

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

Trustees

Carol Brown
Diane Burkhardt
Karen Kassel, Secretary
Cheryl MacNeil
Chris Monahan, Chair
John Scott Smith, Vice chair

Margaret Perkins, Library Director

Citizens

John Foresto, Selectman

Meeting called to order 7:01 p.m.

A. Approval of Agenda

KK: Motion to approve agenda. CB2; vote: unanimously **approved**.

B. Secretary's Report (October 6, 2015)

KK: Motion to approve the Secretary's Report from October 6, 2015 meeting. CB2; vote: unanimously **approved**.

C. Citizens Speak

Town Meeting

John Foresto discussed the Library's warrant article, which will be up for a vote at Town Meeting (11/16). The warrant article requests that the Town "transfer the sum of \$55,000 from Certified Free Cash to fund the design, engineering, and construction of a 'Makerspace' at the Medway Public Library."

Chris will speak in support of this article; mostly to explain

what a MakerSpace is and how the funds will be used. If the warrant is approved, the funds will be available the day after Town Meeting. Bobby McGee will be managing this project.

Land Behind the Library

The owners of a piece of land directly behind the Library have offered to sell it to the Town. The Board of Selectmen (BOS) declined the first two offers because they were significantly higher than the assessed value of the land. The BOS is still open to negotiating with the seller.

Wiring the Cole Room

The Cole room will be wired, in order to video-tape and/or televise meetings and programs, within the next few months. The Library will coordinate with Medway Cable Access (MCA) to determine how best to utilize this technology. MCA is hiring a marketing person who will help with this.

Lighting for Front Parking Area

The BOS has money for small capital items; this is separate from the DPW list of small projects. The Town has standards for outdoor lighting. Bobby McGee can compare the existing lights to these standards, and go from there.

D. Budget Report

Margaret distributed the [budget report](#) via email. Nothing new to report.

E. Director's Report

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

The group that runs the Medway Christmas Parade asked to put out a donation bucket for the parade. The parade is entirely funded with donations. The Trustees and Margaret agreed that this is fine.

Heat traces have been installed in the gutters.

F. Old Business

Carpets

A vendor has been chosen. Margaret brought several carpet samples. She has requested larger samples.

Front Parking Lights

As John Foresto mentioned, Margaret can talk to Bobby McGee about the lighting standards. Better lighting is on the list of small projects that Margaret submitted to DPS. The lighting could also potentially be funded through the Town's list of small capital improvement projects.

Exterminator Update

The yellow jackets died with the cold weather.

Wiring the Cole Room and Conference room for video recording Discussed in Citizen Speak.

MakerSpace Update/Discussion

When can people use the 3D printer?

It's unclear right now. We need to determine the logistics of usage:

- 1- We have the software to run the 3D printer, but no one is trained to use it yet.
- 2- We need a good home for it. The printer is noisy and will likely run for long periods of time. It needs a private "booth" of sorts.
- 3- Need to determine: who will monitor the printer? How will people sign up to use it?

G. New Business

Library Custodian

There is a suggestion from some staff members that the current custodian's allotted time is not enough. The current schedule is one night per week for a total library clean plus two days per week for cleaning the bathrooms.

Margaret: It would be nice to have someone here every day, particularly to empty the trash. Also a full library clean twice per week would be good. The custodian comes from the DPS

budget. I will request that the custodian comes to the Library more often.

Changes to the Alarm Call List

When there's an alarm at the Library, who do police/fire call? This list has been updated and needs to be documented. Updated list: Margaret then Chris then John then Lorie. The person will meet the police at the Library, go in with them, and look to see if anything is disturbed.

H. Special Programs, Fundraising, Sponsorships

None discussed.

I. Adjournment

KK: Motion to adjourn, CB2.

Meeting adjourned 8:54 p.m.

