

Medway Public Library Board of Trustees
Tuesday, February 3, 2015
7:00 p.m.
Medway Public Library

Trustees:

Diane Burkhardt, Vice chairperson
Ed Duggan
Karen Kassel, Secretary
Chris Monahan, Chairperson
John Scott Smith

Margaret Perkins, Library Director

Citizens:

None present

Meeting called to order 7:10 p.m.

A. Approval of Agenda

ED: Motion to approve agenda: ED1, DB2; vote: unanimously approved.

B. Secretary's Report (January 6th)

ED: Motion to approve secretary's report from January 6, 2015: ED1, DB2; in favor: 4, abstain: 1 (JSS).

C. Citizens Speak

KK, speaking as a Girl Scout Troop leader: our GS troop is selling cookies at the Library on February 18 from 3-6. If the weather is lousy, can we be inside as a backup? Also, can we put a sign at the opposite door?

JSS: Do we have a policy on selling goods at the Library?

MP: For-profits can rent a room for \$25/hour and they can sell stuff. We allow some selling along with the book sale, usually fundraisers for the Friends or a school sports team.

After a brief discussion, the Trustees decided the Girl Scouts could be in the doorway of the book room, so they will be visible, but out of the direct traffic flow. Also, they may put a sign on their table, but not at the doors. **There will be no charge for the Girl Scouts to sell cookies at the Library.**

D. Budget Report

ED asked about using some of the money in the "copier and printer revolving fund" account for other projects. The amount in that fund is greater than what we spend on printer and copier related supplies; presently there is \$6,805.74

remaining in that account for FY2015. No one had an answer, so ED will check with the Town Accountant.

E. Director's Report

John Foresto is meeting with the BOS tonight, so we should know more about our budget requests after that.

In the lower parking lot, the light on the pole by the street has been replaced, making a big improvement in lighting. The estimate to change the other two lights in the lower lot to LED flood lights is \$5,346. We probably don't need to do this now because the new one has made such an improvement. However, ED stated that right now, there are no leaves on the trees and we should get the lights installed before the illumination problem returns in the spring.

DPS received a new quote for carpet replacement. It will be at least \$90,000 to re-carpet the whole library and \$5,000-\$6,000 to re-carpet the stairs. We do not know how much money the CIPC will allot for carpeting, probably half of what we have requested. We could replace one floor this year and one floor next. The most worn areas of carpet are the area in front of the circulation desk, the stairs, and the Cole room. A decision on carpet replacement cannot be made until we have money confirmed from CIPC.

The downstairs carpet cannot be replaced until the new dehumidifiers have been installed. The dehumidifiers do not affect the upstairs carpeting. Funding for dehumidifiers was approved for FY2015 and therefore should be installed by June 2015. DPS is having difficulty finding a company to install the dehumidifiers. Margaret will check to see if the funds for the dehumidifiers can be rolled-over into FY 2016.

MP: Do we want to spend \$2,000 this year to get the carpets cleaned?

ED: This is going on too long; we need to push someone on getting the dehumidifiers installed. I suggest that Chris write a letter to Tom Holder, the Director of the Department of Public Services, to ask for his help in getting the dehumidifier issue resolved more quickly.

ED: I think we need a plan to incrementally replace sections of the carpet over a period of time. Right now it seems to be all or nothing, and nothing is exactly what is happening.

The Trustees are not in agreement on whether to spend the money on cleaning the carpets. We'll wait on this decision until we know more about the dehumidifiers and the carpet budget from CIPC.

F. Old Business

Use of Basement Space

Chris met with our new FinCom liaison Rohith Ashok. One of the topics they discussed was our idea for turning the basement space into a Maker Space; he was interested in the idea.

Bobby McGee provided an estimate of \$18,000 for finishing the left half of the basement space, not including ventilation or dehumidifier.

Medway Cable Access Activity

Margaret met with John Foresto; he asked for a wish list of items we would like from Cable Access for the media part of our proposed Maker Space. Most of the items Cable Access can give us are software, which can be used at any computer and therefore can be located outside of the actual Maker Space, such as in the lounge or at video editing workstations.

John also suggested applying for a Cable Access grant for \$20,000 to get some of the materials for a Maker Space, some of which can be used anywhere in the Library.

