

Medway Library Board of Trustees
November 15, 2016
7:00 p.m. Medway Library

Trustees:

Susan Alessandri
Diane Burkhardt
Karen Kassel
Chris Monahan, chair
John Scott Smith, vice chair

Margaret Perkins, Library Director

Meeting called to order 7:18 p.m.

A. Approval of Agenda

DB: Motion to approve agenda as written. SA2. Discussion: amended New Business.

KK: Motion to approve amended agenda. DB2. **Vote: 4 yes.**

B. Secretary's Report (October 4th)

DB: Motion to approve secretary's report for October 4, 2016 meeting. SA2. **Vote: 4 yes.**

Chris Monahan arrived 7:25 p.m.

C. Citizens Speak

SA: spoke to a citizen who feels that the Library is underfunded.

D. Budget Report

Margaret distributed the [Budget Report](#) via email.

The copier and printer revolving fund has a good amount of money. We discussed adjusting usage rates. Both black & white and color printing is \$0.10 per page. This is much less than any local place. We will keep it at that rate. Faxing is \$0.50 per page; could lower this. We can also use money from this fund to purchase new machines, when necessary.

SA: Motion to lower the price of faxing from \$0.50 per page to \$0.25 per page. JSS2. **Vote: 5 yes.**

E. Director's Report

Margaret distributed the [Director's Report](#) via email.

Capital improvement requests

Margaret discussed current and potential capital improvement requests with Bobby McGee. Our main concerns are the roof, HVAC, outdoor lighting, and chairs.

Bobby said the roof doesn't need to be replaced for 3 years. Bobby spoke to the HVAC contractor: the units in the MakerSpace are good for 5 years and the one in the Story Hour Room is good for 3-5 years.

We are not ready to put outdoor lighting on capital improvement request yet; still need someone to write up a plan and determine how much money it will cost. We should be able to do this next year.

New upholstered chairs cost about \$200 each; we need 25.

YA area

Diane suggested buying a few bean bag chairs for the new YA area; At Wayfair they are on sale for \$57. All agreed this is a good idea.

Hydroponic garden

Someone approached Margaret about adding a hydroponic garden unit to the Makerspace. The set-up costs between \$600-\$700; the supplies will last for a long time. There is little maintenance and uses very little electricity. Margaret thinks the Garden Club would be interested in using/maintaining it. We discussed getting an outside company, such as the Charles River Bank, to donate the cost of the setup. This is something we'd like to pursue.

F. Old Business

Front parking lights

Discussed above in Director's Report; need engineering design before moving forward.

Wiring Cole Room and conference room for video recording

No new info on this.

MakerSpace update/discussion

Seems to be going okay. 3D printer needs to be re-leveled; Margaret, Diane, and Andy know how to do this and have done it several times already.

See hydroponics discussion above.

There is one Mac that is broken.

Repurposing remaining money from carpet budget

SA spoke with someone on FinCom who said that Chris will likely be invited by the FinCom board to discuss and request repurposing of the funds leftover from carpeting.

The FinCom member also suggested rewording future warrants so that the Library can keep money leftover from specific projects and repurpose it for other needs within the library.

G. New Business

Wage increase

KK: Motion to increase the pay for our current non-Union Library Assistant 1 from \$17.41 to \$18.62, to match the pay rate for union staff, step 4; this employee has reached the requirements for step 4, which is 30 months of service. JSS2. **Vote: 5 yes.**

Viewing of inappropriate material on library computers

There was an incident recently where some teens came to the desk and said that an adult in the downstairs lounge was looking at something inappropriate. Margaret went to investigate and told the patron he was making others uncomfortable; the patron stopped. Our Internet policy prohibits viewing pornography.

This incident led to a discussion among the staff of how to handle such situations. During Margaret's tenure here, this type of incident has happened only a few times. A staff member suggested putting a sign on each computer stating that our Internet policy prohibits viewing of inappropriate material.

After discussion, we decided we do not need to put signs on each computer, since this has only happened a few times. The Trustees should be notified when it happens and if it becomes a recurring problem, we will address it again.

