

Library Trustees meeting, 4/7/15

John Scott Smith, acting secretary

Members present:

Carol Brown

Diane Burkhardt

Ed Duggan

Chris Monahan, Chairperson

John Scott Smith, acting Secretary

Margaret Perkins, Library Director

meeting was called to order

movement to approve agenda: CB

seconded by: DB

unanimously passed

secretary's report:

Ed had a question about how people were happy about the lighting.

movement to approve minutes: CB

seconded by: DB

all in favor:

CB, DB, ED, CM

John Smith abstained.

Budget report from Margaret

Director's report

Children's/YA librarian position is posted.

Water damage update; this is the first time that we've had water come into the library from ice dams for as long as anyone in the room was aware.

Front parking lights: still getting quotes on the installation.

Discussion around the makerspace.

Quilting, soldering, loom, spinning yarn.

Trustees present decided to postpone the Director's Review until the next meeting.

Did work on long term plan.

Motion to adjourn by JSS

All present voted to adjourn.

Medway Public Library

Director's Report

April 4, 2015

Programs in January:

- Songbirds of the Northeast (19 attendees) (recorded by Medway Cable Access)
- Southern Rail Concert, sponsored by the Friends of the Library (127 attendees)
- Nutrition Book Group (Karen Kassel)
- St. Patrick's Day Craft (Paula)
- Hands-On Art History (9 children - Paula)
- Engineering with GoldiBlox Program (3 children – Margaret)
- STEM Club (7 children - Margaret)
- Friday Story Hours (83 children - Jen Carlson & Lorie)
- Toddler Jam (4 weeks – 102 children & caregivers)
- Monthly Paws to Read (12 children)
- Friends of the Library LEGO Club
- Library Book Club (4 patrons - Lorie)
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Special upcoming programs include:

- Seed Saving Presentation by representative from Mass Master Gardeners Association
- Health Statistics Book Discussion (in collaboration with National Network of Libraries of Medicine, New England Region) (Margaret)
- Drop-in Audiobook Download Session (Tammy & Margaret)
- Engineering with GoldiBlox Program (Margaret)
- Heroines on the Home Front Spinning/History Workshop
- Friends of the Library Movie
- Mudeye PuppeTree Puppet Show & Workshop
- Local Author book signing - collaboration with Medway Cable Access

Budget

John Foresto and I met with the Finance Committee about the Library FY16 budget. The Finance Committee voted to recommend the budget, as the Selectmen had previously. I gave the full-time Children's/Young Adult Librarian job announcement (to start on July 1, 2015) to Human Resources, and it will be posted shortly.

Chris and I met with the Library's Finance Committee liaison, Rohith Ashok, to discuss the Library's activities for his write-up in the Town Booklet for the Spring Town Meeting.

The Maker Space Subcommittee has been meeting biweekly. The Medway Cultural Council has expressed interest in pursuing funding for a pottery wheel and other equipment for making crafts and artwork in the Maker Space.

Building

The contractor from the insurance company has been to the Library twice to take measurements for the estimate on repair of the water damage.

All four dehumidifiers have been installed. The automatic door opener has also been installed. The door has not been fully closing dependably. The installers came back and were unable to fix it, so DPS is going to have another company come in to adjust it.

DPS obtained a second quote for parking lot lighting. They are working on getting more specifics.

The Town has been offered the opportunity to purchase a portion of the property behind the Library parking lot.

Meetings

I attended the following meetings/events in March:

- Town of Medway Department Head Meeting
- Special Town Meeting
- Medway Finance Committee
- Maker Space Subcommittee meetings
- Minuteman Library Network Board of Directors
- Minuteman Library Network Membership (Directors)
- Legislative Breakfast
- Minuteman Library Network Technology Interest Group
- Minuteman Library Network Reference Interest Group
- Commonwealth Catalog Training
- Decision Center Training
- Readers' Advisory Roundtable
- Girl Scouts – They were interviewing with women leaders
- Toastmasters

Meetings and events in April include:

- Town of Medway Department Head Meeting
- Maker Space Subcommittee meetings
- Minuteman Library Network Board of Directors
- EPA Library Tour
- Computers in Libraries Conference
- NELA/ITS meeting

Paula Belanger attended a very informative meeting on assistive technology at Perkins School for the Blind. We are discussing options for obtaining technology to assist patrons with vision impairments.

