

Medway Library Board of Trustees  
June 7, 2016, 7:30 p.m.  
Medway Library

**Trustees**

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

Margaret Perkins, Library Director

**Citizens**

Diane Busa

Meeting called to order 7:35 p.m. by Margaret Perkins

Welcome new member Susan Alessandri and returning member Karen Kassel

**Board Reorganization**

Election of Chair: KK nominates Chris Monahan, 2<sup>nd</sup> CMac. vote: 5 yes, 1 abstain (CM)

Chris takes over the meeting

Election of Vice Chair: KK nominates John Scott Smith, 2<sup>nd</sup> CMac. vote: 5 yes, 1 abstain (JSS)

Election of Secretary: CM nominates KK, 2<sup>nd</sup> JSS. Vote: 5, 1 abstain (KK)

**A. Approval of Agenda**

**DB: Motion** to approve agenda as written. **KK2. Vote:** unanimously approved.

**B. Secretary's Report (May 3rd)**

Hasn't been done yet. JSS will send out and we will review at a future meeting.

**C. Citizens Speak**

None

**D. Budget Report**

Margaret distributed the [budget report](#) via email. This is the last month of the fiscal year. Nothing unusual to report.

**E. Director's Report**

Margaret distributed the [director's report](#) via email. The Library booth at Medway Pride day was successful; there was a lot of interest in Paws to Read (some of

the dogs & their handlers were there) and the Makerspace. Two people expressed interest in teaching classes in the space. Margaret is the contact person for Makerspace programming. If someone wants to charge for a class in the Makerspace, we can run it through Community Ed.

## **F. Old Business**

### Front parking lights

Margaret emailed Bobby again to get an estimate on the cost for an energy person to evaluate the front parking lot lighting needs. Margaret would like to have the lights redone by professionals so we don't have light trespass. Would also like to have solar lighting.

### Wiring Cole Room and conference room for video recording

Margaret hasn't heard anything new on this.

### Makerspace update/discussion

Diane Busa, co-president of the Friends and member of Makerspace committee discussed the latest on the Makerspace.

Would like to have a Monitor for the Makerspace; a few ideas:

1- senior tax-relief volunteers can monitor the Makerspace. Several of these volunteers have expressed interest and some have a skill or craft that they can share. Paula is going to schedule these volunteers.

2- National Honor Society students need community service hours, could possibly earn these hours as a monitor in Makerspace. **Diane is talking to someone about this, as some of these kids have helped with Lego Club.**

Makerspace grand opening is June 25<sup>th</sup>: Trustees should try to attend; many volunteers from the Friends and Medway Cable Access will be there. There will be a person at each computer station demo-ing a program. People can also see the newly hatched chicks. People can sign up for training sessions.

The need for a Makerspace logo was mentioned. Karen suggested having a contest for patrons to design a logo. Susan has experience with this; she can draft some guidelines.

We reviewed the Makerspace policy and waiver, which was created by the subcommittee.

**SA: Motion** to accept the Makerspace policy, as amended, and the waiver. **DB2. Vote:** unanimously approved.

Diane Busa left at 8:47 p.m.

## **G. New Business**

### Raises

The union contract calls for 2% yearly raise for all union members. Some of our

employees are non-union (all subs, Community Steward, one regular staff member, Margaret). In the past, we've given the same raise to people not in the union as those in the union.

The wage increases as of July 1st are as follows:

Grade 3 Step 1 (equivalent grade for the substitutes/steward) from \$14.71 to \$15.00

Grade 3 Step 3 (equivalent grade for non-union library assistant) from \$17.06 to \$17.41

Grade 9 Step 5 (equivalent grade for director) from \$31.27 to \$31.90

**KK: Motion** to approve a 2% raise for all non-union staff members. **CM2. Vote:** unanimously approved.

Approval of Director's contract for next fiscal year

Chris reviewed Margaret's contract.

**KK: Motion** to approve Director's contract for FY2017 with 2% salary increase.

**CM2. Vote:** Unanimously approved.

Quorum check for summer meetings

July 5: everyone here except Karen

August 2: everyone thinks they will be here

Summer meeting dates fine for now.

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

None discussed.

