

Medway Library Board of Trustees
August 2, 2016
7:00 p.m. Medway Public Library

Trustees

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

Margaret Perkins, Library Director
John Foresto, Selectman

Meeting called to order 7:07 p.m.

A. Approval of Agenda

KK: Motion to approve agenda as written. **CM2. Vote:** unanimously approved.

B. Secretary's Report (May 3rd & June 7th)

DB: Motion to approve Minutes of May 3rd meeting as written. **CM2. Vote:** in favor 4; against 0; abstain 1 (KK).

JSS: Motion to approve the Minutes of June 7th meeting as written.
DB2. Vote: unanimously approved.

C. Citizens Speak

John Foresto: Funding from the state that is earmarked for the Makerspace (\$20,000) may still come through; if the funds are approved, the Library would receive it in December.
Also, start thinking about what we want in the budget for FY18 so we will be ready with specifics when the BOS begins the budget process in January.

Friends of the Library

The Friends were unable to be here. Chris read the following statement:

Friends of the Medway Library is pleased to present \$18,000 to Medway Library, funds we have raised from our book sales, memberships, and donations. In addition we obtained three grants: \$378 from the Medway Cultural Council for a movie license and \$700 from the Middlesex Bank for a New England Aquarium Pass, and a collection of children's books from the Lions Club. We have also received various small donations from local businesses such as Home Depot, AC Moore, and Walgreens for the Maker Space.

The goal of Friends is not only to raise money but also to be an advocate for the library. We want everyone to know what a wonderful place this is. Friends, therefore, sponsors programs such as Lego Club and Family movies. The community looks forward to our Gingerbread Festival in December. And this year we also organized and helped staff the booth at Pride Day. We will also be raffling off baskets at the Middle School Polls on Election Day, not only to raise money but to publicize the library.

The Friends of the Medway Library feels it is important to connect with other community organizations. Medway High School and Tri-Valley students help us with our programs. Other groups such as the Garden Club, Scouts, and High School clubs and sports team are given space to raise money for their own groups during our book sales.

We want to thank the Trustees for our new Book Room area...the size, lighting, and shelving helped to make our first sale using the room the most successful we've ever had. Special thanks go to the Dept of Public Works for installing the shelving, especially Jonathan and Mike. We appreciate your asking Diane and Meg to be on the Maker Space committee and allowing us to contribute to the creation of the room.

We would also especially like to thank Margaret and the librarians for allowing us the freedom to roam the library at all hours, helping us with projects, answering patrons' questions about Friends activities, and collecting money for our zoo passes and upstairs ongoing sale.

Most importantly, our small group of volunteers is the reason why we have been so successful in our endeavors to help the library. They always step up to staff events, sort or sell books, and offer

wonderful ideas.

MP: The Friends of the Library gave us a check for \$16,200 and will pay \$800 for intern in the fall. They are holding back \$1,000 so they can quickly buy things for the Makerspace when needed.

D. Budget Report

Margaret distributed the budget reports via email. [FY2016](#) is completed. We are now in [FY2017](#). There is nothing out of the ordinary to report.

E. Director's Report

Margaret distributed the Director's Reports for [July](#) and [August](#) via email.

We've had many successful programs including the Science Museum programs, those led by the 4-H educator, and summer reading.

The staff and patrons would like someone to donate a picnic table for outside; the upper level to the left when exiting the building.

F. Old Business

Lighting

Interior lighting: The Town received a \$26,000 grant (Mass Dept. of Energy Resources Green Communities Grant) to retrofit the library and the fire station with LED lighting fixtures and lighting controls.

Front parking lot lighting: Margaret talked with Bob Weiss, the Town Energy Manager. The first steps for improving the front parking lot lighting are to trim some branches, replace lighting with LED, and adjust the direction of the lights.

Wiring Cole Room and conference room for video recording

Still waiting on this.

