

Medway Library Board of Trustees
March 3, 2015
7:00 PM Library

Trustees:

Carol Brown
Diane Burkhardt, Vice chairperson
Ed Duggan
Karen Kassel, Secretary
Chris Monahan, Chairperson

Margaret Perkins, Library Director

Citizens:

John Foresto, Selectman

Meeting called to order 7:02 p.m.

A. Approval of Agenda

KK: Motion to change wording on agenda distributed by Chris via email on February 27 from "Director evaluation: Discuss evaluation document for changes" to "Director evaluation". KK1, CB2; **unanimously approved.**

CB: Motion to approve reworded agenda. CB1, DB2; **unanimously approved.**

B. Secretary's Report

DB: Motion to approve February 3, 2015 secretary's report: DB1, KK2; **in favor 4, abstain 1 (CB).**

C. Citizens Speak

John Foresto – FY2016 Budget

The Board of Selectmen unanimously approved to increase the Library's operational budget by \$40,000 for FY2016. This figure includes the \$20,000 that the Library received via TM warrants the past two years. The Finance Committee (FinCom) will vote on the budget this Friday (March 6) and John will be there to advocate for the Library. He expects that the FinCom will

support the increases for the Library. John's goal is to restore The Library's funding to its FY2005 level.

John Foresto -- Carpeting

The Capital Improvement Planning Committee (CIPC) recommended and the BOS approved \$90,000 to replace the carpeting in the whole library. The town will borrow the money to pay for this project. The Trustees and the Director will decide the details of the style and installation.

ED: Do we have someone planning the colors?

JF: That's up to you; the quote is for carpet, not design services.

ED: If we're spending that much money we should have someone do a design.

John Foresto – Medway Cable Access

John is on the Board of Medway Cable Access (MCA), which is a non profit funded by the FCC. MCA is redoing their strategic plan. Their mission is to create, digitize, store, and deliver content on demand. The MCA work centers are based in the middle and high schools as well as at Town Hall; MCA wants to reach more of the community by having a presence outside of the schools.

MCA would like to partner with the Library on the creation and maintenance of a MakerSpace. MCA can supply technology, tools, and knowledgeable people to bring studio capabilities to the Library so that patrons can view and/or create media at the Library.

CB: This sounds like a logical partnership.

JF: Let's create a MakerSpace subcommittee with 2 people from MCA, 2 Trustees, and Margaret.

Chris will send an email about the MakerSpace subcommittee to solicit volunteers.

John left at 7:22 p.m.

D. Budget Report

Nothing out of the ordinary.

E. Director's Report

Margaret found someone to take over the Friday story hours; she'll start this Friday. She works at the Holliston Library, and previously worked at the Uxbridge Library where she led story hours and Mother Goose on the Loose. Mariah left behind a notebook with lots of topics and ideas.

F. Old Business

General budget discussion

See [John Foresto's comments in Citizens Speak](#).

Replacing the Children's/YA Librarian

The proposed FY2016 budget has enough funding to hire a full-time Children's/YA Librarian.

MP: Should we wait to post the position until the budget is official? It will be made official at the May town meeting.

CM & ED: We should wait until it is official.

We will discuss the position and the plan for hiring in more detail next month.

Front parking lot lights

Chris spoke with some staff members who reported they are pleased with the new lighting in the lower parking area.

ED brought up concerns about the need for more lights in the front parking lot when the trees are filled with leaves and may potentially block light from the new fixtures by the street. Since we have some time until the leaves come in, we will discuss this at a later meeting.

Carpets, dehumidifiers, automatic door

Funding for new carpeting throughout the Library is in the town's budget for FY16.

Contracts have been signed for the installation of the dehumidifiers and the automatic door on the lower level. The work has not yet been scheduled.

Reviewing Long Range Plan

This discussion was tabled until next month.

Feedback from town accountant on allowed uses of revolving funds

At the February meeting, ED questioned if we can spend money from the Copier and Printer Revolving Fund on things not related to the printer and copier. This fund has over \$6,000 in it and we spend only a small portion on supplies and maintenance for the copier and printer.

ED asked Melanie Phillips about this. To transfer funds from the revolving account to another account, we need to have an article approved at Town Meeting. We can spend \$2000/year from the Copier/Printer Revolving Fund and \$1000/year from the Meeting Room Fund; there are limits on what we can use it on. We will discuss this more at our April meeting.

Continued discussion of how to use open basement space

The Medway Players have removed everything from the basement space that they will be taking; the rest they have donated to the Library. We need to review what is there and decide what to do with it.

We will continue to explore our idea of creating a MakerSpace. Based on [John Foresto's discussion during Citizen Speak](#), we will partner with MCA on this project. The next step is forming a joint committee with members of the Trustees and from MCA to begin the plan for the MakerSpace.

