

Medway Library Board of Trustees

Final Meeting Minutes

June 7, 2022 7:00 PM

Medway Library

Members Present: John Scott Smith, Chair, Lisa Sheehan, Julie MacEvoy, Greg Peverill-Conti, Nutan Matthew

Members Absent:

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

Chair John called the meeting to order at 7:06 PM.

Approval of Agenda

On a motion made by Lisa, seconded by Greg, the Library Board of Trustees voted to approve the Agenda of June 7, 2022.

Elect Chair

On a motion made by Julie, seconded by Greg, the Library Board of Trustees voted to elect John Scott Smith as Chair.

Elect Vice Chair

On a motion made by Julie, seconded by John, the Library Board of Trustees voted Lisa Sheehan as Vice Chair of the Medway Library Board of Trustees.

Secretary

On a motion made by Lisa, seconded by Julie, the Library Board of Trustees voted to elect Greg as Secretary of the Medway Library Board of Trustees.

John welcomed members and new trustees, Greg and Nutan.

Approval of Minutes

On a motion made by Lisa, seconded by Julie, the Library Board of Trustees voted to approve the May 3, 2022 minutes.

Citizens Speak

Julie questioned about the discussion from last month regarding the concerned mothers about activities for toddlers. Lisa let them know they would review additional

programming for small children. Trustees discovered programs they were not even aware of. Story hours are at the library now – attended by children not much older than those that attend Toddler Jam.

Nutan stated she has heard great things about the Cosplay Club. The first session was well attended, Diane expected it to double. Started with 6-7 kids. This is a first-time program.

New Business

Update on Focus Groups

Ryan Sherman – Health and Wellness for the schools. Offered to assist to find children to participate in focus groups. Half a dozen teens, kids, and tweens – focus group for an hour. Nutan, Lisa, and Julie did not receive any information on this from the school. This will be on Zoom. Julie found this in the Newsletter. Julie will ask her daughter and a friend. Margaret mentioned she would like a variety. Greg suggested asking Cosplay kids. They are interested in hearing from children who do not use the library. Nutan will also ask her children / friends. Nutan would like more information and will reach out to parents. Margaret will reach out to Ryan to see if they got any responses. The focus group will be held June 10th 7-9 PM. The last one was about an hour and a half. May be shorter with the children. Ages 10-18.

Community Update – Lisa is going to email Nutan this information to share with her students. Margaret does not know if any one is signed up. There is no incentive.

Ryan mentioned they are working on a school bus drop off at the Library, from the schools.

Old Business

Lisa asked if anyone looked into Community Kangaroo. Margaret stated most of the programs are already on there. Nutan stated they scout out event pages and add to the calendar.

Trustees discussed communicating the offerings of the library more broadly, particularly with the schools. Lisa mentioned Wellesley does this with the schools as they were struggling for years with getting information from Public Library to families through school. Each of the schools in Medway has a weekly newsletter. The library created their own little mini newsletter posting to submit to the school to embed into the newsletter for the schools. This has taken off as parents are reading these weekly/bi-weekly/monthly. Nutan agrees this is a great idea. Build a bridge from public to school libraries.

This newsletter goes to whomever is sending the newsletter for the school(s). Once a month or twice a month – goes out to all the families. So many eyes on things. It's its own little section – “News from the Library”. Margaret asked if it was also adult items. Lisa shared some items – appears to be children's items. Could include family-oriented events

as well. They can pick and choose what is appropriate for the audience. New items in the MakersSpace. MakersSpace highlight – Maker of the Month.

Margaret asked if the high school had a librarian. They have a shared librarian with the middle school and high school. Could get more interest with the Library. Nutan asked the nature of the summer reading – Margaret stated they are not using beanstack.

Greg – Alert people about what is going on with the Library. He had a few ideas – Library resources in public places. Pop up library at train stations, library in a laundromat, etc. Who keeps track of collections? Some are permanent, some are temporary. Curated selection of books available at dog park / hardware store, etc. Target for a specific audience at the location. Have more interaction with local businesses. Put the library where people are already going. Nutan suggested Farmers Market or Muffin House, Shaws, Julie suggested cookbooks.

Margaret mentioned story hours at Farmers Market. Medway Community Farm –

Audrey is going to be meeting with Todd at Community Farm on ways they can work together. Work with the 4H's (a lot of people that utilize MakersSpace). Use book sale books so they do not need to be checked out. Nutan questioned if it possible to set up a table at the Community Farm with specific books – gardening, childrens book, cook books, etc.

Greg- Every kid in the City gets 1 or 10 free books. It is a draw.

Greg – Norwood during the pandemic created a book garden. Cardboard or paper with QR code to an E-book.

Greg – Easton holds Community Readers. Heads of Department at Town Hall does story time. Town figures. Photos with kids / share on social media (not reading the book). Fire Chief, Police Chief, teachers / principals, etc.

Margaret – Story Walks – whole page from the book and laminating instead of copying.

Julie asked how to move forward with these ideas and action plan(s).

Start with the free library at the Farmers Market. Need something printed (like a bookmark to include in the book). Greg – Invite people to the Medway Library. Nutan – include the hours. If it goes well, TC Scoops & Muffin House. Greg – ensure we have inventory. Margaret stated they usually have quite a bit of books after the book sales.

Pride Day. Kids loved the entertainment. Most of the children came from the MakersSpace. They enjoyed the spinart. There is a banner hanging in MakerSpace of this work.

Greg asked if the library produced videos. Videos of tools in MakersSpace. Share what is going on in MakersSpace. Need parental permissions. Show their creations (not faces). Creator Studio – John is setting up a meeting with Diane to create this.

Margaret mentioned hiring an additional sub.

Work on getting 1 library item in the school newsletter(s) before summer ends – mention summer reading. Something simple – public library connection. Summer hours- children programming, summer lunch, museum passes, summer reading, etc. Margaret will check with Audrey on this.

Review Incident Reports

No incidents.

Trustees were happy to receive the reports a day prior to the meeting. They were able to read ahead of time.

Budget Report

Margaret distributed the Budget Report via email.

Spend at least 16% of the total figure the town allocates on books and other items that circulate. 10% of anything spent on technology. The library will meet this budget before the fiscal year ends. Whatever is not used is lost. Margaret stated they don't typically lose much.

Director's Report

Margaret distributed the Director's Report via email.

Story Hours audience – 3-5 year olds. Smaller kids seem to be coming in more. Could change in the Summer. Greg asked if she could indicate what is children, teen, and adults on the report.

Currently scheduled for Tuesday July 5th – Julie will be on vacation.

On a motion made by Lisa, the Library Board of Trustees voted to adjourn the meeting at 8:28 PM.

Next Meeting: July 5, 2022

Respectfully submitted,

Katherine Mitchell, Recording Secretary