Makerspace update

About 200 people came to the grand opening. Diane has certified a few people on sewing machines and several on the 3D printer.

Training sessions for the soldering iron and 3D printer are ongoing. The 3D printer training takes just 15 minutes.

John Foresto talked to Amy Hoff at Medway Cable. She suggested that high school students can film the 3D training sessions, which can then be put on the Library website or on Youtube; Margaret and John will follow up.

Margaret led a tour for the Economic Development Committee; they are interested in donating materials to the Makerspace.

So far, Makerspace procedure is working well. On a person's first visit to the Makerspace, he/she signs a waiver & an acceptance of policies; now on a list and do not need to sign these papers again.

Diane and Paula are coordinating volunteers; the space has been covered almost all the time.

Meg and Diane have been looking for sponsorships and donations. Home Depot gave a \$50 gift certificate.

The Board should consider what other materials are needed for the Makerspace and include them in FY18 budget request.

G. New Business

Review DPS' proposed Small Capital Items list

The items on the DPS list are shown here. After review and discussion, we identified our top priorities as replacing gutters and resolving HVAC issues.

Library	Repoint red brick/mortar joints	\$3,600
Library	Remove and Replace Front Gutter-Water issue	\$5,000
Library	Repair Broken Concrete Steps-on side walkway	\$6,000
Library	Replace water cooler add bottle filler	\$2,500
Library	Add Electrical Outlets	\$1,200
Library	Install Seasonal Faucet and Piping to Front	\$2,000
Library	Replace/Refurb Seating	\$3,000
Library	New Electric Gutter Heat Trace -Front	\$1,000
Library	New Front Parking Lot Lights	\$5,000
Library	New Rear Parking lot Lights	\$5,000
Library	New HVAC-A/C issues in 2 to 3 offices	\$4,000

Collection development policy

MP distributed the [collection development policy](#) in the spring and again on July 1. We will discuss at September meeting.

CORI requirements

Makerspace volunteers will need to be CORI checked.

CM: How will this impact library programs and volunteers? MP has taken several CORI forms to HR and it is a quick process.

CM: Who needs to be CORI checked? **MP:** pretty much everyone (all staff, all volunteers, everyone over age 18).

H. Special Programs, Fundraising, Sponsorships

None discussed.

I. Adjournment - next meeting September 4th.

KK: Motion to adjourn. Meeting adjourned 8:58 p.m.

Medway Public Library
Director's Report
July 4, 2016

Programs in June:

- Thursday and Friday Story Times
- Tuesday and Wednesday Toddler Jams
- LEGO Club – Friends of the Library
- PAWS to Read
- GoldiBlox Adventure Hour
- “Science is Everywhere” 4-H Impact Embryology Club (4 meetings)
- “Science is Everywhere” Geospatial Technology
- Library Telescope Dedication Program
- Summer Reading Registration
- Train Time with Thomas and Friends
- Summer Reading Kickoff - Circus Minimus
- Teen Summer Reading Kickoff - Henna Art Night
- Library Book Group
- Senior Center Book Group
- Health and Wellness Book Group
- Makerspace Grand Opening!

Special upcoming programs in July include:

- Thursday Story Times
- “It’s a picnic” Friday Story Times
- Tuesday and Wednesday Toddler Jams
- Paws to Read
- “Science is Everywhere” Forensic Entomology
- Science Museum - Supercold Science
- Science Museum - Animal Invaders
- Science Museum - Science Magic
- Jumpstart to Kindergarten
- Young Writers’ Workshop
- Dance Class with Amanda DelPrete
- Advanced 3D design and printing class
- Senior Center Book Group (Lorie)
- Library Book Group (Lorie)

Children’s/YA Librarian Report:

There were 17 youth programs in June, with 424 people attending (adults and children). I also visited the McGovern School twice to promote Summer Reading and reached approximately 250 children.

