

Medway Library Board of Trustees

Final Meeting Minutes

February 1, 2022 7:00 PM

Zoom

Members Present (virtually): John Scott Smith, Chair, Julie MacEvoy, Trudi Stefan, Susan Alessandri

Members Absent (virtually): Lisa Sheehan

Others Present (virtually): Margaret Perkins, Library Director

Chair John called the meeting to order at 7:05 PM.

Approval of Agenda

On a motion made by Julie, seconded by Lisa, the Library Board of Trustees voted to approve the Agenda of February 1, 2022.

Approval of Minutes

On a motion made by John, seconded by Julie, the Library Board of Trustees voted to approve the Minutes of January 4, 2022.

Citizens Speak

None.

New Business

Review other ListServ Options

John shared his latest findings regarding ListServ options. He stated they can switch to blackboard/chalkboard. Fully automated through the website. Members could not reply using current listserv. Reserve the listserv when sending a message to the public. Cannot have 3 or more of the trustees included in a conversation outside of a Trustees meeting.

Review meeting room usage policy

Margaret mentioned there is an online application. Trustees agreed that the policy answered some questions they had. John asked if there are any changes that Margaret would like to see within the policy.

Review library gift acceptance policy

Table until next meeting.

Review pricing of consultant for focus group/survey of town wants and needs

Margaret stated the consultant charges \$75 an hour. The consultant would hold three focus groups as well as a first draft of the strategic plan. She also did a survey. Margaret mentioned it would be a good idea to have a teenage focus group and adult focus group. Margaret also mentioned she would discuss this with the children that frequent the library. Julie stated this consultant seems worth it.

On a motion made by John, seconded by Julie, the Library Board of Trustees unanimously voted to hire Barbara Friedman as a consultant to conduct focus groups and survey the town's wants and needs of the Medway Public Library. Services not to exceed five thousand dollars (\$5,000).

Establish a Collection Development Policy

Library Bill of Rights: <https://www.ala.org/advocacy/intfreedom/librarybill>

Freedom to Read Statement:

<https://www.ala.org/advocacy/intfreedom/freedomreadstatement>

[policy_selection.pdf](#) (beverlypubliclibrary.org)

Trustees shared various links of other town policies. Julie is in favor of using Beverly as a model to ours. Margaret will create proposed revisions and bring to the next meeting for review/approval.

Refunds on lost books

Ability to pay electronically- majority of people pay online. A patron paid for the book and found the book the very next day. Margaret asked the Town how we get the money back since you cannot get it back from Minuteman. Less than X amount of time, we will give them the money back. Often, Margaret does not replace the book. Margaret suggested 2 months.

Lost items return policy

On a motion made by John, seconded by Trudi, the Library Board of Trustees unanimously voted to propose a motion to establish a Lost Item Return Policy. If a patron pays the replacement fee for a lost item and within two (2) months finds that item, the patron can return that item to the library and will be refunded the replacement fee that they've paid, minus any processing fees.

Old Business

None to report.

Review Incident Reports

None to report.

Budget Report

Margaret distributed the Budget Report via email.

Director's Report

Margaret distributed the Director's Report via email.

On a motion made by Trudi, seconded by Julie, the Library Board of Trustees voted to adjourn the meeting at 8:21 PM.

Next Meeting: March 1, 2022

Respectfully submitted,

Katherine Mitchell, Recording Secretary

