

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

Trustees:

Diane Burkhardt

Karen Kassel, Secretary

Cheryl MacNeil

John Scott Smith, Vice Chairperson

Margaret Perkins, Library Director

Citizens:

John Foresto

John Scott Smith called the meeting to order at 7:02 p.m.

**A. Approval of Agenda**

**DB: Motion** to approve agenda. **KK2nd; vote:** unanimously approved.

**B. Secretary's Report (June 2nd)**

**JSS: Motion** to approve Secretary's Report from June 2, 2015 meeting. **KK2nd; vote:** unanimously approved.

**C. Citizens Speak: John Foresto**

Land behind 181 Main Street

The BOS will pursue the parcel of property at 181 Main Street that is behind the Library. The property will be appraised and if the BOS finds the value reasonable, it will likely enter negotiations to purchase it.

The land can potentially be used for outdoor programs and for extra parking. It is a long process; funding for both the purchase and the development of the property need to be approved at Town Meeting (TM).

#### Renovations to the basement

John and Margaret went through the basement space last week; John created a working floor plan for the MakerSpace with the dimensions and tentative renovations. John is hoping to get the architect in soon to get the project going. (The floor plan is included in the email with these minutes, but not attached to the minutes).

John also distributed an [outline for the MakerSpace project](#), including what needs to be done and the materials that will likely be available for patrons.

#### Video access

Medway Cable Access and the Library would like to get the conference room & the Cole room permanently wired for video access. This would allow town meetings to be aired on Medway Cable Access.

John Foresto left at 7:40 p.m.

#### **D. Budget Report**

Margaret distributed the current [FY15 budget report](#) via email. This is not the final version; there are a few bills outstanding. She will send a final version.

The Library spent \$55,616 on materials (which is more than 16% of our budget). For a community of our size, this amount should be closer to \$70,000. Margaret would like to have more copies of best sellers, more books on CD, and more DVDs. Next

year, she can spend more because our budget has increased; we need to spend at least 16% of our budget on materials to maintain certification.

### **E. Director's Report**

Margaret distributed the [director's report](#) via email.

The carpeting job needs to go out to bid, which should happen within the next few weeks. DPS is managing the bidding process. Once the company is chosen, Margaret and the Trustees will choose the carpet.

### **F. Old Business**

#### Quorum check for August meeting

Tuesday, August 4:

Available: John, Cheryl, Margaret

Not available: Karen, Chris

Unsure: Diane, Carol

Tuesday, August 11:

Available: John, Cheryl, Karen

Not available: Margaret

Unsure: Diane, Carol, Chris

#### Water damage update

The workers have finished replacing the dry wall. They are plastering, which should be complete in a few days. After the walls dry, they will paint, and then rehang shelving. All should be done in another 2 weeks.

Some tables in the study rooms have mold and will be replaced.

DPS is taking steps to avoid leaking next winter. The gutters in

the back will be replaced to prevent formation of huge icicles over the handicap ramp (DPS is paying for half of this). Bigger, wider gutters are also needed on the front of the building. Next winter, snow needs to be cleaned off the roof much quicker than it was this year.

#### Carpeting

Discussed with Director's Report.

#### Front parking lights

The lighting is sufficient for now; nothing new to discuss.

#### MakerSpace update/discussion

The Town asked for a general idea of how the space will look prior to calling the architect. The MakerSpace Subcommittee met on June 29, 2015 to document the general layout. John subsequently drafted a working floor plan to submit to the town. The next step is meeting with the architect.

#### Long Range Plan

The Long Range Plan (LRP) is due to the Massachusetts Board of Library Commissioners in early October. Margaret explained that usually a survey or focus group is done prior to writing/revising the LRP. The Trustees decided to conduct a focus group (about 5-8 people) at the end of August. Margaret will begin to identify people for this group.

In addition, on his/her own time, each Trustee will read the LRP, consider his/her vision of the Library over the next five years, possibly visit other libraries, and provide edits for the LRP. These edits may be brought to the August or September meeting. The September meeting is the absolute deadline.

### **G. New Business**

#### Wage increases

Margaret: typically, the Board has kept the wages of subs and non-union employees on par with those of the union employees.

**KK: Motion** to increase the wage for our permanent non-union Library Assistant (Susan) to \$15.87/hour, which is equivalent to Grade 3 Step 2, effective immediately. **JSS2nd**; discussion: how big of an impact does this have on our budget? **MP**: not much. **Vote**: unanimously approved.

