

## **Medway Library Board of Trustees**

### **Final Meeting Minutes**

**August 2, 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, Todd Alessandri, Select Board Representative Liaison

*Chair John called the meeting to order at 7:04 PM.*

### **Approval of Agenda**

On a motion made by Lisa, seconded by Greg, the Library Board of Trustees voted to approve the Agenda of August 2, 2022.

### **Approval of Minutes**

*Defer July to September.*

### **Citizens Speak**

Lisa heard feedback on the Cosplay program. A young girl provided positive feedback which led to her mother taking her to a cosplay convention. Greg spoke to two women at Medway Day and shared the library has audio / e-books and they were really interested. Lisa questioned if the schools used Sora, Nutan confirmed they did.

Todd Alessandri introduced himself and mentioned he will periodically attend Library meetings.

### **New Business**

**The Select Board has requested our attendance at the September meeting to brief them on library business.**

Meeting is August 22<sup>nd</sup> at 7 PM. All trustees are interested in attending as well as Margaret. Todd mentioned sharing their strategic plan and providing any documents to Liz before the meeting to include in the Select Board packets.

### **Update on Focus Groups**

Margaret mentioned they interviewed 3-4 young adults and she hopes to finalize the focus group data by next week to include in the Strategic Plan.

**The Facilities Study is requesting an update on what upgrades the library will need/would like in order to accommodate our plans and vision over the next ten years.**

Cindy Sullivan reached out to John. They are looking for the visions of the Medway Library over the next 10 years. Open discussion for ideas on how the trustees would like the Library to progress over the next 10 years. Margaret asked if this was focused on the building because she mentioned they need more outdoor space. Margaret mentioned the land next door she is interested in.

Todd suggested focus first on the existing building. Restructure the library to expand makerspace, etc. Think about renovations to improve or enhance. What would this look like? Priority is public safety, police/fire, and schools. What is the rationale / what is critical and important? They will be making priorities.

If population increased by 10%, how would this effect the Library? Lisa mentioned people going to different libraries because they are newer, bigger, and better. The library is not competitive, but you want to ensure we are meeting the needs of the public. People are attracted to Millis Library. It is bright, open, and airy. Nutan mentioned the children's area is tucked away and no worries of her children being loud. Nutan mentioned people may feel more comfortable if there was a separate children's area in the Medway library. Nutan mentioned the shelves are down at her son's height and it's easy to browse. Millis seems to be a contemporary library.

Julie mentioned needing more individual workspaces – Millis offers bright open workspaces. People like the open contemporary feel.

Todd asked what they want the Library to look like in 10 years? Repurpose an existing building? Todd stated based on housing that is in process now, there will be about 1,000 increase in population within the next year. Same conversation with schools to estimate enrollment.

Trustees agreed separate children's area. More light. Open, big, comfortable workspace.

Greg mentioned the cosplay club has attracted so many children. Create a teen space – bring kids through and give them resources that are appealing. The Makers Space does that for young adults. Margaret mentioned they've had movies on Friday nights. Need spaces that are just as appealing as the activities. Don't have space / activities for middle school to high school kids. Space for homework.

Millis has a childrens space and a teen space- it's full of windows so you can see right in.

Margaret stated they don't see high schoolers often. The kids who stay at the library for a long period of time is 7th & 8th grade. They often go to the "fish bowl" room surrounded by windows with the computers. The kids love the hexagon table. Julie mentioned at the next meeting they could walk around and discuss the space.

August 25th is the next meeting for Facilities Study. Trustees asked how detailed they need to be. Todd recommends reaching out asking how specific they should be. One of the things they are likely wanting is input from the townspeople. Margaret and the trustees are currently waiting on results from the focus group about the space. They are not looking for costs – renovate the space to achieve these objectives. Include key features and they provide rough estimate cost. Need x amount more of square footage, or what they would like renovated. They can determine if another building can be repurposed.

Julie mentioned people in the focus group did touch upon the library space. Margaret mentioned there were 6-7 people to provide input in the focus group. Todd recommends working with Sandy

Johnston – to share / tour library and provide input. Provide an hour and a date. Trustees wondered if they could push back the deadline for the 8/25 Facilities Study to gather townspeople feedback. Todd stated this info doesn't need to be gathered for the Select Board but it would be great to share this information.

Margaret will be on vacation beginning August 24th.

Trustees plan to use the September 13th meeting to gather ideas / open the meeting an hour early to provide tours to the public. They can give the Library tour at 6:30 and hold the meeting at 7:30. Greg volunteered to provide tour. Trustees cannot discuss policies or decisions, but they can invite the public to the meeting after the tour. John will reach out to Michael Boynton and Sandy Johnston about the Library tour. Post a form on the town website for the public to provide feedback if they can't make the open house.

Goal is to gather input on long term planning to enhance/improve the library. Expand upon the focus groups. Trustees will create a written questionnaire and submit to Town Hall to get input that way. Focus more on the 10-year horizon. Lisa suggested Greg would be great to come up with some questions.

## **Old Business**

John spoke with Glen regarding the – would like the library involved in the committee Native American & Indigenous Peoples National Heritage Commemoration Day Steering Committee. They asked Margaret to attend meetings occasionally when the Libraries' input is necessary.

## **Review Incident Reports**

No incidents.

## **Budget Report**

Margaret distributed the Budget Report via email.

## **Director's Report**

Margaret distributed the Director's Report via email.

Lisa really likes Audrey's revised updates and asked Margaret to compliment her on this. Margaret stated it's been very busy. She mentioned Ryan Sherman brought 2 large bags of backpacks.

Strategic Plan is due on October 1<sup>st</sup>. Julie pointed out the answers in the focus group mentioned more space often.

*On a motion made by Greg, seconded by Julie, the Library Board of Trustees voted to adjourn the meeting at 8:48 PM.*

**Next Meeting: September 13, 2022 @ 7:30 PM (Library tour begins at 6:30 PM)**

Respectfully submitted,

Katherine Mitchell, Recording Secretary