I ordered fiction and nonfiction for the J, YA and Easy collections. I am also beginning to expand the audiobook collections for J and YA. The total spent so far this fiscal year for books is 18,732.17.

Summer Reading kickoff was a success, with about 200 children signed up so far.

Building

The Makerspace Grand Opening went very well. Over 200 people attended, and 20-30 additional patrons came in during the following week for tours. Diane Busa and Paula Belanger are coordinating staffing the Makerspace with a combination of Senior Tax workoff patrons and high school and adult volunteers. All Senior Tax Workoff who work at the Library, and all adult volunteers over 18 will need to be COR'ed. There is a long list of people who want to be "certified" to use the 3D printer and other equipment, and we plan to certify quite a few of them in the next couple of weeks. I have been working with MassBay to arrange for an intern who will work 8 hours a week in the Makerspace for 10 weeks, helping visitors with the technology and certifying them on the 3D printer. I have three resumes, and hope to start interviewing this week. The Friends of the Medway Library has generously offered to provide the intern with a stipend.

The pump attached to the sink in the Cole Room will need to be replaced. It appears that someone poured solids down the drain, which ruined the pump. There are now signs reminding people not to pour solids down the drain, posted both in the Cole Room and at the Makerspace sink, and DPS is going to add a strainer to the sink in the Cole Room, similar to the one in the Makerspace sink.

The Town has received a grant from the Massachusetts Department of Energy Resources Green Communities to retrofit the lighting at the Library and the Fire Station. I am going to meet with Robert Weiss, the Town's Energy Manager, to discuss the details on July 7th.

Meetings

I attended the following meetings/events in June:

- Department Heads
- Minuteman Library Network Membership (Directors) meeting
- Maker Space Tour: Economic Development Committee & Agricultural Committee
- Meeting with Mass Bay concerning possible Maker Space internship
- Visit to Natick Library Maker program
- Medway Makerspace meetings
- Staff 3D printer training - Medway Cable Access
- NELA/Information Technology Section Spring Program - Internet Privacy

Meetings and events in July include:

- Department Heads
- Medway Makerspace meetings
- Staff Meeting
- Energy Grant meeting
- Maker Space Grand Opening

LSTA “Science is Everywhere” Grant

Aldrich Astronomical Society presented a fascinating and informative program on astronomy and how to use the Library’s new telescope. After the presentation, they assisted the audience in using the Library’s telescope and another, larger one in viewing the night sky, including Jupiter, Saturn, and Mars. The telescope is already circulating, and several patrons have expressed interest in checking it out.

The popular 4-H short-term “Impact” Embryology Club hatched 14 chicks. The chicks were a popular attraction during and after the Makerspace Grand Opening.

Other

During June, the lower level community space was used after hours for 9 meetings and 36 individuals during the 18 nights it was open. In FY2016, the community space was used for 116 meetings and 376 individuals during the 195 nights it has been open.

Some of the staff have not been accruing the correct amount of vacation and sick leave, and I am working with Town Hall to correct this.

Chris Monahan, Meg Hamilton, and I spoke with a reporter from the Milford Daily News at length about the Makerspace, and more recently Lucy Anderson and I spoke with him about the Summer Reading program, and nice articles on both topics have appeared in the newspaper.

Margaret Y. Perkins
Library Director

Medway Public Library
Director's Report
August 1, 2016

Programs in July:

- Thursday Story Times
- "It's a picnic" Friday Story Times
- Jumpstart to Kindergarten
- Young Writers' Workshop
- Dance Class with Amanda DelPrete
- Tuesday and Wednesday Toddler Jams
- Advanced 3-D Printing with John Walsh
- PAWS to Read
- "Science is Everywhere" Forensic Entomology
- Science Museum - Supercold Science
- Science Museum - Animal Invaders
- Science Museum - Science Magic
- Senior Center Book Group
- Gazebo Players – Hamlet (co-sponsored by the Library – Sunday performance held in Cole Room

Special upcoming programs in August include:

- Thursday Story Times
- "It's a picnic" Friday Story Times
- Tuesday and Wednesday Toddler Jams
- Advanced 3-D Printing with John Walsh
- Mad Scientist Mondays
- Day in the Life...Summer Reading Extension Activities
- Young Writers' Workshop
- Molly's Apothecary Workshop
- Camp Halfblood
- Locker Art/Craft

Children's/YA Librarian Report:

There were 25 children's programs in July, with 452 people attending (adults and children). One Teen program had 5 participants.

