

Medway Library Board of Trustees  
Tuesday August 11th, 2015  
7:00 p.m.  
Medway Public Library

**Trustees**

Karen Kassel, Secretary

Cheryl MacNeil

Chris Monahan, Chairperson

John Scott Smith, Vice Chairperson

Meeting called to order 7:06 p.m.

**A. Approval of Agenda**

**KK: Motion** to approve agenda. CMac2; vote: unanimously approved.

**B. Secretary's Report (July 7th)**

**KK: Motion** to approve Secretary's report from July 7, 2015 meeting. CMac2; vote: 2 in favor; 1 abstain (CM).

**C. Citizens Speak**

None present.

**D. Budget Report**

Margaret distributed the budget reports via email; the last month of [FY15 \(June 30 2015\)](#) and the first month of [FY16 \(July 31, 2015\)](#). There is nothing out of the ordinary.

**E. Director's Report**

Margaret distributed the [Director's Report](#) via email. Of note: The

Library received the LSTA “Science is Everywhere” Grant for the year beginning October, 2015. A science educator will run the programs.

Margaret also distributed the ARIS report via email.

## **F. Old Business**

### Water damage update

The repairs are almost complete; see [Director’s Report](#).

### Carpeting

Nothing new to report.

### Front parking lights

Nothing new to report.

### Exterminator update

The Library and the Department of Public Services are planning to contract with an exterminator to control insects and mice safely.

### Review of Long Range Plan

The revision to the Long Range Plan is due early October.

Margaret has found 6 patrons willing to participate in a focus group about the Library’s future. This will be held the last week of August, and run by Margaret, Diane, and Karen.

We reviewed and revised some of the LRP, using Margaret’s and Chris’ edits as a starting point. Chris will combine the edits into one document for distribution and review.

### Wiring Cole room and Conference room for video recording

Medway Cable Access will be doing this; they have not yet scheduled the project.

### MakerSpace update and discussion

John Foresto and Margaret met with the architect on August 6th to discuss possibilities for the space. There were no issues from a structural perspective. The architect will provide floor plans, layouts, and other recommendations. He recommended we have an HVAC person come in to estimate needs and costs for heating and ventilation. John will contact Town Hall to get the name of the HVAC person the Town uses.

### **G. New Business**

None discussed.

### **H. Special Programs, Fundraising, Sponsorships**

None discussed.

### **I. Adjournment**

JSS: Motion to adjourn. KK2. Meeting adjourned 9:18 p.m.

Next meeting September 1, 2015.

Medway Public Library  
Director's Report  
August 11, 2015

**Programs in July and August:**

- Friday Story Hours {4 weeks – approximately 90 children and caregivers – Lucy Anderson (3 weeks) & Michelle Milligan (1 week)}
- Toddler Jam (5 weeks – 158 children & caregivers)
- Scrabble Night – Friends of the Library
- Paws to Read (10 children)
- Toe Jam Variety Band Puppet Show (65 attendees)
- *More Easy Walks in Massachusetts* Author Program (7 attendees)
- Swords through the Ages (18 attendees)
- Smart Smiles Dental Associates Program (2 attendees)
- 4-H Super Heroes Impact Club (2 meetings – 10 children)
- Memoir Writing presentation (5 attendees)
- Nutrition Book Group (Karen Kassel)

**Special upcoming programs in August and September include:**

- North Sea Gas Scottish Folk Band
- Story Time – now every Tuesday and Friday!
- International Dot Day Celebration
- Paws to Read Meet-and-Greet
- Scrabble Night – Friends of the Library
- LEGO Club – Friends of the Library
- Local Mystery Author Night – C. E. Zaniboni
- 4-H Super Heroes Impact Club (3 meetings)
- Hypnosis/EFT Presentation
- Senior Center Book Group (Lorie)

**Building**

The water damage repair is almost complete. The counters in the study rooms have not yet been replaced, and there are some missing ceiling tiles. Bobby McGee is working with the contractor to make sure these items are finished. The carpenters will return after the new carpet has been installed to reinstall the cove moulding in several places and the counters in the technical services office and the Director's office.

A local business sent five volunteers, who along with the Department of Public Services and the co-presidents of the Friends, helped us clean out the basement in preparation for the Maker Space. The clean-out is about 90% completed.

The Library and the Department of Public Services are planning to contract with an exterminator to control insects and mice safely.

The second vendor has not submitted a quote to the Department of Public Services for replacement of the fire alarm system. The amount allocated for the replacement will go back to the Town, but it would probably not have been close to sufficient, in any case. We will resubmit the request to the CIPC. CIPC requests are due on August 21<sup>st</sup>.

### **Meetings**

I attended the following meetings/events in July:

- Program Planners Conference Call
- Meeting with COA Art teacher & Diane Burkhardt about art display at the Library
- Maker Space Committee

Meetings and events in August include:

- Minuteman Executive Director Performance Evaluation meeting
- NELA/ITS meeting
- Medway Department Heads Meeting
- Meeting with high school principal (Lucy)

### **Other**

During July, the lower level community space was used after hours for 10 meetings and 55 individuals during the 22 nights it was open.