Director review documents

We should begin to review on our own and we will discuss at next meeting, if time.

H. Special Programs, Fundraising, Sponsorships

None discussed.

I. Adjournment

DB: Motion to adjourn. Meeting adjourned 8:51 p.m.
Next meeting December 6th.

Medway Public Library
Director's Report
November 14, 2016

Programs in October:

- Thursday and Friday Story Times (some filmed by Medway Cable Access)
- PAWS to Read
- Tuesday and Wednesday Toddler Jams
- 3-D Bracelets with John Walsh
- Extra Yarn Knitting and Crocheting Group (Karen)
- Teen Murder Mystery Party
- Elementary Book Club
- Artful Thursday
- Tommy James Halloween Safety Magic Show
- Sewing Machine, Knitting Machine, Soldering Iron and 3-D printer certifications
- Medway Cable Access Drone Demonstration
- North Sea Gas Concert
- Coloring Clubs for Adults, Families, and Teens
- Papercraft Time for Adults
- Screening of Kombi documentary (in partnership with Medway Community Farm)
- Pastel Paint Stunning Still Lives with Greg Maichack
- Sewing Workshop for Youth
- Miss P's Photo Booth
- Library Book Club
- Book Club at the Senior Center
- LEGO Club (Friends of the Medway Library)
- Halloween Movie (Friends of the Medway Library)
- Friends of the Medway Library Book Sale

Programs in November include:

- Thursday and Friday Story Times (some filmed by Medway Cable Access)
- PAWS to Read
- Tuesday and Wednesday Toddler Jams
- Extra Yarn Knitting and Crocheting Group (Karen)
- GoldiBlox Adventure Hour
- Elementary Book Club
- Artful Thursday
- Molly's Apothecary Program for Adults: make your own lotions and bath salts
- Coloring Clubs for Adults, Families, and Teens
- Papercraft Time for Adults

- Library Book Club
- Book Club at the Senior Center
- Sewing Machine, Soldering Machine and 3-D printer certifications
- LEGO Club (Friends of the Medway Library)

Children's/YA Librarian Report:

There were 19 children's programs in October, with 461 people attending (adults and children). Three Teen programs had a total of 35 participants. Lucy completed applications for 2 LCC grants for the upcoming year.

Lucy has ordered fiction and nonfiction for the J, Easy and YA collections. The total spent so far this fiscal year for books is 6117.37.

Building

The elevator passed the state inspection.

DPS replaced the mat at the front entrance of the building, after sanding and cleaning the cement. Maintenance on the HVAC units on the roof and the lower level has been scheduled. This should be done annually.

I discussed current and potential Capital Improvement Requests with Bobby McGee. The roof should not need replacement for about 3 years. The front gutters have already been replaced.

According to the HVAC contractor who looked at the heating systems in the Makerspace and in the Story Hour room, the one in the Makerspace should last longer than 5 years, and the one in the Story Hour room may need replacement in 3-5 years.

I proposed, and Bobby McGee and the staff all agreed, that rather than reupholster the approximately 25 wooden chairs, we should replace them with chairs identical to the ones at the computers. These chairs have proven to be sturdy and easy to clean. The cost will be about \$200 per chair.

Bobby asked an electrical engineer to look at the outdoor lighting situation, and make recommendations on changes needed to produce enough light while avoiding light trespass. His recommendations should be available shortly.

Meetings

I attended the following meetings/events in October:

- Department Heads
- Department Heads Hurricane preparation meeting
- Minuteman Library Network Finance Committee (2 meetings)
- New England Library Association Conference (Monday: 3 staff members including myself)

- Meeting with Fred Sibley, Operations Manager of DPS Environmental Services, and Kelley Lynch, President of Medway Garden Club, to discuss maintenance and beautification of Library grounds
- Meeting with Ryan Sherman, Medway Public Schools Director of Wellness to discuss collaboration

Meetings and events in November include:

- Minuteman Library Network Membership (Directors) Meeting
- Metrowest Program Planners (at Medway)
- Meeting with vendor to discuss possibility of adding hydroponics equipment to Makerspace

Other

During October, the lower level community space was used after hours for 8 meetings and 36 individuals during the 16 nights it was open. There were 183 visitors to the Makerspace.