Margaret: Susan will have been employed as a permanent Library Assistant for 18 months as of September 3, 2015. Union members receive a step increase at 18 months. Grade 3 Step 3 is \$17.06/hour. In case there is no meeting in August, perhaps the Trustees should vote on this at the July meeting, so it can take effect at the pay period following Susan's 18-month anniversary.

**JSS: Motion** to increase wage for non-union Library Assistant, as of Sept 3, 2015 to be equivalent with Grade 3 Step 3, which is \$17.06/hour. **KK2nd**; **Vote**: unanimously approved.

Margaret: I would like to increase the wages of our substitutes by 2%, to \$14.71/hour, to remain consistent with Grade 3, Step 1.

**KK: Motion** to increase the wages of our substitutes by 2% to \$14.71/hour. **JSS2nd**; **Vote**: unanimously approved.

Margaret: I asked Andy if he is interested in being trained as a substitute, and he is. As a substitute, he can check out a patron's book if they arrive just after the library closes (which has happened); he can also sub in the evening, when it is hard to find available substitutes.

I budgeted for his wage to increase from the current \$12.00/hour to \$14.71/hour, since I thought it would be

logistically difficult to pay him two different wage amounts, depending on whether he was wearing his Community Area Steward hat or his Substitute hat. Once the Maker Space gets going, Andy will probably add to his duties answering patron's questions about the equipment, etc. Human Resources advised that we keep his job title the same, but add to his job description.

He has been paid \$12.00/hr since he started. He is definitely due for a raise.

**DB: Motion** to raise Community Area Steward wage to \$14.71/hour, contingent on additional responsibilities to be added to the position description. **CM2nd; Vote:** unanimously approved.

#### Additional staffing for new hours

Margaret: The Selectmen put \$9,210 in our budget for staffing the additional 8 hours (16 person-hours) per week that the Library will now be open. Susan is going to work an additional 6 hours, leaving enough for about 5 hours/week at a wage of \$14.71/hr. No other current employee will be able to increase his or her hours. We need an additional Library Assistant to work at least 4 hours a week.

Margaret can hire a Library Assistant without any motion/approval from the Board.

#### Room usage liability

This topic came up when someone asked to use a room for karate class. Margaret was concerned about injuries and consulted the Town's attorneys. The attorneys provided disclaimer forms to be used for classes at the library, protecting the library in the case of injury.

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

None discussed.

## **I. Adjournment**

Next meeting August 4 or August 11, pending official quorum review.

**DB: Motion** to adjourn. Unanimously approved.

Meeting adjourned at 9:05 p.m.

Medway Public Library  
Director's Report  
July 6, 2015

**Programs in June:**

- Friday Story Hours (4 weeks – approximately 60 children - Michelle Milligan)
- Toddler Jam (4 weeks – 113 children & caregivers)
- Monthly Paws to Read (10 children)
- Scrabble Night – Friends of the Library (10 patrons)
- Movie Night (Much Ado About Nothing) – Friends of the Library (7 patrons)

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

- Scrabble Night – Friends of the Library
- Nutrition Book Group (Karen Kassel)
- Local Mystery Author Night – C. E. Zaniboni
- Memoir Writing presentation
- *More Easy Walks in Massachusetts* with Marjorie Hollman
- Toe Jam Puppet Band Variety Show
- Swords Through the Ages
- Smart Smiles Dentist Presentation
- 4-H “Impact” programs

**Staff**

We are all overjoyed that our new Children's/Young Adult Librarian, Lucy Anderson, joined us on July 1<sup>st</sup>. Lucy has been busy meeting patrons and planning great programs for this summer.

**Building**

Several volunteers very generously moved all the books from the shelves on the front wall of the Library and boxed up everything in the Historical Room. The repair of the water damage to the Library has begun. A fairly large area of the Library has been blocked off with plastic sheeting. The contractors removed most of the drywall and insulation along the front of the building, as well as from other locations that suffered water damage, and have replaced the insulation and blueboard. The next steps are plastering the blueboard and painting.

A local business has offered to send a group of volunteers to help out with Town projects, and the Friends of the Library and I are hoping to be able to arrange for them to assist us in cleaning out the basement in preparation for the Maker Space. At the request of the architect, John Foresto took measurements in the basement.



Bobby McGee brought in an exterminator on July 6<sup>th</sup> to give an estimate on safely ridding the Story Hour room of ants and centipedes.

The Department of Public Services expects carpet installation to begin as early as September.