Nancy McCarthy, the art teacher at the Senior Center, has hung her students' impressive art work on the endcaps of the non-fiction area.

The Library received the LSTA "Science is Everywhere" Grant for the year beginning October, 2015! I will meet with the Science Educator who will do some of the programs within the next few weeks. Lucy and I will attend a MBLC training session in October for recipients of the STEM and STEAM grants.

Margaret Y. Perkins  
Library Director

| <b>Medway Public Library<br/>Budget Report 6/30/2015</b> |        |                     |                     |                   |             |                               |                           |
|--|--------|---------------------|---------------------|-------------------|-------------|-------------------------------|---------------------------|
| Account  | Acct # | Start Balance       | Expen. To<br>Date   | End Balance       | % Spent     | Current Month<br>Expenditures | Materials<br>Expenditures |
| Salaries - Full Time                                     | 5110   | \$110,246           | \$110,476.10        | (\$230.10)        | 100.21%     | \$2,361.76                    |                           |
| Salaries - Part Time                                     | 5111   | \$89,697            | \$75,105.36         | \$14,591.64       | 83.73%      | \$15,911.46                   |                           |
| Longevity  | 5150   | \$1,200             | \$1,200.00          | \$0.00            | 100.00%     | \$0.00                        |                           |
| Electricity  | 5211   | \$19,300            | \$18,899.59         | \$400.41          | 97.93%      | \$3,480.09                    |                           |
| Heating Fuel   | 5212   | \$6,000             | \$7,918.64          | (\$1,918.64)      | 131.98%     | \$181.30                      |                           |
| Trash  | 5232   | \$1,671             | \$2,479.70          | (\$808.70)        | 148.40%     | \$556.41                      |                           |
| Water & Sewer  | 5231   | \$270               | \$233.70            | \$36.30           | 86.56%      | \$51.01                       |                           |
| R & M Miscellaneous                                      | 5240   | \$7,792             | \$5,719.40          | \$2,072.60        | 73.40%      | \$1,927.40                    |                           |
| Telephone  | 5341   | \$1,200             | \$1,021.02          | \$178.98          | 85.09%      | \$213.62                      |                           |
| Supplies   | 5400   | \$2,600             | \$3,386.66          | (\$786.66)        | 130.26%     | \$427.31                      |                           |
| Postage  | 5343   | \$250               | \$111.60            | \$138.40          | 44.64%      | \$0.00                        |                           |
| OPS - (Minuteman bill)                                   | 5380   | \$23,315            | \$23,315.00         | \$0.00            | 100.00%     | \$0.00                        |                           |
| OPS - (programs)   | 5380   | \$6,492             | \$5,250.93          | \$1,241.07        | 80.88%      | \$761.71                      |                           |
| Media Materials  | 5427   | \$6,000             | \$10,491.47         | (\$4,491.47)      | 174.86%     | \$5,911.40                    | \$10,491.47               |
| Books & Periodicals                                      | 5521   | \$4,000             | \$14,317.60         | (\$10,317.60)     | 357.94%     | \$9,263.08                    | \$14,317.60               |
| Travel   | 5710   | \$400               | \$479.94            | (\$79.94)         | 119.99%     | \$91.99                       |                           |
| <b>TOTAL - GENERAL FUND</b>                              |        | <b>\$280,433.00</b> | <b>\$280,406.71</b> | <b>\$26.29</b>    | 99.99%      | <b>\$41,138.54</b>            |                           |
| TM: After Hours Staff                                    |        | \$4,698.00          | \$4,575.00          | \$123.00          | 97.38%      | \$4,575.00                    |                           |
| TM: Expenses   |        | \$15,302.00         | \$15,425.00         | (\$123.00)        | 100.80%     | \$249.86                      | \$15,425.00               |
| <b>TOTAL - TM</b>  |        | <b>\$20,000.00</b>  | <b>\$20,000.00</b>  | <b>\$0.00</b>     | 100.00%     | <b>\$4,824.86</b>             |                           |
| Dehumidifier   |        | \$12,400.00         | \$12,387.00         | \$13.00           | 99.90%      | \$0.00                        |                           |
|  |        | Start Balance       | Expen. To<br>Date   | Income to<br>Date | Account Bal | Current Month Net             |                           |
| Memorial Donations                                       | 5400   | \$27,220.67         | \$7,674.51          | \$20,241.68       | \$39,787.84 | \$23,990.54                   | 4,801.19                  |