ED: What libraries in this area have these MakerSpaces? I would like to see one.

MP: Westborough, Watertown (located in Arsenal mall), Duxbury

Medway Cable Access grant application

Again, refer to [John Foresto's comments during Citizen Speak](#). Medway Cable Access has money they want to invest in the Library; it is not exactly a grant.

Director evaluation

Each Trustee gave Chris their Director evaluation. He will compile the reviews into one document for discussion at the April meeting.

G. New Business

Water damage

Most of the leaks and damage have been dealt with; there is one new leak in the Fiction area today. Most of the leaking stopped when Bobby McGee and the Fire Department cleaned all the snow and ice off the roof.

Margaret used the wet vac to clean carpets. The DPS set up huge blowers, which worked well to dry out the carpeting.

Margaret has submitted claims to the insurance company.

Chairs

There are chairs that need to be reupholstered. Maybe this could be a project for Girl Scouts working toward a Gold Award or Boy Scouts working toward Eagle Scout.

Snow closings

How best to handle snow closings?

MP: Maybe we shouldn't try to match Town Hall as a policy. On both Feb 2nd and 9th, Town Hall was open, but they have a larger staff to draw on. We have such a small staff, it is difficult to ensure that two people can be here during bad weather.

After brief discussion, the Trustees and Margaret agreed that decisions about snow closings should be based on what's best for the Library and staff, and do not have to match what Town Hall does.

MP: How to pay employees during snow days may have union implications. Our union employees are the only town union employees who are not at Town Hall.

CM: Check with the union representative.

MP: This is not covered in present guidelines.

CM: There are 2 issues: an employee didn't work because the Library was closed or the Library was open, but the employee chose not to come in. Double check with HR and/or the union rep on how to handle payment in

those situations.

H. Special Programs, Fundraising, Sponsorships

None discussed

I. Adjournment

CB: Motion to adjourn: CB1, ED2.

Meeting adjourned 8:17 p.m. Next meeting: April 7, 2015.

Medway Public Library
Director's Report
March 3, 2015

Programs in January:

- Mystic Drumz Presents the Legend of Marshmallow Island (77 patrons)
- Michael Greenburg, author of *The Court Martial of Paul Revere* (7 patrons)
- Hands-On Art History (9 children - Paula)
- Engineering with GoldiBlox Program (5 children – Margaret)
- STEM Club (5 children - Margaret)
- Friday Story Hours (3 weeks – ~36 children - Lorie & Susan)
- Time to Brush Our Teeth with Chestnut Dental (~12 children)
- Toddler Jam (3 weeks – 90 patrons)
- Monthly Paws to Read (12 children)
- Friends of the Library Movie
- Friends of the Library LEGO Club
- Library Book Club (Lorie)

Special upcoming programs include:

- Songbirds of the Northeast
- Southern Rail Concert, sponsored by the Friends of the Library
- Nutrition Book Group (Karen Kassel)
- Local author, book signing - collaboration with Medway Cable Access
- Engineering with GoldiBlox Program (Margaret)
- Hands-On Art History (Paula)
- St. Patrick's Day Craft (Paula)
- STEM Club (Margaret)
- Friends of the Library LEGO Club
- Library Book Club (Lorie)

Budget

John Foresto brought in a report of the current Library FY16 budget numbers, which look much better than they did a few weeks ago. The Selectmen will vote on the budget Thursday the 5th, after which it will go to FinCom and then of course Annual Town Meeting.

John Foresto said that Medway Cable Access is interested in partnering with the Library on the Maker Space. They are going to discuss the project at the next Cable Access board meeting.

Building

The Selectmen are recommending that the Town borrow to finance the carpet replacement in the Library, and that the entire Library be recarpeted at the same

time, rather than spreading it out over two years. Bobby McGee compiled all the quotes received during the last couple of years, and provided an estimate based on those. Another vendor provided a considerably lower estimate this month, based on using carpet tiles. Several rooms that originally were not slated for replacement will probably need to be replaced, due to water damage from the ice dams. The carpet replacement was approved by the Board of Selectmen on March 2nd.

Many thanks are due to the Fire Department and Bobby McGee, who were at the Library for many hours on Saturday, February 21st, clearing the ice and snow from the roof and gutters. There has been only one leak since that time. DPS rented four large blowers, which successfully dried out the carpet. Both Bobby McGee and staff member Paula Belanger took photographs of the damage, which have been forwarded to the Town Administrator's office and the insurance company. The insurance adjuster came to the Library last week. I showed him each of the many places where there had been leaks, and he also took many photographs.

The contracts for the installation of the automatic door opener and the dehumidifiers have been signed.

