

Meeting starts at 7:11pm

Present- Cheryl MacNeil, Chris Monahan, Diane Burkhardt, Carol Brown

Agenda cb, cmac

Minutes diane, cmac, cb abstain

7:13pm John Scott Smith arrives

Citizen's speak- Margaret getting complaints about slowness search functionality in the new online catalog software. Vendor is working on the slowness.

Budget report- FY15 closed out.

Director's report- Another day of Toddler Jam added. Got 5 people the first time, which is good for a 1<sup>st</sup> meeting. Especially in the summer. One of the regular days had 25 people.

Old Business-

Discussed focus group results.

MakerSpace meeting with other Town Departments to discuss plan and the architect drawings went well. Primary expense is installing an HVAC system for heating/cooling/ventilation. DPS is working on an HVAC quote.

No major updates on other items not mentioned.

Completed Long Range Plan

Meeting adjourned approximately 10:30pm.

## Medway Public Library

### Director's Report

September 1, 2015

#### **Programs in August:**

- Friday Story Hours
- Toddler Jam
- Scrabble Night – Friends of the Library
- 4-H Super Heroes Impact Club (3 meetings)
- PJ Story Hour
- Nutrition Book Group (Karen Kassel)

#### **Special upcoming programs in September include:**

- North Sea Gas Scottish Folk Band
- Story Time – now every Thursday and Friday!
- Toddler Jam – now every Tuesday and Wednesday
- International Dot Day Celebration
- Paws to Read Meet-and-Greet
- Scrabble Night – Friends of the Library
- Senior Center Book Group (Lorie)
- Library Book Group
- LEGO Club – Friends of the Library
- Hypnosis/EFT Presentation

#### **Children's/YA Librarian Report:**

- 12 children's programs in August, with 242 people attending (adults & children)
- Lucy ordered books for Easy Reader, Juvenile Fiction and YA. The total spent so far this fiscal year for books is 2243.01.
- Lucy met with some school personnel in preparation for the school year: Kirsten Fink from the Middle School Library, Tim McCarron- High School Principal, and Amanda Luizzi-Burke Memorial School Principal.

#### **Building**

The water damage repair is complete, and with the exception of the Technical Services office, all shelving, counters and ceiling tiles have been replaced.

A local business sent three volunteers, who along with the co-presidents of the Friends, finished helping us sort the extra shelving in the basement in preparation for the Maker Space, and helped the Friends sort books.

The architect toured the basement and has drawn up three alternative plans for the Maker Space. DPS will work with us to add walls. We need to obtain pricing on heating and ventilation.

The request for replacement of the fire alarm system will go back to the CIPC, since we were not able to get a firm quote in FY15, and the cost is likely to be considerably different from the initial estimate we had received.

About 20 excellent paintings by the students in the class at the Senior Center are displayed in the non-fiction area of the Library. Quite a few people have come in to see the paintings and to vote for their favorites.

## Meetings

I attended the following meetings/events in August:

- Minuteman Executive Director Performance Evaluation meeting
- NELA/ITS meeting
- Medway Department Heads Meeting
- Medway Library Long Range Plan Focus Group
- Maker Space meeting with Town Administrator Michael Boynton, Assistant Town Administrator Allison Potter, Fire Chief Jeffrey Lynch, DPS Director Tom Holder, Bobby McGee and Chris Monahan

Meetings and events in September include:

- Minuteman Library Network Membership (Directors)
- Massachusetts Library System Joint Budget and Personnel Committee (remotely)
- Metrowest Planners Group
- Small Libraries Conference (working with Meena Jain on Table Talk on finding free and low cost programming resources through collaboration)
- Readers Advisory Roundtables of Massachusetts program – Suzanne Brockmann on Readers' Advisory for LGBTQQ literature

## Other

During August, the lower level community space was used after hours for 10 meetings and 36 individuals during the 16 nights it was open. So far this fiscal year, the community space has been used for 20 meetings and 91 individuals during the 33 nights it has been open.