Here is the proposed list of hardware and software:

Hardware:

- Mac desktop(s)
- Large flat screen monitor(s), one of which could be used for bulletins/events
- 3-D Printer (~\$1,500 - John seemed to think that quite reasonable)
- Video camera(s)
- Green Screen
- Wacom drawing tablet

Software:

- Adobe Photoshop
- Final Cut
- Audacity
- Adobe Aftereffects
- Adobe Indesign
- Adobe Illustrator
- Adobe Premier Pro
- Adobe Dreamweaver
- Adobe Flash
- Adobe Muse
- Adobe Audition

Long-range Plan Review

Margaret distributed (via email) the latest version of the long-range plan, with completed activities in red and ongoing activities in blue. We will discuss this at

the March meeting.

Director Evaluation Document

We thoroughly reviewed and updated the Director Evaluation document. [The final version is included with these minutes.](#) **Trustees should complete this evaluation prior to our March meeting.**

We should also consider whether or not we want to include staff in the Director evaluation process and, if so, how best do we do that?

Staff Name Tags

Margaret asked the staff about wearing name tags; they were against it because of privacy issues.

ED: We need to make the Library more friendly; knowing people's names could help.

MP: Our staff will share their names with patrons, but would prefer to have the choice to share their name rather than be required to wear a name tag.

CM: I don't think the lack of name tags is affecting service. Since the staff are opposed to the name tags, let's let it go.

JSS: How big of a deal is it? Would they rather not or is there stronger opposition?

MP: The feelings run the gamut from "I'd really rather not" to being very upset about it. One person said it was a great idea. Holliston Library has name tags with first names, but they are not mandatory.

DB: We could give the staff members the option of wearing a name tag that says their name or "staff". The Director should wear a name tag and should have her name on her office door.

MP: I agree that I should wear a name tag and have my name on my office door.

The Trustees decided to give the staff the choice of no name tag, a name tag that says "staff," or a name tag that has their name.

Replacing the Children's/YA Librarian

We will table this discussion until we know more specifics on the budget.

G. New Business

Annual Town Report

Margaret previously distributed this year's version of the Annual Town Report. She needs to submit it to the Town by Feb. 13th; any edits should be given to her before then.

Amazon Smile Donation Link

The Library received a letter from Amazon Smile, offering the Friends of Medway Library the chance to register as one of the non-profits that shoppers can choose

if they wish to donate a small percentage (0.5%) of their purchase price. Margaret discussed this program with the Friends and they are considering registering.

Director Conference Attendance

Margaret would like to attend the Computers in Libraries Conference in Washington, DC at the end of April. She will stay with her daughter to lower the cost of the trip.

ED: What is the value to the Library from this conference?

MP: I'll learn about cutting-edge technology and the various uses in libraries. The Trustees agreed this conference is worthwhile for Margaret to attend.

Usually Margaret pays for conferences out of Memorial Donations. Right now, the Memorial Donations fund has about \$18,000. The cost of this conference should be about \$600 (flight \$200, conference fee \$319, plus cost of food and other necessities).

DB: Motion to spend funds from Memorial Donations up to \$700 for the cost of Margaret attending the Computers in Libraries Conference.

ED: Amend the motion to increase funds to \$1000. ED1, JSS2, vote: unanimously approved.

KK: Motion to approve that the motion has been amended. KK1, DB2, vote: unanimously approved.

H. Special Programs, Fundraising, Sponsorships

None discussed

Ed left at 9:43 (during review of Director Evaluation document)

I. Adjournment

DB: Motion to adjourn. DB1, vote: unanimously approved.

Meeting adjourned at 10:10 p.m. Next meeting March 3, 2015.

Medway Public Library
Director's Report
February 2, 2014

Programs in January:

- Nutrition Book Group with Karen Kassel
- Ragtime Program with Deborrah Wyndham (29 patrons)
- Hands-On Art History (Mariah)
- Engineering with GoldiBlox Program (3 children – Margaret)
- Friday Story Hours (1 week – Mariah, 3 weeks – Lorie)
- Toddler Jam (3 weeks – 78 patrons, including many grandparents)
- Monthly Paws to Read (12 children)

Special upcoming programs include:

- Hands-On Art History (Paula)
- Engineering with GoldiBlox Program (Margaret)
- Vacation Paws to Read
- Friends of the Medway Library Movie
- Mystic Drumz presents 'The Legend of Marshmallow Island'
- Time to Brush Our Teeth Storytime
- STEM Club
- Library Book Club
- Friends of the Medway Library LEGO Club
- Local Author Michael Greenburg – *The Court-Martial of Paul Revere*

Staff

Our Children's/Teen Librarian's last day at the Library was Tuesday, January 13th. We gave her a pizza party send-off (thanks to the Friends of the Library for the pizza!). We wish Mariah well in her new position, and we will miss her greatly.

