

Medway Public Library Board of Trustees  
May 3, 2016  
7:00 p.m.  
Medway Public Library

**Trustees**

Carol Brown

Diane Burkhardt

Cheryl MacNeil

Chris Monahan, Chair

John Scott Smith, Vice chair (and acting secretary for May 3, 2016)

Margaret Perkins, Library Director

**Library trustee notes, May 3, 2016**

Meeting called to order.

Motion to approve agenda made by Carol, seconded Diane

Motion passed

Motion to approve Minutes made by Carol, seconded Diane

Motion passed

Citizen speak: John Forresto

Soft opening of makerspace when we're ready to start using. (It will look completed, this coming weekend.)

Grand opening date is still to be determined.

Contemplating soundproofing for the makerspace as sounds and conversations from it can be heard at the circulation desk.

From a selectman perspective, we need a library liaison and must come up with our list of items that the library needs.

Budget report, attached. We're seeing a drop in postage costs, and we're likely to continue to see drops as more notifications are sent out via email.

Director's report, attached.

Old business:

New business:

Motion to adjourn; Diane

Medway Public Library

Director's Report  
May 3, 2016

**Programs in April:**

- Thursday and Friday Story Times
- Tuesday and Wednesday Toddler Jams

- LEGO Club – Friends of the Library
- PAWS to Read
- Star Wars Family Movie Night (Friends of the Library)
- Barn Babies Sessions 1 & 2
- “Science is Everywhere” Engineering with Ecobots
- Hands-on Art History - Architecture
- Reading is Magic – Ed the Wizard
- Tabletop Game Night for Adults
- Elementary Book Club
- Audubon Conservation Land Program & Trail Walk
- “Science is Everywhere” Ecotarium Program – Sun Angle and Seasons
- Library Book Group
- Senior Center Book Group
- Health and Wellness Book Group

**Special upcoming programs in May include:**

- Paws to Read
- “Science is Everywhere” Food/Agricultural Science
- Star Wars Activities
- Hands on Art History – Block Prints
- Explore LittleBits
- Elementary Book Club
- Teen Area Grand Opening
- Ecotarium Presents – Reptile Adaptations
- “Science is Everywhere” 4-H Embryology Impact Club
- Tabletop Game Night for Adults
- Kombi – the Cooperative Documentary (with Medway Community Farm)
- Copley Cats Acapella Group
- 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)

Library Trustee Karen Kassel has started a new knitting and crocheting group that meets at the Library twice a month. Quite a few patrons have already expressed interest.

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

There were 23 youth programs in April, with 509 people attending (adults and children).

I ordered fiction, nonfiction and STEM titles for the J collections. The total spent so far this fiscal year for books is 14,469.03.

Picture books have been weeded. The YA collections are being moved into the new YA area and should be complete in the next few weeks.

### **Building**

The Maker Space is almost complete. With the exception of a few additional lights, the electricians will be finished before the book sale on Saturday, May 7<sup>th</sup>. Some additional fire alarm hardware will be installed on May 3<sup>rd</sup>. Bobby McGee is coordinating the necessary inspections. The office partitions will also be brought to the Maker Space on May 3<sup>rd</sup>. A tentative grand opening date of Saturday, June 25<sup>th</sup> has been proposed.

The company that installed our Energy Management System upgraded the system and installed the software on the Director's computer. They are going to return to finish the work in the near future.

A patron was involved in an automobile accident at the Library, knocking down the Handicapped Parking sign and damaging the retaining wall at the front of the building. Fortunately there were no injuries. I reported the incident to the police, and they

took photographs and arranged for the automobile to be towed. I also reported the accident to the Assistant Town Administrator, who will contact the Town's insurance company.

The Library's regular cleaning service will wash all the windows in May, both inside and outside, with the exception of the multi-pane windows along the top front of the building.

### **Technology**

The new color printer for the patrons has been installed and is very popular. The Information Systems Department is working on getting the repurposed Technical Services printer up and running.

The temporary closing of the Franklin Library has resulted in a significant increase in visits and item pickups by Franklin residents. We are enjoying meeting our Franklin neighbors.