Next meeting **December 1, 2015**

Medway Public Library
Director's Report
November 1, 2015

Programs in October:

- Thursday and Friday Story Times
- Tuesday and Wednesday Toddler Jams
- Fall Zentangle Workshop
- Elementary Book Club
- Scrabble Night – Friends of the Library
- Halloween Movie – Friends of the Library
- 4-H National Youth Science Day Event (LSTA grant, 7 attendees)
- Mind Stimulation for Adaptive Thinking, Feeling, and Behaving
- Paws to Read
- Senior Center Book Group (Lorie) – 4 attendees
- Library Book Group (Lorie) – 1 attendee
- LEGO Club – Friends of the Library
- Murder Mystery for Teens

Special upcoming programs in November/December include:

- Dance Classes for preschoolers with Amanda DelPrete
- Paws to Read
- Hands on Art History
- Colliding Balls (LSTA “Science is Everywhere” grant)
- Food for Thought, Food for Life Documentary
- Half Day Craft sessions
- Big Dream Documentary
- Book Buffet
- Tabletop game night for adults (X-wing miniatures, Catan, Lords of Waterdeep, etc.)
- College Financial Aid
- Local author Dick Lehr (arranged by Karen Kassel)

Children's/YA Librarian Report:

- 21 children's programs in October, with 460 people attending (adults & children)
- 1 teen program, attended by 6 people
- Lucy ordered books for Easy Reader, Juvenile Fiction and Non-Fiction. The total spent so far this fiscal year for books is \$5,540.92.
- Lucy met with Deborah Francis, at the Burke-Memorial school library to discuss collaboration possibilities.
- Lucy attended Massachusetts Library Teen Summit, the New England Library Association conference and training for the LSTA Science is Everywhere grant.

Building

Eight bids were received for the installation of the carpet. The lowest bidder sent us a book of samples of carpet and one of VCT for the staff room. None of the carpet samples were satisfactory, so the vendor brought over three more books of samples at the same price, and more samples at higher prices. The company that does maintenance on the Cole Room divider is coming on Thursday to discuss adjusting the divider since the carpet will be thicker than the current one.

SimplexGrinnell came to complete the annual service on the fire alarm equipment. We discovered that there are no alarms that actually sound in the basement, so the library will probably need to put additional alarm-related equipment in the Maker Space.

I met with a representative from a library furnishings company to discuss furniture, especially items for displaying materials. He is going to return with a number of catalogs.

DPS asked for the Library's ranking of the previously requested "small facility projects." DPS installed gutter heat traces in the front and rear of the Library during October.

Library	New Gutter at Rear - near Handicap Ramp	\$2,000	1	
Library	New Electric Gutter Heat Trace	\$1,000	2	
Library	New Front Parking Lot Lights	\$5,000	3	
Library	New Rear Parking lot Lights	\$5,000	4	
Library	Install Seasonal Faucet and Piping to Front	\$2,000	5	
	TOTAL COST	\$15,000		

Meetings

I attended the following meetings/events in October:

- Minuteman Library Network Board of Directors (Executive Director Performance Evaluation)
- Library Staff Meeting
- Meeting with SEPAC president to discuss collaboration
- New England Library Association Conference (Monday – Lucy, Margaret)
- "Science is Everywhere" Grant Training (Lucy, Margaret)
- Meeting with Stephanie Mercandetti, Medway's Director of Community and Economic Development, to discuss and tour prospective Maker Space.
- Selectman's Meeting – Approval of LSTA Grant Acceptance
- Minuteman Library Network Legislative Committee Conference Call

Meetings and events in November include:

- Department Heads Meeting
- Minuteman Library Network Membership (Directors) Meeting
- Massachusetts Library System Annual Meeting
- STEM Summit
- Minuteman Library Network Technology Interest Group
- NELA Information Technology Section
- Metrowest Librarians Program Planners

Other

During August, the lower level community space was used after hours for 12 meetings and 27 individuals during the 16 nights it was open. So far this fiscal year, the community space has been used for 42 meetings and 137 individuals during the 65 nights it has been open.

From now on, any single purchase of more than \$2,500 will need to have a purchase order (with the exception of utilities). This will include the Minuteman Library Network membership fee, and the invoice for Overdrive. The Library rarely has other purchases exceeding this amount.

