

**Medway Library Board of Trustees**  
**Final Meeting Minutes**  
**March 3, 2020 7:00 PM Library Conference Room**

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

**Members Absent:** Trudi Stefan

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

Chair Susan Alessandri called the meeting to order at 7:10 PM.

### **Approval of Agenda**

*In a motion made by Lisa, seconded by John, the Library Board of Trustees voted to approve the Agenda of March 3, 2020.*

### **Approval of Minutes**

*In a motion made by Chris, seconded by Lisa, the Library Board of Trustees voted to approve the Minutes of January 7, 2020.*

### **Citizens Speak**

Margaret stated there are no fines for children's books. She has received positive feedback from a few citizens regarding the change in fees. Lisa asked if this has increased circulation of children's books. Margaret stated it is too soon to tell, but something to look into in the upcoming months. The library is not wiping existing fines, only new fines will not be charged if checked out from Medway Library. Susan suggested sharing updates like this on library Facebook page.

Susan stated friends informed her of the need to show their license to get a library card. Margaret stated they need something with your name and address on it. She suggested best practice is to show a photo ID with a printed document with name and address on it.

### **New Business**

Chris questioned who will take over Groups IO? John offered. Chris gave a brief overview. Chris recommended working with the Town on a different software to use, if Groups IO does not work.

## **Old Business**

Susan reminded members the Conflict of Interest Training is due. Lisa and John have completed and "Certificates of Completion" were given to Margaret.

## **Review Incident Reports**

Incident with teenagers who hangout in the lounge. Margaret stated there was food was ground into the carpet. Margaret spoke to police department to potentially review video tapes. Officer said if it happens again to let them know and they offered an officer come in to speak to the kids. Margaret called Ryan Sherman, Wellness Director.

Margaret stated the food pantry on village street is willing to provide snacks for after school kids. Margaret questioned if it they could have a possible program offering free lunch. Lunch was served on Wednesday during vacation week. Lisa suggested having a police officer (wellness officer) at the Middle School, as it is a familiar face to the children. Have him come periodically and come in to say hi. He knows most of the children.

Margaret stated the library bought a game that the children used and brought back. She has a list of other games for that age group she is interested in purchasing. Lisa suggested colored pencils, papers, legos, "adult" coloring books, etc. The frequent children are middle school age. Lisa suggests a weekly challenge with legos or rubix cubes.

Margaret stated they are being cautious still checking bathrooms prior to leaving.

## **Budget Report**

Margaret distributed the Budget Report via email.

Margaret completed the report, but the totals are not completed. She will send an updated report as soon as she has access to it.

## **Director's Report**

Margaret distributed the Director's Report via email.

## **Director's Review**

Margaret shared copies of the Town Annual Report with the committee members. Susan questioned how the attendance of the library is counted. Margaret stated there is a counter, but it is not 100% accurate.

This is Chris' last meeting as he will no longer be a resident.

*In a motion made by Susan, seconded by John, the Library Board of Trustees voted to adjourn at 7:45 PM.*

**Next Meeting:** April 7, 2020

Respectfully submitted,

Katherine Mitchell, Recording Secretary

