

Medway Library Board of Trustees
September 6, 2016
7:00 p.m. Medway Public Library

Trustees

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

Margaret Perkins, Library Director
Dan Doherty, Finance Committee liaison

Meeting called to order 7:08 p.m.

A. Approval of Agenda

KK: Motion to approve agenda as written. **JSS2. Vote:** unanimously approved.

B. Secretary's Report (August 2)

JSS: Motion to approve Minutes of August 2nd meeting as written.

CMac2. Vote: in favor 4; against 0; abstain 1 (SA).

C. Citizens Speak

JSS: A post on FB in Friends of Medway – someone was wondering if they can bring a disc to Library to print. **MP:** Yes, disc, flash drive, etc.

SA: Someone asked about leaving books to donate when the Library is closed. **MP:** People do leave books out in boxes and it is under an overhang, so they will not get wet. The Friends prefer that people drop off books inside the Library during Library hours. It is up to the Friends because the donations are for their sale.

MP: A patron was concerned that a book on CD by Jack London contains racist language; he suggested a warning label. **MP:** We do not put warning labels on Library materials.

D. Budget Report

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

Electricity bills have been higher this summer than last. Could be due to more air conditioning use, the equipment in the Makerspace, and the refrigerator. The refrigerator in the staff room needs to be replaced (door keeps popping open). It is more than 20 years old.

JSS: What is “longevity”? **MP:** When a Union employee has worked here for five years, he/she receives a monetary bonus on his/her employment anniversary.

E. Director's Report

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

Makerspace notes from Director

Margaret's liaison at MBLC came to visit. She was impressed with the Makerspace.

Many people have been certified on the 3D printer and the sewing machine. Now, many staff/volunteers can certify others on these machines.

Scheduling for the 3D printer has been going smoothly. The only issue was when we had the wrong filament, but that has been resolved.

Margaret is going to the Peabody Library to visit their Makerspace.

Town business

The Library was one of the Town departments randomly chosen to be audited. The audit went well; the auditor was pleased that we have Quick Books. The only suggestion was to record the money taken in through the Friends ongoing book sale. Right now, money goes into a folder and once a week, the Friends' treasurer puts the money in the bank; there is no tracking or receipts. This system works for the Friends, and they'd prefer to keep it this way.

The carpet installation was well under budget -- \$34,161 remains and can potentially be spent on other capital improvements at the Library.

Since this money was borrowed, Margaret needs to present a warrant for approval at Town Meeting detailing our desired use for these funds. More discussion on this when we discuss [New Business](#).

Dan Doherty left 7:55 p.m.

F. Old Business

Front parking lights

The front parking lights are included in the 50k small capital items list, although it is still unclear what will be done from that list. (The highest priority on the small capital items list is gutters. Those are being paid for with funds from last year and will definitely be fixed.)

Wiring Cole Room and conference room for video recording

Nothing new to report.

Makerspace update/discussion

All going well; almost all staff and volunteers have been CORI'd. Medway Cable Access provided a new VHS to DVD converter. A patron requested a laminator. The equipment that is used most often includes: 3D printer, sewing machines, VHS to DVD converter, and slide converter. The computers are used, but not as much as other things. People of all ages are coming in.

Makerspace items for next year's budget: What do we need? This will be discussed at the next Makerspace committee meeting.

SA: Susan created a tentative [Makerspace Logo Contest guide](#), which she will put into a Google doc and share with the Trustees. At the October meeting, we will decide if we will have a logo contest and if so, we will approve the guidelines for the contest.

G. New Business

Collection Development policy

MP previously distributed an updated [Collection Development policy](#) for Trustee review, discussion, and approval.

KK: Motion to accept the Collection Development Policy as written.

JSS2. Vote: unanimously approved.

Town of Medway website

The Town requested that we post our agenda and minutes on the Town website with the rest of the town committees. Now, our minutes are only posted on the Library website. All agree it is a good idea to post the agenda and minutes on both the Library website and the Town website.

Capital items for fall TM warrant

Potential capital improvements that could be funded with the excess carpeting money:

- fixing the HVAC
- covering the handicapped ramp at the back of the Library (during a bad winter, the ramp is almost unusable; have had many complaints)
- replacing the roof

Margaret will ask Bobby and John Foresto for input. She will also find out the date we need to submit the warrant.

We will discuss this further at our October meeting.

H. Special Programs, Fundraising, Sponsorships

None discussed.

I. Adjournment

KK: Motion to adjourn. - next meeting October 4th.

Meeting adjourned 9:04 p.m.