### **Meetings**

I attended the following meetings/events in April:

- Massachusetts Library System Budget Meeting
- Department Heads
- Harassment Training
- New England Game Collection Development
- Staff Meeting
- Minuteman Library Network Technology Fair –  
Panelist, "The Care and Feeding of a Maker Space"

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

- Intruder Training at Millis Public Library
- Department Heads
- Minuteman Library Network Membership (Directors) meeting
- Massachusetts Library System Budget Conference Call

- NELA/Information Technology Section Meeting
- Reference Interest Group
- Technology Interest Group
- Staff Meeting
- Massachusetts Library Association “Programming on a Shoestring” panel

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

The mid-grant year report has been submitted to the Massachusetts Board of Library Commissioners.

The 4-H short-term “Impact” Embryology Club will get underway on beginning on Thursday, May 19<sup>th</sup>.

### **Other**

During March, the lower level community space was used after hours for 6 meetings and 33 individuals during the 15 nights it was open. So far this fiscal year, the community space has been used for 97 meetings and 304 individuals during the 160 nights it has been open.

I talked to the Library’s Finance Committee liaison to provide an update on Library activities for the Town Meeting booklet. I submitted the Library’s Annual Report, with photographs, to the Town’s Communication Director.

I also met with two potential Maker Space volunteers and gave them a tour of the Maker Space.

Margaret Y. Perkins

Library Director

# **Medway Public Library Budget Report 5/1/2016**

Account	Acct #	Start Balance	Expen. To Date	End Balance	% Spent	Current Month Expenditures	Materials Expenditures
Salaries - Full Time	5110	\$156,474	\$123,499.87	\$32,974.13	78.93%	\$12,145.92	
Salaries - Part Time	5111	\$70,681	\$59,542.49	\$11,138.51	84.24%	\$5,941.32	
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%	\$1,293.47	
Heating Fuel	5212	\$7,800	\$2,950.91	\$4,849.09	37.83%	\$300.90	
Trash	5232	\$2,734	\$1,846.14	\$887.86	67.53%	\$0.00	
Water & Sewer	5231	\$291	\$209.69	\$81.31	72.06%	\$0.00	
R & M Miscellaneous	5240	\$6,100	\$4,805.25	\$1,294.75	78.77%	\$1,646.25	
Telephone	5341	\$1,200	\$798.69	\$401.31	66.56%	\$2.58	
Supplies	5400	\$3,000	\$3,453.59	(\$453.59)	115.12%	\$713.48	
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	\$6,020.00	(\$422.00)	107.54%	\$384.00	
Media Materials	5427	\$6,000	\$3,631.61	\$2,368.39	60.53%	\$262.11	\$3,631.61
Books & Periodicals	5521	\$32,954	\$23,917.52	\$9,036.48	72.58%	\$829.11	\$23,917.52
Travel	5710	\$400	\$316.36	\$83.64	79.09%	\$0.00	
Dues & Meetings	5730	\$500	\$466.50	\$33.50	93.30%	\$0.00	
<b>TOTAL - GENERAL FUND</b>		<b>\$338,637.00</b>	<b>\$270,831.41</b>	<b>\$67,805.59</b>	<b>79.98%</b>	<b>\$23,519.14</b>	
		Start Balance	Expen. To Date	Income to Date	Account Bal	Current Month Net	
Memorial Donations	5400	\$39,787.84	\$9,144.41	\$2,319.51	\$32,962.94	(\$1,128.00)	6,465.89
Tuchinsky Fund Interest		\$30,075.47		\$90.54	\$30,166.01	\$0.00	
Tuchinsky Fund Principal		\$102,924.12		\$447.78	\$103,371.90	\$0.00	
Library Restitution Fund	706-4773	\$108.33	\$10.00	\$936.34	\$1,034.67	\$139.71	
Copier & Printer Rev. Fund	722-4840	\$7,552.85	\$538.99	\$1,587.28	\$8,601.14	\$185.45	
Meeting Room Rev. Fund	723-4840	\$3,330.76	\$184.00	\$375.00	\$3,521.76	\$50.00	
Free Public Library*	2017	\$11,022.94	\$12,944.76	\$16,024.06	\$14,102.24	\$11,293.32	\$12,739.76

STEM Grant	\$7,500.00	\$1,714.94		\$5,785.06	(\$73.89)	\$211.94
<b>TOTAL - OTHER FUNDS</b>	<b>\$202,302.31</b>	<b>\$24,537.10</b>	<b>\$21,780.51</b>	<b>\$199,545.72</b>	<b>\$10,466.59</b>	<b>\$46,966.72</b>