The Town has received the \$7,500 in funds for the “Science is Everywhere” LSTA grant contract, and the corresponding account has been set up in MUNIS.

There have been a number of issues with the Integrated Library System (i.e. the patron and materials database), mostly related to slowness, and with the patron catalog, and both patrons and staff are dissatisfied. The Minuteman Library Network recently stopped using the Classic Catalog, and now uses only the Encore discovery platform, which is more “Amazon-like,” but is slower and seems to be less intuitive. The network wrote a letter of complaint to the vendor, Innovative Interfaces, Inc. (III), and some individual library directors and/or Trustees have also sent letters. A Senior Vice President of III will attend the upcoming meeting of the Minuteman library directors to discuss the problems.

Margaret Y. Perkins
Library Director

Medway Public Library Budget Report 11/2/2015							
Account	Acct #	Start Balance	Expen. To Date	End Balance	% Spent	Current Month Expenditures	Materials Expenditures
Salaries - Full Time	5110	\$156,474	\$46,042.40	\$110,431.60	29.42%	\$11,887.10	
Salaries - Part Time	5111	\$70,681	\$21,549.51	\$49,131.49	30.49%	\$5,535.47	
Longevity	5150	\$1,200	\$100.00	\$1,100.00	8.33%	\$0.00	
Electricity	5211	\$20,000	\$7,670.93	\$12,329.07	38.35%	\$2,416.04	
Heating Fuel	5212	\$7,800	\$248.77	\$7,551.23	3.19%	\$92.17	
Trash	5232	\$2,734	\$615.38	\$2,118.62	22.51%	\$0.00	
Water & Sewer	5231	\$291	\$78.82	\$212.18	27.09%	\$0.00	
R & M Miscellaneous	5240	\$6,100	\$840.00	\$5,260.00	13.77%	\$0.00	
Telephone	5341	\$1,200	\$337.44	\$862.56	28.12%	\$85.27	
Supplies	5400	\$3,000	\$1,122.58	\$1,877.42	37.42%	\$532.16	
Postage	5343	\$100		\$100.00	0.00%	\$0.00	
OPS - (Minuteman bill)	5380	\$23,605	\$23,196.36	\$408.64	98.27%	\$0.00	
OPS - (programs)	5380	\$5,598	\$2,146.00	\$3,452.00	38.34%	\$480.00	
Media Materials	5427	\$6,000	\$1,079.61	\$4,920.39	17.99%	\$584.74	\$1,079.61
Books & Periodicals	5521	\$32,954	\$9,447.26	\$23,506.74	28.67%	\$1,579.93	\$9,447.26
Travel	5710	\$400	\$145.87	\$254.13	36.47%	\$0.00	
Dues & Meetings	5730	\$500				\$0.00	
TOTAL - GENERAL FUND		\$338,637.00	\$114,620.93	\$224,016.07	33.85%	\$23,192.88	
		Start Balance	Expen. To Date	Income to Date	Account Bal	Current Month Net	
Memorial Donations	5400	\$39,787.84	\$3,203.64	\$459.61	\$37,043.81	(\$2,236.72)	2,950.69
Tuchinsky Fund Interest		\$30,075.47		\$23.00	\$30,098.47	(\$11.13)	
Tuchinsky Fund Principal*		\$102,924.12		\$168.72	\$103,092.84	\$55.05	
Library Restitution Fund	706-4773	\$108.33	\$24.15	\$410.78	\$494.96	\$145.22	
Copier & Printer Rev. Fund	722-4840	\$7,552.85		\$596.32	\$8,149.17	\$208.15	

Meeting Room Rev. Fund	723-4840	\$3,330.76		\$25.00	\$3,355.76	\$0.00	
Free Public Library	2017	\$11,022.94	\$10,483.16		\$539.78	\$0.00	\$10,278.16
TOTAL - OTHER FUNDS		\$194,802.31	\$13,710.95	\$1,683.43	\$182,774.79	(\$1,839.43)	\$23,755.72
*Correction to Aug. interest							