software, LLC (Ghost Story). Company also donated 2 monitors. System will be set up next to 3D printer and we will be able to run animation software on it.

#### **Programs in January include:**

- Thursday and Friday Story Times (Karen Kassel & Lauren Guagenty)
- Tuesday and Wednesday Toddler Jams
- PAWS to Read
- Cursive Club
- Medway Chess Masters
- Photography Club - Lorie Brownell
- Book Club - Lorie Brownell

#### **Children's/YA Librarian Report:**

There were 17 children's programs in November with about 153 people attending (adults and children). In addition, the Friends of the Medway Library's Gingerbread House Festival had 198 participants.

#### **Budget**

I submitted the draft FY21 budget, and will meet with the Town Administrator next week to discuss it. We also plan to discuss alternative plans for improving the accessibility of the approach to the library.

#### **Library Software**

Addition to date due slip of how much patron saved

Can now choose to have date due slip printed or emailed

Items are renewed automatically unless on hold

Medway specific - no fines for Children's and Young Adult materials. Billed status still applies if greatly overdue.

#### **Building & Grounds**

I will meet with the Capital Improvement Planning Committee on January 14th to discuss the proposed Capital Improvement requests.

The Department of Public Services finished installing new cabinets, counters, and sink in the Cole Room, as well as new countertops in the Study Rooms to replace the worn countertops which were further water damaged several years ago.

#### **Meetings in January include:**

Department Managers meeting

Budget Meeting  
CIPC Meeting  
Membership (Directors') Meeting

**Other**

During December, the lower level community space was used after hours for 11 meetings and 44 individuals during the 13 nights it was open.

Margaret Y. Perkins  
Library Director