Budget

In addition to the Budget Review Meeting, I met with Selectman John Foresto.

Building

The light on the pole by the street has been replaced, making the parking lot much brighter. The electrician has given DPS a quote for replacing the two lights on poles near the building with LED lights, and has also submitted a quote for the electrical work needed in order to install an automatic door opener on the door facing the street.

DPS has also received a new quote for carpet replacement. This would entail replacing the middle section of the carpet upstairs, using broadloom, as well as the hallway and technical services office. It also includes a quote for replacing the carpet in the Cole Room with special purchase carpet tiles, and the kitchen area with vinyl tiles rather than carpet.

I had inquired last month about reducing the Library's trash fee by reducing pick-up to biweekly. DPS decided that would not be practical, but suggested that we could replace the dumpster with trash barrels, since we already have the smallest dumpster. However, we would be responsible for rolling them to the street each week.

Meetings

I attended the following meetings/trainings in January:

- Town of Medway Department Head Meeting
- Budget Review Meeting – Town Administrator, Town Finance Director/Treasurer/Collector & Town Accountant
- Minuteman Library Network Board of Directors
- Minuteman Library Network Membership (Directors)
- Readers' Advisory Roundtable (hosted here)
- Minuteman Library Network Reference Interest Group
- LSTA Grant Application Conference Call
- Information Roles in Disaster Management (webinar)
- NELA/ITS meeting
- HATCH Makerspace (Watertown) Grand Opening
- Toastmasters

Meetings and events in February include:

- Town of Medway Department Head Meeting
- Minuteman Library Network Board of Directors
- Minuteman Library Network Self-Check Roundtable
- NELA/ITS meeting
- Staff Meeting
- Toastmasters

I have now completed the 5 continuing education online courses/webinars required to receive certification in the Disaster Information Specialization Program – Basic from the Medical Library Association.

Other

There will be a Legislative Breakfast at the Franklin Public Library on March 6th at 8:00 am, with Senators Karen Spilka and Richard Ross, and Representative Jeffrey Roy as featured speakers.

The Library was closed on Saturday, January 24th, Tuesday, January 27th, and we closed at 5:00 pm on Monday, January 26th, due to snowstorms.

During January, the lower level community space was used after hours for 10 meetings and 21 individuals during the 13 nights it was open.

Margaret Y. Perkins
Library Director

Medway Public Library Director Evaluation

Approved 11/5/2013 revisions Feb 2015

The Medway Library Board of Trustees will conduct a formal, written evaluation of the Library Director each year in March.

Purposes of the Performance Evaluation

- To provide the Director with a clear understanding of the Board's expectations, based on the Director's job description.
- To ensure the Director and the Board are aware of how well the expectations are being met.
- To serve as a formal vehicle of primary communication between the Board and Director.
- To identify the Board's actual concerns so that appropriate action can be taken.
- To demonstrate sound management practices and accountability to municipal officials and the community.

Expectations and Evaluation

Directors are held accountable to many varied and sometimes conflicting constituencies. The Board and the Director must recognize these groups and acknowledge the relationship with each one:

- The general public
- Elected officials and the Town Administrator
- The library staff
- The Friends of the Library
- The Library Board of Trustees

Good communication, public relations, a written plan, and clear policies will all help the Board and Director to deal with any conflicting expectations. The evaluation method and process can be designed to include input from all these groups, but the final responsibility rests with the Board.

Definition of Rating Terms

5: Outstanding: The Director's performance is exceptional in comparison to expectations.

4: Highly Effective: The Director always meets and frequently exceeds performance expectations.

3: Effective: The Director consistently meets performance expectations and performs in a professional and competent manner.

2: Needs Improvement: The Director meets only minimally acceptable levels of performance; the Director requires extra direction from the Library Trustees.

1: Unacceptable/Needs Substantial Improvement: The Director does not meet performance expectations, even at a minimally acceptable level; the Director requires significant extra direction and/or constant supervision from the Library Trustees. Need for immediate and significant improvement.