Meetings

I attended the following meetings/events in February:

- Town of Medway Department Head Meeting
- Minuteman Library Network Self-Checkout Roundtable
- Minuteman Library Network Board of Directors
- STAR-Net STEM Exhibition Webinar
- Staff Meeting
- Woodside Montessori Academy - Presentation of gift to Library in celebration of Montessori Week
- NELA/ITS meeting

Meetings and events in March include:

- Town of Medway Department Head Meeting
- Special Town Meeting
- 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
- NELA/ITS meeting
- Staff Meeting

- Girl Scouts - interviews with women leaders
- Toastmasters

Other

The Library was closed on Monday, February 2nd and Monday, February 9th, due to snowstorms.

During January, the lower level community space was used after hours for 9 meetings and 23 individuals during the 13 nights it was open.

I have completed the draft of the application for the LSTA grant, "Science is Everywhere." One of the components of the grant is having a science educator teach at least 8 hands-on workshops. 4-H Science Educator, Kim Pond, has agreed to assume that role.

Margaret Y. Perkins
Library Director

| Medway Public Library Budget Report 3/1/2015 | | | | | | | |
|---|--------|---------------------|---------------------|--------------------|-------------|-------------------------------|---------------------------|
| Account | Acct # | Start Balance | Expen. To Date | End Balance | % Spent | Current Month Expenditures | Materials Expenditures |
| Salaries - Full Time | 5110 | \$110,246 | \$82,717.54 | \$27,528.46 | 75.03% | \$8,465.60 | |
| Salaries - Part Time | 5111 | \$89,697 | \$42,292.63 | \$47,404.37 | 47.15% | \$4,784.73 | |
| Longevity | 5150 | \$1,200 | \$1,200.00 | \$0.00 | 100.00% | \$0.00 | |
| Electricity | 5211 | \$19,300 | \$11,593.80 | \$7,706.20 | 60.07% | \$1,206.36 | |
| Heating Fuel | 5212 | \$6,000 | \$4,858.59 | \$1,141.41 | 80.98% | \$1,964.60 | |
| 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 | \$3,112.00 | \$4,680.00 | 39.94% | \$440.00 | |
| Telephone | 5341 | \$1,200 | \$608.29 | \$591.71 | 50.69% | \$62.35 | |
| Supplies | 5400 | \$2,600 | \$2,238.29 | \$361.71 | 86.09% | \$331.00 | |
| 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 | \$3,104.11 | \$3,387.89 | 47.81% | \$141.00 | |
| Media Materials* | 5427 | \$6,000 | \$2,535.62 | \$3,464.38 | 42.26% | -\$169.96 | \$2,535.62 |
| Books & Periodicals | 5521 | \$4,000 | \$3,323.10 | \$676.90 | 83.08% | \$496.18 | \$3,323.10 |
| Travel | 5710 | \$400 | \$240.10 | \$159.90 | 60.03% | \$0.00 | |
| TOTAL - GENERAL FUND | | \$280,433.00 | \$182,651.23 | \$97,781.77 | 65.13% | \$17,721.86 | |
| TM: After Hours Staff | | \$4,698.00 | | \$4,698.00 | 0.00% | \$0.00 | |
| TM: Expenses | | \$15,302.00 | \$14,642.96 | \$659.04 | 95.69% | \$2,023.20 | \$14,642.96 |
| TOTAL - TM | | \$20,000.00 | \$14,642.96 | \$5,357.04 | 73.21% | \$2,023.20 | |
| | | | | | | | |
| | | Start Balance | Expen. To Date | Income to Date | Account Bal | Current Month Net | |
| Memorial Donations | 5400 | \$27,220.67 | \$11,973.17 | \$2,178.13 | \$17,425.63 | -\$1,057.79 | 10,033.11 |
| Tuchinsky Fund Interest | | \$29,334.87 | | \$70.78 | \$29,405.65 | \$11.24 | |

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|--------------------------------|----------|---------------------|--------------------|--------------------|---------------------|---------------------|--------------------|
| Tuchinsky Fund Principal | | \$102,869.11 | | \$394.51 | \$103,263.62 | \$56.98 | |
| Library Restitution Fund | 706-4773 | \$50.17 | \$155.57 | \$855.11 | \$749.71 | \$8.72 | |
| Copier & Printer Rev. Fund | 722-4840 | \$6,113.42 | \$310.99 | \$1,117.26 | \$6,919.69 | \$113.95 | |
| Meeting Room Rev. Fund | 723-4840 | \$3,080.76 | | \$200.00 | \$3,280.76 | \$25.00 | |
| Free Public Library | 2017 | \$6,802.08 | \$9,436.39 | \$7,684.52 | \$5,050.21 | -\$380.00 | \$9,436.39 |
| TOTAL - OTHER FUNDS | | \$175,471.08 | \$21,876.12 | \$12,500.31 | \$166,095.27 | (\$1,221.90) | \$39,971.18 |
| *Correction to account charged | | | | | | | |