### **Meetings**

I attended the following meetings/events in June:

- Maker Space Subcommittee meeting
- Department Heads Meeting
- Minuteman Library Network Board of Directors
- Minuteman Library Network Membership (Directors)
- NELA/ITS Spring Program on website usability and design
- Fail Fast and Prosper (Massachusetts Library System program)
- Metrowest Program Planners Group
- Medway Girl Scout Bridging Ceremony
- ARIS training

Meetings and events in July include:

- Maker Space Subcommittee meeting
- Meeting with COA art teacher about art show at the Library

### **Other**

During June, the lower level community space was used after hours for 10 meetings and 48 individuals during the 18 nights it was open. During FY15, the community space was used after hours for a total of 153 meetings and 452 individuals during the 187 nights it was open.

A patron inquired about reserving the Cole Room for several evenings in the summer to teach karate. I asked the Assistant Town Administrator about liability issues, and she contacted the Town Counsel, who provided a proposed release agreement.

Middlesex Savings Bank generously donated the funds to the Friends for the Library to purchase passes to the New England Aquarium, which patrons have often requested.

The Medway schools is planning a Science Saturday in order to encourage young girls' interest in the sciences, and I was contacted for suggestions for presenters.

Margaret Y. Perkins  
Library Director

## **Medway Public Library MakerSpace**

### **Items we need to address with the building inspector / architect:**

1. Ventilation in both areas as well as Margaret's space
2. Air handlers in both spaces
3. Additional lighting and electrical needs for both spaces
4. How wide we need to make Margaret's space (we may have resolved this after the meeting)
5. Walls – not full height but over 5 ft tall and leave space at top for air circulation
6. Security camera tie in for both spaces
7. Water and sewer access in the makers space area (especially the Craft area)
8. Double Doors to Margaret's space
9. The makers space will be an industrial or warehouse space
10. Doors to the Friends Book room should be wide enough to accommodate boxes of books and a pushcart
11. Friends book room needs to have heat supplied

### **Other Items**

What is that space jutting out behind the desk area?

How do we get the windows to open and be accessible on new book storage area?

#### Areas

##### **IT / Hardware area**

6 or so work stations

Video transfer station

Video editing stations

Area for Green screens

3d Printer

##### **Craft / Assembly area**

Open floor space for mechanical construction

Work benches / tables for craft & assembly work

Sewing machines

Loom

Potters wheels (2)

Artists easels

Kiln

#### Other needs

Secure storage area for crafts and assembly materials



<b>Medway Public Library Budget Report 6/30/2015</b>							
Account	Acct #	Start Balance	Expen. To Date	End Balance	% Spent	Current Month Expenditures	Materials Expenditures
Salaries - Full Time	5110	\$110,246	\$109,629.54	\$616.46	99.44%	\$1,515.20	
Salaries - Part Time	5111	\$89,697	\$74,417.92	\$15,279.08	82.97%	\$15,224.02	
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	\$7,837.51	(\$1,837.51)	130.63%	\$100.17	
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	\$5,600.93	\$891.07	86.27%	\$1,111.71	
Media Materials	5427	\$6,000	\$10,635.64	(\$4,635.64)	177.26%	\$6,055.57	\$10,635.64
Books & Periodicals	5521	\$4,000	\$13,201.91	(\$9,201.91)	330.05%	\$8,147.39	\$13,201.91
Travel	5710	\$400	\$479.94	(\$79.94)	119.99%	\$91.99	
<b>TOTAL - GENERAL FUND</b>		<b>\$280,433.00</b>	<b>\$278,170.06</b>	<b>\$2,262.94</b>	99.19%	<b>\$38,901.89</b>	
TM: After Hours Staff		\$4,698.00	\$4,575.00	\$123.00	97.38%	\$4,575.00	
TM: Expenses		\$15,302.00	\$15,259.30	\$42.70	99.72%	\$84.16	\$15,259.30
Dehumidifier		\$12,400.00	\$12,387.00	\$13.00	99.90%	\$0.00	
<b>TOTAL - TM</b>		<b>\$20,000.00</b>	<b>\$19,834.30</b>	<b>\$165.70</b>	99.17%	<b>\$4,659.16</b>	
		Start Balance	Expen. To Date	Income to Date	Account Bal	Current Month Net	
Memorial Donations	5400	\$27,220.67	\$8,461.73	\$20,241.68	\$39,000.62	\$23,203.32	6,026.36

Tuchinsky Fund Interest		\$29,334.87		\$608.51	\$29,943.38	\$452.16	
Tuchinsky Fund Principal		\$102,869.11		\$121.00	\$102,990.11	-\$383.90	
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>\$21,135.15</b>	<b>\$39,613.06</b>	<b>\$193,948.99</b>	<b>\$29,874.35</b>	<b>\$55,616.86</b>
(Includes items moved among line items)							