Lucy has ordered nonfiction for the J and Easy collections. Some books ordered in the previous fiscal year have come in now as well. The total spent so far this fiscal year for books is 3321.98.

Summer Reading is going very well, with about 230 children signed up so far.

Building

We were unable to arrange for an intern from Mass Bay Community College for the summer, but we are hoping to find one for the fall.

The pump attached to the sink in the Cole Room has been replaced.

Bobby McGee (Department of Public Services) has been working to get quotes on replacing the front gutters and alternative methods of improving the consistency of the heating and cooling on the lower level.

Meetings

I attended the following meetings/events in July:

- Department Heads
- Minuteman Library Network Membership (Directors) meeting
- Maker Space Tour: Economic Development Committee & Agricultural Committee
- Meeting with Mass Bay concerning possible Maker Space internship
- Visit to Natick Library Maker program
- Medway Makerspace meeting
- Energy Grant Meetings (2)

Meetings and events in August include:

- Department Heads
- Medway Makerspace meetings
- Staff Meeting
- NELA Information Technology Section Meeting
- STEM Grant meeting

LSTA “Science is Everywhere” Grant

The Science Educator from Massachusetts 4-H has offered the last of 9 very popular programs. She is interested in continuing to collaborate in the fall.

Patrons are very excited about the telescope, which has circulated several times already.

Other

During July, the lower level community space was used after hours for 8 meetings and 63 individuals during the 15 nights it was open.

Two new pieces of equipment will begin circulating soon – a mobile hotspot and a Roku.

The Town's Communication Director has asked departments to contribute to a Welcome Packet for new residents by the end of August.

I have been working on completing the ARIS report, which is due on August 29th.

Margaret Y. Perkins
Library Director

Medway Public Library Collection Development Policy

4/5/2016

The Medway Public Library endorses the Library Bill of Rights and Freedom to Read Statements of the American Library Association as herein appended. These statements endorse freedom of access to information and literary materials. Medway Library's Collection Development Policy is based on the Library's Mission Statement and Values:

Mission

The Medway Public Library is an indispensable part of the community, dedicated to providing residents of all ages with dynamic collections, innovative programs and wide-ranging and sustainable services.

We Value:

Our patrons and their opinions, capabilities, needs, and interests

A skilled, knowledgeable and courteous staff

Freedom of information

Equitable access to library resources and services

Creative solutions, integrity, and innovation

Collection development is limited only by budgetary constraints and the following selection criteria:

- Contemporary significance or current usefulness or interest
- Authority and competence of presentation
- Importance as an historical record or permanent value
- Requests from users of the library
- Physical quality of format and binding
- Presentation of all views on controversial issues
- Balance of special group interest with general demand
- Cost in relation to the individual title and to the overall collection
- Selection of materials for the adult collection on the basis of adult needs (selection will not be restricted by the possibility that children may obtain material their parents consider inappropriate)
- Selection of materials on the basis of recommendations of accepted established review sources such as Booklist, Library Journal, Horn Book, School Library Journal, New York Times, etc.
- Weeding and discarding of materials from the collection on a systematic basis as necessitated by space limitations, obsolescence of material, lack of use over an extended period of time, physical condition of item, and acquisition of new materials. The same criteria that are applied to the purchase of new books will be applied to the weeding of books.

The inclusion of any item in the Library's collection does not constitute an endorsement by the Library or the Town of the item's contents.