## **I. Adjournment** - next meeting July 5th.

**KK: Motion** to adjourn. Meeting adjourned 9:10 p.m.

Medway Public Library  
Director's Report  
June 7, 2016

**Programs in May:**

- Thursday and Friday Story Times
- Tuesday and Wednesday Toddler Jams
- LEGO Club – Friends of the Library
- PAWS to Read
- Star Wars Activities
- “Science is Everywhere” 4-H Impact Embryology
- “Science is Everywhere” Food/Agricultural Science
- Explore LittleBits
- Hands-on Art History: Block Prints
- Elementary Book Club
- Teen Area Grand Opening
- “Science is Everywhere” Ecotarium Program – Animal Adaptations
- *Kombit: the Cooperative* Screening with Medway Community Farm
- The Copley Cats a cappella group
- Library Book Group
- Senior Center Book Group
- Health and Wellness Book Group

**Special upcoming programs in May include:**

- Paws to Read
- “Science is Everywhere” Geospatial Technology
- GoldiBlox Adventure Hour
- Library Telescope Dedication Program
- Summer Reading Program Registration
- Train Time with Thomas and Friends
- Summer Reading Kickoff – Circus Minimus
- Teen Summer Reading Kickoff – Henna Art Night
- “Science is Everywhere” 4-H Embryology Impact Club
- Senior Center Book Group (Lorie)
- LEGO Club – Friends of the Library
- Senior Center Book Group (Lorie)
- Library Book Group (Lorie)
- Health and Wellness Book Group (Karen Kassel)

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

There were 28 youth programs in April, with 494 people attending (adults and children).

I ordered fiction and nonfiction for the J, YA and Easy collections. The total spent so far this fiscal year for books is 17,276.61.

Summer Reading program prep is almost complete. Scheduling promotional school visits is in progress.

### **Building**

The Maker Space is essentially complete. Almost all the hardware and software has been installed. Thanks are owed to Bobby McGee, Jonathan Power, and Mike Legendre for building the Maker Space and coming up with many creative ideas to make it more functional and attractive. Thanks also to Medway Cable for the donation of a variety of hardware and software, to Medway Cable and Information Services for installing the hardware and software, and to Selectman John Foresto for coordinating the hardware and software donations and for donating office furniture.

The sprinkler system tripped a circuit breaker on Saturday, May 28<sup>th</sup> at about 6:30 am, allowing water to flow into the pipes in the attic, which are normally empty. Fire Chief Lynch said that it should be repaired that day, as there was a risk of leakage from those pipes. The sprinkler company did not return my calls or those of Mike Legendre (DPS), who then called several other sprinkler companies which were also unresponsive. I contacted Chief Lynch, and he was able to contact Medway Library's sprinkler company and they eventually sent a technician to repair the problem. Thanks to Chief Lynch, Bobby McGee, and Mike Legendre for all the time they put in helping with this issue.

### **Technology**

I have purchased a mobile hotspot through Tech Soup's discount program for non-profits. These have proved popular at other libraries, allowing patrons to have Internet access at home and on vacation.

### **Meetings**

I attended the following meetings/events in May:

- Intruder Training at Millis Public Library. I talked to one of the officers, who works in Medway about training Medway Library staff.
- Department Heads
- Minuteman Library Network Membership (Directors) meeting
- Massachusetts Library System Budget Conference Call
- Staff Meeting
- NELA/Information Technology Section Meeting
- Technology Interest Group
- Massachusetts Library Association "Programming on a Shoestring" panel

### **Meetings and events in June include:**

- Department Heads

- Minuteman Library Network Membership (Directors) meeting
- Staff Meeting
- Maker Space Tour: Economic Development Committee & Agricultural Committee
- Meeting with Mass Bay concerning possible Maker Space internship
- Visit Natick Library Maker Space
- Maker Space Grand Opening

### **LSTA “Science is Everywhere” Grant**

Aldrich Astronomical Society delivered the Library’s new telescope, purchased with LSTA grant funds. A representative provided training in its use and care to several staff members, and will return with the president of the society for a presentation for patrons on using the telescope, followed by a demonstration, weather permitting.

The popular 4-H short-term “Impact” Embryology Club is now incubating eggs in the craft side of the Maker Space. The chicks will hatch around June 23<sup>rd</sup>.

