

Medway Public Library Board of Trustees  
May 5, 2015, 7:00 p.m.  
Medway Public Library

**Trustees**

Carol Brown

Diane Burkhardt, Vice chairperson

Ed Duggan

Karen Kassel, Secretary

Chris Monahan, Chairperson

John Scott Smith

Margaret Perkins, Library Director

Meeting called to order at 7:06 p.m.

**A. Approval of Agenda**

**KK: Motion** to approve agenda: DB2, unanimously approved.

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

**CB: Motion** to approve secretary's report from April 7, 2015 meeting. ED2; in favor 5; abstain 1 (KK).

**C. Citizens Speak**

None present.

**D. New Business**

**Ed's last meeting**

This is Ed's last meeting, after six years of service. Chris said a few words to thank Ed for his many contributions.

**Parcel of land behind the Library**

**DB: Motion** to inform the Town that the Trustees are interested in obtaining the property behind 181 Main Street for the use of the Library.

KK2. Unanimously approved.

### **Quorum check for summer meetings**

Summer meetings are tentatively planned for the following dates: 6/2, 7/7, 8/4.

Diane – not here June

Karen – not here August

Chris – not here August

### **Cell phone policy**

Margaret recommends abolishing the cell phone policy because it is no longer relevant. Most patrons have smart phones that they use for a variety of functions aside from phone calls.

If a patron is speaking loudly on a cell phone, they are asked to speak quietly.

**DB: Motion** to abolish the cell phone policy. KK2. Unanimously approved.

## **E. Old Business**

### **Discussion of Director's evaluation**

Chris distributed a document in which he aggregated all of the Trustee ratings and comments on the Director evaluation. This document was reviewed and discussed with Margaret.

### **Children's/YA Librarian candidate search**

The job has been posted in-house for 10 days; has been posted 7 days at Simmons Jobline website and MBLC jobs.

Margaret has received 2 applications so far.

### **Water damage update**

When the storage side of the book room was cleaned out, more water damage and mold was found. Bobby McGee will send the contractor who is fixing the damage at the Senior Center to the Library next.

### **Building issues**

Automatic door opener – was adjusted, appears to be working better now.

Front parking lights – haven't heard back from electrician.

Carpets – the town received another estimate.

### **MakerSpace update**

The Committee has met several times. Much of the back room has been cleaned out. Chris is going to promote the idea during the Friends' book sale; many people may not know what a MakerSpace is.

An architect and the building inspector are going to look at the space and give some advice.

One tentative plan is to roll out the MakerSpace in two phases.

- Phase 1 – put up a temporary wall in the book room, put video equipment out. Medway Cable Access is ready to donate the equipment.
- Phase 2 – when we have the final plan and have more money from town hall, do real construction, switch sides with Friends and create the more permanent space.

### **Reviewing Long Range Plan**

Discussion postponed to next meeting.

### **F. Budget report**

Margaret distributed the budget report previously via email. The dehumidifiers are included in the April budget; they have all been installed.

### **G. Director's report**

Margaret distributed the director's report previously via email. She filled us in on the Computers in Libraries conference she recently attended.

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

None discussed.

### **I. Adjournment**

Next meeting June 2, 2015.

**ED: Motion** to adjourn. CB2. Unanimously approved.

Meeting adjourned 8:57 p.m.

Medway Public Library  
Director's Report  
May 3, 2015

**Programs in April:**

- Friday Story Hours (4 weeks - 61 children - Jen Carlson)
- Toddler Jam (5 weeks – 141 children & caregivers)
- Monthly Paws to Read (15 children)
- Friends of the Library LEGO Club
- Seed Saving Presentation by representative from Mass Master Gardeners Association (4 adults)
- Health Statistics Book Discussion (in collaboration with National Network of Libraries of Medicine, New England Region) (2 - Margaret)
- Engineering with GoldiBlox Program (4 children - Margaret)
- Heroines on the Home Front Spinning/History Workshop (8 children & parents)
- Friends of the Library Movie
- Mudeye PuppeTree Puppet Show & Workshop (70 patrons)
- Drop-in Audiobook Download Session (6 -Tammy & Margaret)

**Special upcoming programs include:**

- FUNSTRUCTION STEM Program (Walpole Children & Families Community Engagement)
- Papermaking (Audubon)
- Mad Science – Egg Bert 'N Ice (Walpole CFCE)
- Magnifying Magic Activity (Walpole CFCE)
- Local Author book signing - collaboration with Medway Cable Access

Paula created name/instruction labels for this year's seed packets, and volunteers have filled the packets, so the seed catalog is ready. The Medway Community Farm is going to help spread the word about the Seed Library.

Jennifer Carlson's last day doing story hour will be March 22<sup>nd</sup>, due to a work conflict.