Requests from patrons to withdraw materials from the collection are to be made to the Library Director, using the Request for Reconsideration of Library Material form. The Director, in consultation with the appropriate staff member(s), will re-examine the item in question. A decision on the suitability of the item for inclusion in the Medway Public Library collection will be made based on the Library's Collection Development Policy.

Children's/Young Adult Collections

Responsibility for children's reading selections rests with their parents or guardians. Therefore, parents and guardians are advised to note the suitability of books for each child. The same selection criteria listed above apply to children and young adults.

Gifts

The Library appreciates gifts and accepts them with the following provisos:

- The same criteria apply to the incorporation of gifts into the collection as apply to the selection of books and other library materials.
- The Library reserves the right to administer gifts in the best interests of the Library, including but not limited to transferring materials to the Friends of the Library for sale in their book sales.

Exhibits

The Library encourages displays and exhibits, but assumes no responsibility for restitution in the case of damage or theft.

Medway Public Library Budget Report 6/30/2016 - Final FY16							
Account	Acct #	Start Balance	Expen. To Date	End Balance	% Spent	Current Month Expenditures	Materials Expenditures
Salaries - Full Time	5110	\$158,287	\$156,194.37	\$2,092.63	98.68%	\$12,654.49	
Salaries - Part Time	5111	\$72,095	\$74,381.31	(\$2,286.31)	103.17%	\$4,569.27	
Longevity	5150	\$1,200	\$1,200.00	\$0.00	100.00%	\$0.00	
Electricity	5211	\$20,000	\$19,954.94	\$45.06	99.77%	\$5,228.43	
Heating Fuel	5212	\$7,800	\$3,269.02	\$4,530.98	41.91%	\$121.18	
Trash	5232	\$2,734	\$2,461.52	\$272.48	90.03%	\$0.00	
Water & Sewer	5231	\$291	\$302.64	(\$11.64)	104.00%	\$0.00	
R & M Miscellaneous	5240	\$6,100	\$6,232.75	(\$132.75)	102.18%	\$2,157.50	
Telephone	5341	\$1,200	\$1,085.61	\$114.39	90.47%	\$180.18	
Supplies	5400	\$3,000	\$4,676.65	(\$1,676.65)	155.89%	\$964.48	
Postage	5343	\$100	\$249.92	(\$149.92)	249.92%	\$0.00	
OPS - (Minuteman bill)	5380	\$23,605	\$23,196.36	\$408.64	98.27%	\$0.00	
OPS - (programs)	5380	\$5,598	\$8,295.25	(\$2,697.25)	148.18%	\$1,385.25	
Media Materials	5427	\$6,000	\$4,893.18	\$1,106.82	81.55%	\$509.26	\$4,893.18
Books & Periodicals	5521	\$32,954	\$34,513.68	(\$1,559.68)	104.73%	\$5,738.78	\$34,513.68
Travel	5710	\$400	\$432.02	(\$32.02)	108.01%	\$84.34	
Dues & Meetings	5730	\$500	\$521.49	(\$21.49)	104.30%	\$54.99	
TOTAL - GENERAL FUND		\$341,864.00	\$341,860.71	\$3.29	100.00%	\$33,648.15	
		Start Balance	Expen. To Date	Income to Date	Account Bal	Current Month Net	
Memorial Donations	5400	\$39,875.79	\$9,876.59	\$2,452.46	\$32,451.66	\$178.8	7,177.89
Tuchinsky Fund Interest		\$30,075.47		\$135.85	\$30,211.32	\$22.7	
Tuchinsky Fund Principal		\$102,924.12		\$671.90	\$103,596.02	\$112.1	
Library Restitution Fund	706-4773	\$108.33	\$53.12	\$1,146.19	\$1,201.40	\$301.2	