### **Other**

During March, the lower level community space was used after hours for 10 meetings and 36 individuals during the 17 nights it was open. So far this fiscal year, the community space has been used for 107 meetings and 340 individuals during the 177 nights it has been open.

An art exhibit is on display in the Conference Room until the end of June. Several patrons have commented about how nice it is to have art displayed.

Many thanks are owed to the Friends of the Medway Library, and to its co-presidents, Diane Busa and Meg Hamilton, as well as to staff members Lucy Anderson and Lorie Brownell, for planning, creating the materials for, and staffing the Library’s successful Pride Day booth. Thanks also for the Paws to Read volunteers (human and canine) for coming to the booth to hold a meet and greet, which was very popular. Many residents stopped by the booth, and at least two were interested in volunteering in the Maker Space.

Margaret Y. Perkins  
Library Director

<b>Medway Public Library Budget Report 6/1/2016</b>							
Account	Acct #	Start Balance	Expen. To Date	End Balance	% Spent	Current Month Expenditures	Materials Expenditures
Salaries - Full Time	5110	\$156,474	\$141,726.88	\$14,747.12	90.58%	\$18,227.01	
Salaries - Part Time	5111	\$70,681	\$68,398.04	\$2,282.96	96.77%	\$8,855.55	
Longevity	5150	\$1,200	\$1,200.00	\$0.00	100.00%	\$0.00	
Electricity	5211	\$20,000	\$14,726.51	\$5,273.49	73.63%	\$0.00	
Heating Fuel	5212	\$7,800	\$3,147.84	\$4,652.16	40.36%	\$196.93	
Trash	5232	\$2,734	\$2,461.52	\$272.48	90.03%	\$615.38	
Water & Sewer	5231	\$291	\$302.64	(\$11.64)	104.00%	\$92.95	
R & M Miscellaneous*	5240	\$6,100	\$4,075.25	\$2,024.75	66.81%	-\$730.00	
Telephone	5341	\$1,200	\$905.43	\$294.57	75.45%	\$106.74	
Supplies	5400	\$3,000	\$3,712.17	(\$712.17)	123.74%	\$258.58	
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	\$6,910.00	(\$1,312.00)	123.44%	\$890.00	
Media Materials	5427	\$6,000	\$4,383.92	\$1,616.08	73.07%	\$752.31	\$4,383.92
Books & Periodicals	5521	\$32,954	\$28,774.90	\$4,179.10	87.32%	\$4,857.38	\$28,774.90
Travel	5710	\$400	\$347.68	\$52.32	86.92%	\$31.32	
Dues & Meetings	5730	\$500	\$466.50	\$33.50	93.30%	\$0.00	
<b>TOTAL - GENERAL FUND</b>		<b>\$338,637.00</b>	<b>\$304,985.56</b>	<b>\$33,651.44</b>	<b>90.06%</b>	<b>\$34,154.15</b>	
		Start Balance	Expen. To Date	Income to Date	Account Bal	Current Month Net	
Memorial Donations	5400	\$39,787.84	\$9,834.50	\$2,319.51	\$32,272.85	-\$690.1	7,115.89
Tuchinsky Fund Interest		\$30,075.47		\$113.17	\$30,188.64	\$22.6	
Tuchinsky Fund Principal		\$102,924.12		\$559.80	\$103,483.92	\$112.0	
Library Restitution Fund	706-4773	\$108.33	\$144.47	\$936.34	\$900.20	-\$134.5	
Copier & Printer Rev. Fund	722-4840	\$7,552.85	\$572.98	\$1,587.28	\$8,567.15	-\$34.0	

Meeting Room Rev. Fund	723-4840	\$3,330.76	\$261.30	\$375.00	\$3,444.46	-\$77.3	
Free Public Library	2017	\$11,022.94	\$15,312.58	\$16,024.06	\$11,734.42	-\$2,367.8	\$14,795.58
STEM Grant		\$7,500.00	\$1,726.34		\$5,773.66	-\$11.4	\$223.34
<b>TOTAL - OTHER FUNDS</b>		<b>\$202,302.31</b>	<b>\$27,852.17</b>	<b>\$21,915.16</b>	<b>\$196,365.30</b>	<b>(\$3,180.42)</b>	<b>\$55,293.63</b>
*corrected							