|                            |          |                     |                    |                    |                     |                    |                    |
|----------------------------|----------|---------------------|--------------------|--------------------|---------------------|--------------------|--------------------|
| Tuchinsky Fund Interest    |          | \$29,334.87         |                    | \$740.60           | \$30,075.47         | \$584.25           |                    |
| Tuchinsky Fund Principal   |          | \$102,869.11        |                    | \$55.01            | \$102,924.12        | -\$449.89          |                    |
| Library Restitution Fund   | 706-4773 | \$50.17             | \$1,098.59         | \$1,156.75         | \$108.33            | -\$153.66          |                    |
| Copier & Printer Rev. Fund | 722-4840 | \$6,113.42          | \$355.18           | \$1,794.61         | \$7,552.85          | \$152.65           |                    |
| Meeting Room Rev. Fund     | 723-4840 | \$3,080.76          |                    | \$250.00           | \$3,330.76          | \$25.00            |                    |
| Free Public Library        | 2017     | \$6,802.08          | \$11,219.65        | \$15,440.51        | \$11,022.94         | \$6,578.78         | \$10,493.65        |
| <b>TOTAL - OTHER FUNDS</b> |          | <b>\$175,471.08</b> | <b>\$20,347.93</b> | <b>\$39,679.16</b> | <b>\$194,802.31</b> | <b>\$30,727.67</b> | <b>\$55,528.91</b> |

| <b>Medway Public Library<br/>Budget Report 7/31/2015</b> |          |                     |                    |                     |              |                            |                        |
|--|----------|---------------------|--------------------|---------------------|--------------|----------------------------|------------------------|
| Account  | Acct #   | Start Balance       | Expen. To Date     | End Balance         | % Spent      | Current Month Expenditures | Materials Expenditures |
| Salaries - Full Time                                     | 5110     | \$156,474           | \$10,702.98        | \$145,771.02        | 6.84%        | \$10,702.98                |                        |
| Salaries - Part Time                                     | 5111     | \$70,681            | \$4,809.62         | \$65,871.38         | 6.80%        | \$4,809.62                 |                        |
| Longevity  | 5150     | \$1,200             |                    | \$1,200.00          | 0.00%        |                            |                        |
| Electricity  | 5211     | \$20,000            |                    | \$20,000.00         | 0.00%        |                            |                        |
| Heating Fuel   | 5212     | \$7,800             |                    | \$7,800.00          | 0.00%        |                            |                        |
| Trash  | 5232     | \$2,734             |                    | \$2,734.00          | 0.00%        |                            |                        |
| Water & Sewer  | 5231     | \$291               |                    | \$291.00            | 0.00%        |                            |                        |
| R & M Miscellaneous                                      | 5240     | \$6,100             |                    | \$6,100.00          | 0.00%        |                            |                        |
| Telephone  | 5341     | \$1,200             | \$20.51            | \$1,179.49          | 1.71%        | \$20.51                    |                        |
| Supplies   | 5400     | \$3,000             | \$0.00             | \$3,000.00          | 0.00%        | \$0.00                     |                        |
| Postage  | 5343     | \$100               |                    | \$100.00            | 0.00%        |                            |                        |
| OPS - (Minuteman bill)                                   | 5380     | \$23,605            | \$23,605.36        | (\$0.36)            | 100.00%      | \$23,605.36                |                        |
| OPS - (programs)   | 5380     | \$5,598             |                    | \$5,598.00          | 0.00%        |                            |                        |
| Media Materials  | 5427     | \$6,000             |                    | \$6,000.00          | 0.00%        |                            |                        |
| Books & Periodicals                                      | 5521     | \$32,954            | \$803.56           | \$32,150.44         | 2.44%        | \$803.56                   | \$803.56               |
| Travel   | 5710     | \$400               |                    | \$400.00            | 0.00%        |                            |                        |
| Dues & Meetings  | 5730     | \$500               |                    |                     |              |                            |                        |
| <b>TOTAL - GENERAL FUND</b>                              |          | <b>\$338,637.00</b> | <b>\$39,942.03</b> | <b>\$298,694.97</b> | 11.79%       | <b>\$39,942.03</b>         |                        |
|  |          | Start Balance       | Expen. To Date     | Income to Date      | Account Bal  | Current Month Net          |                        |
| Memorial Donations                                       | 5400     | \$39,787.84         |                    | \$20.00             | \$39,807.84  | \$20.00                    |                        |
| Tuchinsky Fund Interest                                  |          | \$30,075.47         |                    |                     | \$30,075.47  |                            |                        |
| Tuchinsky Fund Principal                                 |          | \$102,924.12        |                    |                     | \$102,924.12 |                            |                        |
| Library Restitution Fund                                 | 706-4773 | \$108.33            |                    | \$112.06            | \$220.39     | \$112.06                   |                        |
| Copier & Printer Rev. Fund                               | 722-4840 | \$7,552.85          |                    | \$154.08            | \$7,706.93   | \$154.08                   |                        |



|                            |          |                     |                   |                 |                     |                     |                   |
|----------------------------|----------|---------------------|-------------------|-----------------|---------------------|---------------------|-------------------|
| Meeting Room Rev. Fund     | 723-4840 | \$3,330.76          |                   |                 | \$3,330.76          |                     |                   |
| Free Public Library*       | 2017     | \$11,022.94         | \$9,367.11        |                 | \$1,655.83          | (\$9,367.11)        | \$7,299.11        |
| <b>TOTAL - OTHER FUNDS</b> |          | <b>\$194,802.31</b> | <b>\$9,367.11</b> | <b>\$286.14</b> | <b>\$185,721.34</b> | <b>(\$9,080.97)</b> | <b>\$8,102.67</b> |