Copier & Printer Rev. Fund	722-4840	\$7,552.85	\$1,720.75	\$1,980.38	\$7,812.48	-\$754.7	
Meeting Room Rev. Fund	723-4840	\$3,330.76	\$318.60	\$425.00	\$3,437.16	-\$7.3	
Free Public Library	2017	\$11,022.94	\$15,004.98	\$16,024.06	\$12,042.02	\$307.6	\$14,799.98
STEM Grant		\$7,500.00	\$3,464.21		\$4,035.79	-\$1,737.9	\$983.53
TOTAL - OTHER FUNDS		\$202,390.26	\$30,438.25	\$22,835.84	\$194,787.85	(\$1,577.45)	\$62,368.26

Medway Public Library Budget Report 7/31/2016							
Account	Acct #	Start Balance	Expen. To Date	End Balance	% Spent	Current Month Expenditures	Materials Expenditures
Salaries - Full Time	5110	\$162,634	\$9,849.35	\$152,784.65	6.06%	\$9,849.35	
Salaries - Part Time	5111	\$74,181	\$4,172.95	\$70,008.05	5.63%	\$4,172.95	
Longevity	5150	\$1,100	\$0.00	\$1,100.00	0.00%	\$0.00	
Electricity	5211	\$20,000	\$0.00	\$20,000.00	0.00%	\$0.00	
Heating Fuel	5212	\$7,800	\$79.49	\$7,720.51	1.02%	\$79.49	
Trash	5232	\$2,734	\$0.00	\$2,734.00	0.00%	\$0.00	
Water & Sewer	5231	\$291	\$0.00	\$291.00	0.00%	\$0.00	
R & M Miscellaneous	5240	\$6,000	\$0.00	\$6,000.00	0.00%	\$0.00	
Telephone	5341	\$1,200	\$62.15	\$1,137.85	5.18%	\$62.15	
Supplies	5400	\$3,000	\$365.38	\$2,634.62	12.18%	\$365.38	
Postage	5343	\$100	\$0.00	\$100.00	0.00%	\$0.00	
OPS - (Minuteman bill)	5380	\$24,009	\$24,008.55	\$0.45	100.00%	\$24,008.55	
OPS - (programs)	5380	\$5,991	\$0.00	\$5,991.00	0.00%	\$0.00	
Media Materials	5427	\$5,000	\$127.50	\$4,872.50	2.55%	\$127.50	\$127.50
Books & Periodicals	5521	\$44,217	\$8,337.82	\$35,879.18	18.86%	\$8,337.82	\$8,337.82
Travel	5710	\$480	\$0.00	\$480.00	0.00%	\$0.00	
Dues & Meetings	5730	\$500	\$0.00	\$500.00	0.00%	\$0.00	

TOTAL - GENERAL FUND		\$359,237.00	\$47,003.19	\$312,233.81	13.08%	\$47,003.19	
		Start Balance	Expen. To Date	Income to Date	Account Bal	Current Month Net	
Memorial Donations	5400	\$32,451.66	\$820.00	\$17,050.00	\$48,681.66	\$16,230.0	700.00
Tuchinsky Fund Interest		\$30,938.23			\$30,938.23	\$0.0	
Tuchinsky Fund Principal		\$102,869.11			\$102,869.11	\$0.0	
Library Restitution Fund	706-4773	\$1,201.40		\$199.83	\$1,401.23	\$199.8	
Copier & Printer Rev. Fund	722-4840	\$7,812.48		\$193.70	\$8,006.18	\$193.7	
Meeting Room Rev. Fund	723-4840	\$3,437.16		\$25.00	\$3,462.16	\$25.0	
Free Public Library	2017	\$12,042.02	\$3,518.60		\$8,523.42	-\$3,518.6	
STEM Grant		\$4,035.79			\$4,035.79	\$0.0	
TOTAL - OTHER FUNDS		\$194,787.85	\$4,338.60	\$17,468.53	\$207,917.78	\$13,129.93	\$9,165.32