0: N/A: Not applicable to this situation or Board has no knowledge of.

Evaluation

Please rate the Library Director in the following areas using the above scale 5 (highest) to 1 (lowest) or N/A (Not Applicable) where appropriate:

1. Preparing and Managing the Budget

- ☐ Monthly budget reports are presented to the Board; Reports are clear and accurate.
- ☐ The proposed budget covers all necessary expenses.
- ☐ Funds are effectively allocated.
- ☐ ARIS and State Aid reports are accurate, complete, and submitted to the MBLC in a timely manner.
- ☐ Other funding sources are explored and applied for as appropriate.
- ☐ Coordinates with other libraries where appropriate to share resources and minimize costs.

Comments:

2. Managing the Staff

- ☐ Positive management/staff relations are maintained.
- ☐ Fair and equitable policies are proposed for Board adoption and then fairly administered.
- ☐ When appropriate, the Director brings staff-related concerns to the Board.
- ☐ Director sets an example of professional conduct for the staff.

Comments:

3. Professional Awareness

- ☐ Innovative methods of service delivery and technical processes are implemented after careful consideration.
- ☐ Innovations are implemented only after they fit the needs of the institution and are likely to be cost effective.
- ☐ The Director maintains an adequate knowledge of current library science practices.

Comments:

4. Collection development

- ☐ Collection development policy is up-to-date.

- ☐ Selection and weeding policies are systematically implemented.
- ☐ Director determines user needs/wants and translates these into appropriate acquisitions and services.
- ☐ Selection criteria have been established to enable the Library to react systematically to changes in the budget.
- ☐ The collection is current and reflects present community needs and interests.

Comments:

5. Implementation of Board Decisions

- ☐ Board decisions are implemented on a timely basis.
- ☐ Director displays initiative.
- ☐ Director is objective in making the necessary decisions.
- ☐ Director is consistent in decisions that affect the staff and/or public.
- ☐ Director fully and effectively supports Board decisions.

Comments:

6. Use of the Library

- ☐ Effectively communicates all library services to the public.
- ☐ A realistic balance is maintained between promotion of services and budget constraints.
- ☐ Circulation trends and in-house use are adequately analyzed.

Comments:

7. Development of Staff

- ☐ Potential managers and technical specialists are identified, encouraged to develop and assisted in their pursuit of career goals.
- ☐ Individual staff strengths and expertise are recognized, developed, and utilized.
- ☐ Internal candidates for promotion are competitive with outside candidates for management positions.
- ☐ Director adequately justifies the need for staff development funds, actively campaigns for such funds, and adequately accounts for the use of such funds.
- ☐ Cross-training is utilized to provide adequate service to the public.
- ☐ As funds permit, staff are encouraged and provided the opportunity to participate in professional development activities.
- ☐ Job descriptions are developed, reviewed, and updated as needed.
- ☐ Staff annual performance evaluations are administered in a timely fashion.

Comments:

8. Utilization of Staff

- ☐ Staff are aware of the responsibilities of professional and paraprofessional positions.
- ☐ Peak service hours have been identified and staff deployed accordingly.

___ Functions are analyzed periodically with the objective of combining, eliminating, and/or creating new positions.

Comments:

9. Community Development

___ The Director works to improve the Library's involvement in the community.

___ The Director or an appropriate staff member is available for speaking engagements in the community.

Comments:

10. Activity in Professional Organizations

___ Director participates in and holds office in professional organizations, regional and state consortia, and collaboratives, as appropriate.

Comments:

11. Policy Recommendations to Board

___ Adequate staff research and documentation is completed prior to presentation to the board.

___ Policy recommendations are necessary and appropriate to the efficient operation of the library.

___ The Board is informed of new developments and important news reported in library correspondence and literature to provide them with the necessary background to make informed policy decisions.

___ Whenever practical, problems presented to the Board are accompanied with possible solutions and/or alternate methods of handling.