I hired an additional Substitute Library Assistant, Lauren Guagenty, who also works part-time at the Bacon Free Library in Natick, but who is available many of the times that we most need substitutes.

I have completed and submitted the LSTA Final Grant Report for the “Science is Everywhere” Grant.

Margaret Y. Perkins
Library Director

Medway Public Library Budget Report 10/31/2016							
Account	Acct #	Start Balance	Expen. To Date	End Balance	% Spent	Current Month Expenditures	Materials Expenditures
Salaries - Full Time	5110	\$162,634	\$47,024.65	\$115,609.35	28.91%	\$12,393.61	
Salaries - Part Time	5111	\$74,181	\$20,971.69	\$53,209.31	28.27%	\$5,887.87	
Longevity	5150	\$1,100	\$900.00	\$200.00	81.82%	\$900.00	
Electricity	5211	\$20,000	\$10,099.25	\$9,900.75	50.50%	\$2,996.81	
Heating Fuel	5212	\$7,800	\$322.48	\$7,477.52	4.13%	\$86.39	
Trash	5232	\$2,734	\$598.80	\$2,135.20	21.90%	\$0.00	
Water & Sewer	5231	\$291	\$91.45	\$199.55	31.43%	\$0.00	
R & M Miscellaneous	5240	\$6,000	\$890.00	\$5,110.00	14.83%	\$450.00	
Telephone	5341	\$1,200	\$338.00	\$862.00	28.17%	\$157.34	
Supplies	5400	\$3,000	\$2,445.75	\$554.25	81.53%	\$1,325.33	
Postage	5343	\$100	\$0.00	\$100.00	0.00%	\$0.00	
OPS - (Minuteman bill)	5380	\$24,009	\$24,008.55	\$0.45	100.00%	\$0.00	
OPS - (programs)	5380	\$5,991	\$3,125.28	\$2,865.72	52.17%	\$768.00	
Media Materials	5427	\$5,000	\$1,695.12	\$3,304.88	33.90%	\$1,010.50	\$1,695.12
Books & Periodicals	5521	\$44,217	\$17,026.62	\$27,190.38	38.51%	\$1,898.46	\$17,026.62
Travel	5710	\$480	\$165.46	\$314.54	34.47%	\$147.96	
Dues & Meetings	5730	\$500	\$100.00	\$400.00	20.00%	\$0.00	
TOTAL - GENERAL FUND		\$359,237.00	\$129,803.10	\$229,433.90	36.13%	\$28,022.27	
		Start Balance	Expen. To Date	Income to Date	Account Bal	Current Month Net	
Memorial Donations	5400	\$32,451.66	\$1,957.55	\$18,232.10	\$48,726.21	-\$486.26	900.00
Tuchinsky Fund Interest		\$30,938.23		\$46.74	\$30,984.97	\$23.19	
Tuchinsky Fund Principal		\$102,869.11		\$243.51	\$103,112.62	\$130.15	
Library Restitution Fund	706-4773	\$1,201.40	\$10.00	\$506.10	\$1,697.50	\$199.47	
Copier & Printer Rev. Fund*	722-4840	\$7,812.48	\$51.98	\$865.30	\$8,625.80	\$359.43	

Meeting Room Rev. Fund	723-4840	\$3,437.16	\$120.00	\$25.00	\$3,342.16	-\$120.00	
Free Public Library	2017	\$12,042.02	\$4,455.32		\$7,586.70	-\$633.36	\$4,209.32
STEM Grant		\$4,035.79	\$4,035.79		\$0.00	\$0.00	\$580.00
TOTAL - OTHER FUNDS		\$194,787.85	\$10,630.64	\$19,918.75	\$204,075.96	(\$527.38)	\$24,411.06
*correction							

