

Medway Library Board of Trustees
October 4, 2016
Medway Public Library

Trustees

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

Margaret Perkins, Library Director

Meeting called to order at 7: 06 p.m.

A. Approval of Agenda

KK: Motion to approve agenda. **DB2**. Vote: unanimously **approved**.

B. Secretary's Report (September 6th)

CMac: Motion to approve Secretary's report from September 6 meeting, as written. **KK2**. Vote: 4 in favor; 1 abstain (DB).

C. Citizens Speak

None present.

D. Budget Report

Margaret distributed the [Budget Report](#) via email. Nothing out of the ordinary to report.

E. Director's Report

Margaret distributed the [Director's Report](#) via email. There were a lot of programs in September and most have been well attended. There are many interesting programs coming up in October as well, including the Friends book sale.

DPS is going to replace the back-entrance handicapped sidewalk with heating elements underneath. The intent is to prevent ice from forming on the sidewalk in the winter. This will cost much less than constructing a roof over the ramp.

F. Old Business

Front parking lights

The outdoor lighting may be violating light pollution laws. John Foresto will talk to the Town about hiring an expert to do light analysis. We can use left over money from the carpets to fix and/or upgrade the lighting.

Wiring Cole Room and conference room for video recording

Still waiting on other jobs to finish.

MakerSpace update/discussion

John recommended that in our FY18 budget requests, we should request funding for a 19-hour person to be a dedicated Makerspace coordinator. Margaret will craft a job description for this position.

The funds earmarked for the Library from Karen Spilka haven't been revoked or released. In December or January, if the state decides to release the money, we will receive those funds.

The Makerspace is going well. There have been many certification classes for sewing machine, knitting machine, and soldering iron.

Makerspace logo – Margaret discussed the idea of a logo contest with the staff and the Friends. The consensus is that Diane Busa will work with Lorie to create a logo.

Repurposing remaining money from carpet budget

As discussed above, our first priority for these funds is to fix the outdoor lighting. Margaret will not be submitting a warrant for fall town meeting. Once we have recommendations from the lighting company, then Margaret will submit a warrant for Spring TM to use the leftover carpeting funds for lighting. The money will not go away.

G. New Business

None discussed.

H. Special Programs, Fundraising, Sponsorships

None discussed.

I. Adjournment

JSS: Motion to adjourn.

Next meeting November 1, 2016

Medway Public Library
Director's Report
October 4, 2016

Programs in September:

- Thursday and Friday Story Times (one filmed by Medway Cable Access)
- PAWS to Read
- Tuesday and Wednesday Toddler Jams
- Tumblebus
- Extra Yarn Knitting and Crocheting Group (Karen)
- Young Writers' Workshop
- Elementary Book Club
- Artful Thursdays
- Sewing Machine, Knitting Machine, Soldering Iron and 3-D printer certifications
- Fine Art of China Painting
- Easy Walks in Massachusetts with Marjorie Turner Hollman
- Coloring Clubs for Adults, Families, and Teens
- Papercraft Time for Adults
- Library Book Club
- Book Club at the Senior Center
- LEGO Club (Friends of the Medway Library)

Special upcoming programs in October include:

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

- LEGO Club (Friends of the Medway Library)
- Halloween Movie (Friends of the Medway Library)
- Friends of the Medway Library Book Sale

Children's/YA Librarian Report:

There were 25 children's programs in September, with 600 people attending (adults and children). One Teen program had 9 participants.

Lucy ordered fiction for the J, Easy and YA collections. The total spent so far this fiscal year for books is \$5968.31.

Building

The annual state elevator inspection will take place in October.

DPS finished removing the broken stairs and replacing the walkway on the left side of the building as you face it from the street. They were able to make the slope meet accessibility standards. The walkway as a whole is still not accessible because there is another set of stairs at the end. They plan to replace the handicap ramp at the back of the building, incorporating heating elements under the cement. This will be far less expensive than building a roof over the ramp.

Minuteman Library Network replaced the router with a faster model.