I am going to meet with the McGovern School Instructional Coach to discuss how the Library can work with the school on the launch of the summer reading program.

Meena Jain (Director of the Bacon Free Library in South Natick) and I are going to start a Program Planners Group, similar to a group in northeast Massachusetts. The group will meet periodically to exchange information on programs they have held and to recommend presenters. Our first meeting will be in June.

## **Building**

The Maker Space Subcommittee has continued to meet biweekly. The Friends co-Presidents suggested swapping the Friends book sale area and the former Players area. This will give the Maker Space more room, and an exterior exit. The Building Inspector came to look at the space. We will need to involve an architect, but putting in a ceiling will not be required. Diane Busa, Meg Hamilton, and the DPS cleaned up the Players' area in the basement. In doing so, another area of water damage was revealed. Bobby McGee will investigate.

The contractor for the insurance company sent the Scope of Work/Cost document for the water damage repair. The Library work will be started after the Senior Center has been completed.

DPS also adjusted the front door, so it now closes much better.

DPS obtained another quote for carpeting.

The elevator hydraulic fluid replacement has been completed. That is being paid from the DPS "small items" capital budget.

## **Meetings**

I attended the following meetings/events in April:

- Town of Medway Department Head Meeting
- Maker Space Subcommittee meetings
- Minuteman Library Network Board of Directors
- EPA Library Tour and Presentation
- Computers in Libraries Conference
  - Writing for the Modern Web – David Lee King
    - 5-6 word titles, 1-2 sentence paragraphs, HTML, not PDF for mobile users, Hemingwayapp.com
  - New Graph Searching: Interconnected Facts, Answers, & Failures
    - Google's Knowledge Graph, WolframAlpha, etc.
  - Learning from IT Mistakes
  - 30 Mobile Apps for Librarians in 40 Minutes & Top Ten Apps & Opps to watch
    - Federal Mobile Apps Directory, Word Lens translates without Internet access, CamFind – you take a picture and it identifies it, and many more
  - Content Strategy & Optimization
    - using personas
  - Make Your Website UX Rock – David Lee King
    - *Don't Make Me Think*, focus on benefits, not features

- Crafting the Successful Maker Program
  - Facebook Group: MakerSpaces and the Participatory Library, Tinkercad for 3-D printing, staff Maker Camp
- New Library Learning Experiences: STEAM & Video
  - Circulating LED microscopes, tripods, Pop-up programs: librarian just shows up in the Middle School space and does a program with whoever happens to be there, makerspace: new theme every 3 months, digital achievement badges
- Building Community Partnerships
  - Teen Job Days
- Game-Based Learning
  - Alternate Reality Games
- Makerspace: Community, Partners & Impact
  - Fayetteville Free Library, NY: <https://fflib.org/make/become-a-maker>
  - Sew-A-Thon, Geek Girl Camp, Fab lab with laser and vinyl cutters, capturing patron's stories on video, staff proposals for programs, mission of makerspaces is not production but prototyping
- Creativity & Innovation for Libraries
  - 73 self-identified makerspaces in libraries, include time to train staff, <http://www.hackerspaces.org/>, <http://makeitatyourlibrary.org/>, *Make It Here*
- Social Media & Mobile Apps: Tips & Tools for Innovative Services
  - unglue.it eBook crowdfunding, <http://cybrariansweb.com/>
- Tech Gadget Goodness: Learning from CES
  - home automation, creator box, smart table, etc.
- Innovative Funding Alternative
  - Kickstarter, Indiegogo
- Community Librarian & Teaching Tips for Tech
  - teaching adults vs teens, lesson plans on their website
- Presentation slides:
- <http://computersinlibraries.infotoday.com/2015/Presentations.aspx>

*Keynotes & evening program*

- Continuous Innovation & Transformation – Steve Denning
- Creating a New Nostalgia – David Ferriero & John Palfry
- Technology & Libraries: Now & Into the Future – Mary Augusta Thomas

- Decades of Innovation & Tips for the Future – Marshall Breeding & panel

Meetings and events in May include:

- Community Relationships Workshop
- Maker Space Subcommittee meetings
- Minuteman Library Network Membership (Directors)
- Minuteman Library Network Reference Interest Group
- Minuteman Self-Check demos/PCI compliance
- NELA/ITS meeting

### **Other**

During March, the lower level community space was used after hours for 7 meetings and 48 individuals during the 16 nights it was open.

The Medway Petal Pushers Garden Club cleaned up the garden area in front of the Library on Medway Clean Sweep Day. Another Garden Club member and I also cleaned up a lot of trash around the dumpster.

The Library was asked by a production company founded by a former Medway resident to be a potential location for use in a film competition, the 2015 Boston 48 Hour Film Project. Unfortunately, we were not chosen, but the Medway Public Library will appear in the credits.

