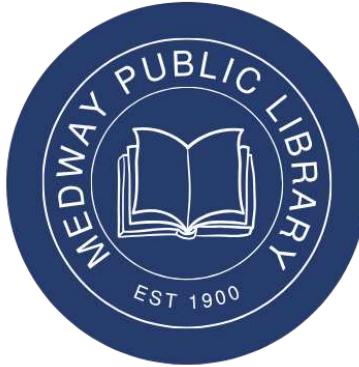


**Board of Trustees**

*Susan Alessandri, Chair  
Nutan Mathew, Vice Chair  
Lisa Sheehan, Secretary  
Nicole Haberman  
Naomi Price*



**Medway Public Library**  
**26 High Street**  
**Medway, MA 02053**  
**Phone: 508-533-3217**

**Board of Library Trustees  
Meeting Minutes  
December 2nd, 2025 @ 7 p.m.  
Medway Public Library**

**Members Present:** Susan Alessandri, Nutan Mathew, Nicole Haberman, Lisa Sheehan

**Members Absent:** Naomi Price

**Others Present:** Ivana Aguilar - Library Director, Same Wallace - Temporary Youth Librarian, Justin Tucker - Night Board Secretary, Carol - Friends of Medway Public Library, Dennis Crowley - Select Board Liaison

1. Call to Order - 7:00
2. Approval of November 4<sup>th</sup> and November 18<sup>th</sup> minutes - tabled until January
3. Welcome to our new director - The Trustees welcomed the new director Ms. Ivana Aguilar. Ms. Alessandri stated they will work on a public meet and greet in January.
4. Discussion of new children's/youth programming - Sam Wallace was present to give a summary. They've added a teen late night program. They had a successful resume workshop. Late night for teens program will be whatever the teens need from 6-8 like help with a paper, college applications, job applications, etc. Family programming has also been added. The big thing looking ahead is a summer reading program, all ages inclusive with the theme, "Plant a Seed, Read." This will be an opportunity to try different programs which will help dictate the fall schedule. Ms. Aguilar stated they'd love to have people in town offices come to the summer reading intro. This would include Trustees, Friends of the Library, Select Board members, other Directors, etc... Ms. Mathew suggested reaching out to Medway Public Farm. Ms. Mathew asked about doing an older kids story time, for kids in grades 1-4 possibly around 4pm. Ms. Alessandri asked if they'd be going into schools to hype the summer reading program. Sam Wallace stated they plan to go to all grade levels. Mr. Crowley asked what the lunch program costs. Ms. Alessandri stated she doesn't know how much the Lion's Club gives, but that the lunch program may cost around \$2500. Mr. Crowley suggested approaching the Lion's Club to help with funds for programming. Ms. Alessandri spoke about possible grants available. Sam spoke about the Call for Art happening on December 8th 5:30-8. There are 6 submissions plus some staff members.

The end of December has family fun blocked off: movie night, BINGO, countdown to new year, stuffed animal sleep over, Big Games Day for the Library of Things where people can try out the large games available.

5. Staffing update & discussion - Ms. Aguilar stated she has met with Cheryl, Michael, and Daryl. Her discussion with Cheryl and Michael ended with the youth services librarian becoming an assistant director/youth librarian, which will be a new grade and a change in the budget. The adult programming librarian will be starting in January. Ms. Aguilar discussed a new position, the circulation supervisor, who supervises the circulation desk and handles scheduling. This would remove the full-time position from Makerspace and make it part-time again. This was a decision made to have more full-time positions in supervising roles. Daryl, the union person, stated he will get back to Ms. Aguilar, and she is hoping to hear back from him this week to start hiring and getting the budget ready. There will still be 3 union positions. Ms. Aguilar stated she is waiting until the full time positions are filled before hiring the part time positions which are currently being serviced by subs. Ms. Aguilar stated there has been interest expressed for volunteering in the Makerspace who could also handle certifications and training on things like the 3D printer.
6. FY27 Budget discussion - Ms. Aguilar reported that she is going through last year's budget line items to inform this year's number. Ms. Aguilar reported she wanted to look closer at increasing programming funding. She has been using State Aid as well as the Friends of the Library. Ms. Aguilar stated the Minuteman Fee is going up about \$1,000. The book budget will also have to increase once the other budget numbers have been determined due to the percentage determined by MBLC.
7. Strategic Plan discussion - Ms. Aguilar reported she attended a webinar on creating a strategic plan. Ms. Aguilar talked about speaking to staff to find out what they may want and creating online and paper surveys for patron input. Ms. Aguilar also plans to offer private meeting time with her to hear what people may want from the library without worrying about other people listening and judging. MBLC also has a facilitator that could help begin planning the strategic plan.
8. Discussion of ICE protocol - Ms. Alessandri reported she met with town officials and police about actions to take when someone in that role may come to the library. Ms. Aguiar stated she wanted to be able to tell staff there was a set list of instructions to follow in the event this may happen. The Chief of Police offered to come and speak to the staff. Ms. Aguilar suggested if they do meet with the Chief, to do it on a Friday morning and possibly open late to give staff an appropriate amount of time with the Chief.
9. Human Library - Ms. Mathew explained the Human Library is a program that has people with unique experience come and be an open book for discussion and questions. For example, having someone who may have a really niche expertise into the library and have them present and answer questions on their expertise that the public may have an interest in.
10. Director's report - Ms. Aguilar spoke to the positive and smooth functionality of the library.
11. Report: Friends of Medway Public Library - Carol stated they had a successful sale on short notice. The Friends decided to move the next sale to March 20, 21, and 28 (fill a bag). They are updating the brochure, and they've gotten new volunteers. The Friends would like to increase their visibility. The Friends would like to fund the programming budget that Ms. Aguilar presented to them. These programs would be sponsored by the Friends and include their logo in the advertising of the event to

help increase their visibility. Ms. Aguilar gave the Trustees samples of a Memorandum of Agreements between Friends and Trustees.

12. Time reserved for topics not reasonably anticipated by chair - Ms. Alessandri stated they received a letter from the Attorney General's office stating they did not violate the open meeting law. The MBLC consultant will be coming at 1:00 next Friday to advise on the space.
13. Public Comment – Related to matters contained on the agenda above - There was no public comment.
14. Adjournment - 8:16