Meetings

I attended the following meetings/events in September:

- Department Heads
- Massachusetts Library System Budget Committee (by phone)
- Medway Makerspace meeting
- State Aid Financial Report webinar
- Readers Advisory Group Meeting
- Minuteman Library Network Membership (Directors)
- NELA/Information Technology Section (by phone)

Meetings and events in October include:

- Department Heads
- Minuteman Library Network Finance Committee (2)
- New England Library Association Conference
- Minuteman Library Network Technology Interest Group
- Minuteman Library Network Membership (Directors) Meeting
- Metrowest Program Planners (at Medway)

Other

During September, the lower level community space was used after hours for 6 meetings and 44 individuals during the 15 nights it was open.

I submitted a letter of support to the Medway Cultural Council in support of Massachusetts Walking Tour, a group which walks from town to town each June, offering concerts, including local talent, to support the arts and to promote local trails and open space.

I have completed the state Financial Report, and I have submitted the online component.

Margaret Y. Perkins
Library Director

Medway Public Library Budget Report 9/30/2016							
Account	Acct #	Start Balance	Expen. To Date	End Balance	% Spent	Current Month Expenditures	Materials Expenditures
Salaries - Full Time	5110	\$162,634	\$34,631.04	\$128,002.96	21.29%	\$12,388.08	
Salaries - Part Time	5111	\$74,181	\$15,083.82	\$59,097.18	20.33%	\$5,796.52	
Longevity	5150	\$1,100	\$0.00	\$1,100.00	0.00%	\$0.00	
Electricity	5211	\$20,000	\$7,102.44	\$12,897.56	35.51%	\$3,740.83	
Heating Fuel	5212	\$7,800	\$236.09	\$7,563.91	3.03%	\$78.30	
Trash	5232	\$2,734	\$598.80	\$2,135.20	21.90%	\$598.80	
Water & Sewer	5231	\$291	\$91.45	\$199.55	31.43%	\$91.45	
R & M Miscellaneous	5240	\$6,000	\$440.00	\$5,560.00	7.33%	\$0.00	
Telephone	5341	\$1,200	\$180.66	\$1,019.34	15.06%	\$44.52	
Supplies	5400	\$3,000	\$1,120.42	\$1,879.58	37.35%	\$301.31	
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	\$2,357.28	\$3,633.72	39.35%	\$1,490.00	
Media Materials	5427	\$5,000	\$684.62	\$4,315.38	13.69%	\$315.53	\$684.62
Books & Periodicals	5521	\$44,217	\$15,128.16	\$29,088.84	34.21%	\$2,899.19	\$15,128.16
Travel	5710	\$480	\$17.50	\$462.50	3.65%	\$17.50	
Dues & Meetings	5730	\$500	\$100.00	\$400.00	20.00%	\$100.00	
TOTAL - GENERAL FUND		\$359,237.00	\$101,780.83	\$257,456.17	28.33%	\$27,862.03	
		Start Balance	Expen. To Date	Income to Date	Account Bal	Current Month Net	
Memorial Donations	5400	\$32,451.66	\$1,468.19	\$18,229.00	\$49,212.47	\$663.51	700.00
Tuchinsky Fund Interest		\$30,938.23		\$23.55	\$30,961.78	\$11.78	
Tuchinsky Fund Principal		\$102,869.11		\$113.36	\$102,982.47	\$56.70	
Library Restitution Fund	706-4773	\$1,201.40	\$10.00	\$306.63	\$1,498.03	\$42.81	
Copier & Printer Rev. Fund	722-4840	\$7,812.48	\$165.81	\$619.70	\$8,266.37	\$260.19	

Meeting Room Rev. Fund	723-4840	\$3,437.16		\$25.00	\$3,462.16	\$0.00	
Free Public Library	2017	\$12,042.02	\$3,821.96		\$8,220.06	-\$246.00	\$3,575.96
STEM Grant		\$4,035.79	\$4,035.79		\$0.00	\$0.00	\$580.00
TOTAL - OTHER FUNDS		\$194,787.85	\$9,501.75	\$19,317.24	\$204,603.34	\$788.99	\$20,668.74