Margaret Y. Perkins  
Library Director

| <b>Medway Public Library<br/>Budget Report 5/1/2015</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           | \$99,648.74         | \$10,597.26        | 90.39%        | \$8,465.60                    |                           |
| Salaries - Part Time                                    | 5111   | \$89,697            | \$53,625.78         | \$36,071.22        | 59.79%        | \$5,566.35                    |                           |
| Longevity   | 5150   | \$1,200             | \$1,200.00          | \$0.00             | 100.00%       | \$0.00                        |                           |
| Electricity   | 5211   | \$19,300            | \$14,247.49         | \$5,052.51         | 73.82%        | \$1,259.08                    |                           |
| Heating Fuel  | 5212   | \$6,000             | \$7,422.03          | (\$1,422.03)       | 123.70%       | \$772.41                      |                           |
| Trash   | 5232   | \$1,671             | \$1,923.29          | (\$252.29)         | 115.10%       | \$0.00                        |                           |
| Water & Sewer   | 5231   | \$270               | \$182.69            | \$87.31            | 67.66%        | \$0.00                        |                           |
| R & M Miscellaneous                                     | 5240   | \$7,792             | \$3,352.00          | \$4,440.00         | 43.02%        | \$240.00                      |                           |
| Telephone**   | 5341   | \$1,200             | \$693.76            | \$506.24           | 57.81%        | -\$18.76                      |                           |
| Supplies  | 5400   | \$2,600             | \$2,743.13          | (\$143.13)         | 105.51%       | \$180.38                      |                           |
| 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             | \$4,151.22          | \$2,340.78         | 63.94%        | \$653.00                      |                           |
| Media Materials   | 5427   | \$6,000             | \$4,557.71          | \$1,442.29         | 75.96%        | \$1,714.99                    | \$4,557.71                |
| Books & Periodicals                                     | 5521   | \$4,000             | \$5,054.52          | (\$1,054.52)       | 126.36%       | \$139.61                      | \$5,054.52                |
| Travel  | 5710   | \$400               | \$370.03            | \$29.97            | 92.51%        | \$0.00                        |                           |
| <b>TOTAL - GENERAL FUND</b>                             |        | <b>\$280,433.00</b> | <b>\$222,500.99</b> | <b>\$57,932.01</b> | <b>79.34%</b> | <b>\$18,972.66</b>            |                           |
| TM: After Hours Staff*                                  |        | \$4,698.00          |                     | \$4,698.00         | 0.00%         | \$0.00                        |                           |
| TM: Expenses  |        | \$15,302.00         | \$15,175.14         | \$126.86           | 99.17%        | \$513.90                      | \$15,175.14               |
| Dehumidifier  |        | \$12,400.00         | \$12,387.00         | \$13.00            | 99.90%        | \$12,387.00                   |                           |
| <b>TOTAL - TM</b>                                       |        | <b>\$20,000.00</b>  | <b>\$15,175.14</b>  | <b>\$4,824.86</b>  | <b>75.88%</b> | <b>\$513.90</b>               |                           |
| **Correction to Telephone                               |        |                     |                     |                    |               |                               |                           |
|   |        | Start Balance       | Expen. To<br>Date   | Income to<br>Date  | Account Bal   | Current Month Net             |                           |
| Memorial Donations                                      | 5400   | \$27,220.67         | \$12,888.86         | \$2,217.53         | \$16,549.34   | -\$166.62                     | 10,700.73                 |



|                            |          |                     |                    |                    |                     |                     |                    |
|----------------------------|----------|---------------------|--------------------|--------------------|---------------------|---------------------|--------------------|
| Tuchinsky Fund Interest    |          | \$29,334.87         |                    | \$92.17            | \$29,427.04         | \$11.24             |                    |
| Tuchinsky Fund Principal   |          | \$102,869.11        |                    | \$493.84           | \$103,362.95        | \$47.84             |                    |
| Library Restitution Fund   | 706-4773 | \$50.17             | \$804.65           | \$1,064.17         | \$309.69            | -\$545.65           |                    |
| Copier & Printer Rev. Fund | 722-4840 | \$6,113.42          | \$310.99           | \$1,455.46         | \$7,257.89          | \$150.00            |                    |
| Meeting Room Rev. Fund     | 723-4840 | \$3,080.76          |                    | \$225.00           | \$3,305.76          | \$25.00             |                    |
| Free Public Library        | 2017     | \$6,802.08          | \$13,979.85        | \$15,440.51        | \$8,262.74          | -\$2,392.08         | \$13,253.85        |
| <b>TOTAL - OTHER FUNDS</b> |          | <b>\$175,471.08</b> | <b>\$27,984.35</b> | <b>\$20,988.68</b> | <b>\$168,475.41</b> | <b>(\$2,870.27)</b> | <b>\$48,741.95</b> |