The Library received the contract for the LSTA "Science is Everywhere" Grant for the year beginning October, 2015. Lucy and I met with the Science Educator who will do some of the programs to discuss some logistics. We are planning to host a physics activity on October 8<sup>th</sup> in conjunction with 4-H National Youth Science Day.

The staff printer has not been printing correctly. It is still under warranty, and the replacement imaging unit that Xerox sent us did not fix the problem, so they are sending out a repair person. The kids' Kindle stopped working, and Amazon is sending a free replacement.

The Friends co-presidents are going to speak at a Lions Club meeting. The Lions are focusing on Literacy this year, and we are hoping to partner with them in this endeavor.

I submitted the ARIS report to the Massachusetts Board of Library Commissioners. It was received on August 14<sup>th</sup>. The State Aid Report is due on October 19<sup>th</sup>.

Margaret Y. Perkins

Library Director

Medway Public Library Budget Report 8/31/2015							
Account	Acct #	Start Balance	Expen. To Date	End Balance	% Spent	Current Month Expenditures	Materials Expenditures
Salaries - Full Time	5110	\$156,474	\$22,429.14	\$134,044.86	14.33%	\$11,726.16	
Salaries - Part Time	5111	\$70,681	\$10,411.83	\$60,269.17	14.73%	\$5,602.21	
Longevity	5150	\$1,200	\$100.00	\$1,100.00	8.33%	\$100.00	
Electricity	5211	\$20,000	\$2,761.40	\$17,238.60	13.81%	\$2,761.40	
Heating Fuel	5212	\$7,800	\$78.30	\$7,721.70	1.00%	\$78.30	
Trash	5232	\$2,734		\$2,734.00	0.00%	\$0.00	
Water & Sewer	5231	\$291		\$291.00	0.00%	\$0.00	
R & M Miscellaneous	5240	\$6,100	\$840.00	\$5,260.00	13.77%	\$840.00	
Telephone	5341	\$1,200	\$92.17	\$1,107.83	7.68%	\$28.07	
Supplies	5400	\$3,000	\$379.77	\$2,620.23	12.66%	\$379.77	
Postage	5343	\$100		\$100.00	0.00%	\$0.00	
OPS - (Minuteman bill)	5380	\$23,605	\$23,196.36	\$408.64	98.27%	(\$409.00)	
OPS - (programs)	5380	\$5,598	\$1,074.00	\$4,524.00	19.19%	\$1,074.00	
Media Materials	5427	\$6,000		\$6,000.00	0.00%	\$0.00	
Books & Periodicals	5521	\$32,954	\$5,509.68	\$27,444.32	16.72%	\$4,749.71	\$5,509.68
Travel	5710	\$400		\$400.00	0.00%	\$0.00	
Dues & Meetings	5730	\$500					
<b>TOTAL - GENERAL FUND</b>		<b>\$338,637.00</b>	<b>\$66,872.65</b>	<b>\$271,764.35</b>	<b>19.75%</b>	<b>\$26,930.62</b>	
		Start Balance	Expen. To Date	Income to Date	Account Bal	Current Month Net	
Memorial Donations	5400	\$39,787.84		\$413.00	\$40,200.84	\$393.00	
Tuchinsky Fund Interest		\$30,075.47		\$11.50	\$30,086.97	\$11.50	
Tuchinsky Fund Principal		\$102,924.12		\$56.82	\$102,980.94	\$56.82	
Library Restitution Fund	706-4773	\$108.33		\$245.46	\$353.79	\$133.40	
Copier & Printer Rev. Fund	722-4840	\$7,552.85		\$291.52	\$7,844.37	\$137.44	
Meeting Room Rev. Fund	723-4840	\$3,330.76			\$3,330.76	\$0.00	
Free Public Library	2017	\$11,022.94	\$10,483.16		\$539.78	(\$1,116.05)	\$10,278.16
<b>TOTAL - OTHER FUNDS</b>		<b>\$194,802.31</b>	<b>\$10,483.16</b>	<b>\$1,018.30</b>	<b>\$185,337.45</b>	<b>(\$383.89)</b>	<b>\$15,787.84</b>