Other

During March, the lower level community space was used after hours for 14 meetings and 45 individuals during the 18 nights it was open.

I have completed the application for the LSTA grant, "Science is Everywhere."

We are now ordering Mylar jackets with books purchased from Ingram, our primary vendor. Not having to cover as many books will save Katherine a great deal of time, so she will be able to process books more quickly and add more donated materials to the collection.

Margaret Y. Perkins

Library Director

Medway Public Library Budget Report 4/1/2015

Account	Acct #	Start Balance	Expen. To Date	End Balance	% Spent	Current Month Expenditures	Materials Expenditures
Salaries - Full Time	5110	\$110,246	\$91,183.14	\$19,062.86	82.71%	\$8,465.60	
Salaries - Part Time	5111	\$89,697	\$48,059.43	\$41,637.57	53.58%	\$5,766.80	
Longevity	5150	\$1,200	\$1,200.00	\$0.00	100.00%	\$0.00	
Electricity	5211	\$19,300	\$12,988.41	\$6,311.59	67.30%	\$1,394.61	
Heating Fuel	5212	\$6,000	\$6,649.62	(\$649.62)	110.83%	\$1,791.03	
Trash	5232	\$1,671	\$1,923.29	(\$252.29)	115.10%	\$556.41	
Water & Sewer	5231	\$270	\$182.69	\$87.31	67.66%	\$51.01	
R & M Miscellaneous	5240	\$7,792	\$3,112.00	\$4,680.00	39.94%	\$0.00	
Telephone	5341	\$1,200	\$712.52	\$487.48	59.38%	\$104.23	
Supplies	5400	\$2,600	\$2,562.75	\$37.25	98.57%	\$324.46	
Postage	5343	\$250	\$13.60	\$236.40	5.44%	\$0.00	
OPS - (Minuteman bill)	5380	\$23,315	\$23,315.00	\$0.00	100.00%	\$0.00	
OPS - (programs)	5380	\$6,492	\$3,498.22	\$2,993.78	53.89%	\$394.11	
Media Materials	5427	\$6,000	\$2,842.72	\$3,157.28	47.38%	\$307.10	\$2,842.72
Books & Periodicals	5521	\$4,000	\$4,914.91	(\$914.91)	122.87%	\$1,591.81	\$4,914.91

Travel	5710	\$400	\$370.03	\$29.97	92.51%	\$129.93	
TOTAL - GENERAL FUND		\$280,433.00	\$203,528.33	\$76,904.67	72.58%	\$20,877.10	
TM: After Hours Staff*		\$4,698.00		\$4,698.00	0.00%	\$0.00	
TM: Expenses		\$15,302.00	\$14,661.24	\$640.76	95.81%	\$18.28	\$14,661.24
Dehumidifier		\$12,400.00	\$12,387.00	\$13.00	99.90%	\$12,387.00	
TOTAL - TM		\$20,000.00	\$14,661.24	\$5,338.76	73.31%	\$18.28	

*Community Steward salary will be moved from Salaries - Part-time to TM: After Hours Staff at the end of the fiscal year

		Start Balance	Expen. To Date	Income to Date	Account Bal	Current Month Net	
Memorial Donations	5400	\$27,220.67	\$12,720.24	\$2,215.53	\$16,715.96	-\$709.67	10,532.11
Tuchinsky Fund Interest		\$29,334.87		\$80.93	\$29,415.80	\$10.15	
Tuchinsky Fund Principal		\$102,869.11		\$446.00	\$103,315.11	\$51.49	
Library Restitution Fund	706-4773	\$50.17	\$178.94	\$984.11	\$855.34	\$105.63	
Copier & Printer Rev. Fund	722-4840	\$6,113.42	\$310.99	\$1,305.46	\$7,107.89	\$188.20	
Meeting Room Rev. Fund	723-4840	\$3,080.76		\$200.00	\$3,280.76	\$0.00	
Free Public Library	2017	\$6,802.08	\$11,587.77	\$15,440.51	\$10,654.82	\$5,604.61	\$11,461.77
TOTAL - OTHER FUNDS		\$175,471.08	\$24,797.94	\$20,672.54	\$171,345.68	\$5,250.41	\$44,412.75