Comments:

12. Friends of the Library

___ Director actively promotes the maintenance of a Friends group.

___ Director delineates and/or helps define the role of the Friends group.

___ Friends group has adequate explanation of its role in relationship to the role of the Board.

Comments:

13. Maintenance and Construction of Physical Plants

___ Buildings and grounds are adequately maintained within the imposed budgetary constraints.

___ Director has an ongoing program that provides adequate information on the need for new and/or remodeled facilities.

___ New and/or remodeled facilities are functionally appropriate and aesthetically pleasing.

___ New and/or remodeled facilities are constructed within budget allocations.

Comments:

14. Establishing Priorities

___ Director's priorities are in concert with the Library's plans as defined by the Board.

___ Priorities appropriately reflect community needs.

___ Priorities reflect advanced planning.

___ Director's accomplishments reflect and relate to the short- and long-range plans.

___ Plans are updated on a continuous basis to reflect changing circumstances.

___ Director provides adequate information to the Board on the implementation and revision of short- and long-term planning.

Comments:

15. Staff Selection

___ Staff selection is accomplished at appropriate supervisory levels and with adequate use of staff resources.

___ Adequate emphasis is placed on Equal Opportunity Employment/Affirmative Action.

___ Selection process is designed to insure the selection of the best person for the job.

Comments:

Medway Public Library Budget Report 2/1/2015							
Account	Acct #	Start Balance	Expen. To Date	End Balance	% Spent	Current Month Expenditures	Materials Expenditures
Salaries - Full Time	5110	\$110,246	\$74,251.94	\$35,994.06	67.35%	\$9,286.05	
Salaries - Part Time	5111	\$80,487	\$37,507.90	\$42,979.10	46.60%	\$5,178.89	
Longevity	5150	\$1,200	\$1,200.00	\$0.00	100.00%	\$0.00	
Electricity	5211	\$19,300	\$10,387.44	\$8,912.56	53.82%	\$1,155.26	
Heating Fuel	5212	\$6,000	\$2,893.99	\$3,106.01	48.23%	\$1,562.63	
Trash	5232	\$1,671	\$1,366.88	\$304.12	81.80%	\$0.00	
Water & Sewer	5231	\$270	\$131.68	\$138.32	48.77%	\$0.00	
R & M Miscellaneous	5240	\$7,792	\$2,672.00	\$5,120.00	34.29%	\$0.00	
Telephone	5341	\$1,200	\$545.94	\$654.06	45.50%	\$46.54	
Supplies	5400	\$2,600	\$1,907.29	\$692.71	73.36%	\$120.38	
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	\$2,963.11	\$3,528.89	45.64%	\$197.43	
Media Materials	5427	\$6,000	\$2,705.58	\$3,294.42	45.09%	\$141.31	\$2,705.58
Books & Periodicals*	5521	\$4,000	\$2,826.92	\$1,173.08	70.67%	-\$1,073.75	\$2,826.92
Travel	5710	\$400	\$240.10	\$159.90	60.03%	\$43.31	
TOTAL - GENERAL FUND		\$271,223.00	\$164,929.37	\$106,293.63	60.81%	\$16,658.05	
TM: After Hours Staff		\$4,698.00		\$4,698.00	0.00%	\$0.00	
TM: Expenses		\$15,302.00	\$12,619.76	\$2,682.24	82.47%	\$3,098.33	\$12,619.76
TOTAL - TM		\$20,000.00	\$12,619.76	\$7,380.24	63.10%	\$3,098.33	
		Start Balance	Expen. To Date	Income to Date	Account Bal	Current Month Net	
Memorial Donations	5400	\$27,220.67	\$10,901.38	\$2,164.13	\$18,483.42	-\$66.72	9,280.32

Tuchinsky Fund Interest		\$29,334.87		\$59.54	\$29,394.41	\$11.23	
Tuchinsky Fund Principal		\$102,869.11		\$337.53	\$103,206.64	\$56.94	
Library Restitution Fund	706-4773	\$50.17	\$137.29	\$828.11	\$740.99	\$136.74	
Copier & Printer Rev. Fund	722-4840	\$6,113.42	\$310.99	\$1,003.31	\$6,805.74	\$96.25	
Meeting Room Rev. Fund	723-4840	\$3,080.76		\$175.00	\$3,255.76	\$100.00	
Free Public Library	2017	\$6,802.08	\$9,056.39	\$7,684.52	\$5,430.21	-\$2,910.00	\$9,056.39
TOTAL - OTHER FUNDS		\$175,471.08	\$20,406.05	\$12,252.14	\$167,317.17	(\$2,575.56)	\$36,488.97
* decreased because some of expenditures moved to TM:Expenses							