Medway Public Library
Director's Report
September 2, 2016

Programs in August:

- Thursday Story Times
- "It's a picnic" Friday Story Times
- Advanced 3-D Printing with John Walsh
- Mad Scientist Mondays
- Tuesday and Wednesday Toddler Jams
- Mad Scientist Mondays
- Day in the Life...Summer Reading Extension Activities
- Young Writers' Workshop
- Molly's Apothecary Workshop
- Camp Halfblood
- Locker Art/Craft
- Sewing Machine, Knitting Machine, Soldering Iron and 3-D printer certifications
- Medway Community Farm Tour

Special upcoming programs in September include:

- Thursday and Friday Story Times
- PAWS to Read
- Tuesday and Wednesday Toddler Jams
- Extra Yarn Knitting and Crocheting Group (Karen)
- Artful Thursdays
- Elementary Book Club
- 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
- Advanced 3-D Printing with John Walsh (In October, specific to making bracelets, for ages 12 and up)
- Sewing Machine and 3-D printer certifications
- LEGO Club (Friends of the Medway Library)

Children's/YA Librarian Report:

There were 25 children's programs in July, with 624 people attending (adults and children). One Teen program had 8 participants.

Lucy has ordered fiction for the J, Easy and YA collections. A few books ordered in the previous fiscal year are still coming in now as well. The total spent so far this fiscal year for books is 4452.75.

Summer Reading is completed, about 215 children and 17 teens participated. I am in the process of calculating number of books read (based on prize drawing tickets, so not a comprehensive measure, but better than previous years). The prize winners have been notified for the 5 children's and 3 teen Prize Packs.

Building

The Department of Public Services will remove the crumbling stairs on the left side of the Library (as you face it from the street), and replace them with a ramp. New front gutters will also be installed this fall.

The Library currently has several light fixtures in place with two different LED bulbs, to help us decide whether a "cooler" or "warmer" light is preferable.

Meetings

I attended the following meetings/events in August:

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

Meetings and events in September include:

- Department Heads
- Medway Makerspace meeting
- Energy Grant Meeting
- Readers Advisory Group Meeting
- MLS Budget Committee Meeting
- Minuteman Library Network Membership (Directors) Meeting
- NELA Information Technology Section Meeting
- State Aid Financial Report webinar

LSTA "Science is Everywhere" Grant

The final program of the "Science is Everywhere" grant, a very interesting tour of the Medway Community Farm, took place in August, attended by almost 30 parents and children.

We have expended all the funds (\$7,500) under the grant, as was required by the beginning of September.

Other

During August, the lower level community space was used after hours for 5 meetings and 39 individuals during the 15 nights it was open.

The Makerspace was used by 176 patrons during August. The 3-D printer has been used frequently. Friends' co-president Diane Busa located a sturdy used sewing cabinet to add to the Makerspace. The VHS to DVD converter, which was producing a loud buzzing with some VHS tapes, has been replaced.

I edited and sent several brochures to the Town's Communication Director for inclusion in the Welcome Packets.

The Library was one of the Town Departments audited during August.

I submitted the ARIS report, and I am working on completing the Financial report, which is due on October 7th.

In order to repurpose the remaining funds originally allocated for the new carpet, a Town Meeting vote will be required because the funds were borrowed.

Margaret Y. Perkins
Library Director

Medway Public Library Makerspace Logo Contest

*Ready to try your designer's hand at creating the official logo for
Medway Public Library's Makerspace?*

A makerspace is a creative space where library visitors can use a variety of tools to make anything from 3-D printed objects to fabric creations and more.

This logo – a symbol or design used by an organization to identify itself – will be used on all official makerspace marketing. The winning logo will be versatile enough to be reproduced on small items (such as pens) or very large objects (such as signage). You should consider the fine details of your design and how those might scale up or down depending on the object on which it is used.

All submissions will be reviewed by the Medway Public Library Board of Trustees. All appropriate designs will then be voted on by the public (?) as well as the Trustees. Logo designs are due by December 1 and the winning logo will be chosen by January 15, 2017.

What contributors need to know (aka "The Rules"):

1. The contest is open to any resident of Medway.
2. The logo design MUST contain "Medway Public Library" and "Makerspace"
3. Designs MUST be submitted electronically in PDF format.
4. Submissions MUST be received by December 1, 2016.
5. For more information or to submit a PDF design, please contact Susan Alessandri at susan.alessandri@gmail.com.

For more information and details on the Makerspace, visit:

<http://www.townofmedway.org/home/news/makerspace-grand-opening-medway-public-library>

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 8/31/2016							
Account	Acct #	Start Balance	Expen. To Date	End Balance	% Spent	Current Month Expenditures	Materials Expenditures
Salaries - Full Time	5110	\$162,634	\$22,242.96	\$140,391.04	13.68%	\$12,393.61	
Salaries - Part Time	5111	\$74,181	\$9,287.30	\$64,893.70	12.52%	\$5,114.35	
Longevity	5150	\$1,100	\$0.00	\$1,100.00	0.00%	\$0.00	
Electricity	5211	\$20,000	\$3,361.61	\$16,638.39	16.81%	\$3,361.61	
Heating Fuel	5212	\$7,800	\$157.79	\$7,642.21	2.02%	\$78.30	
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	\$440.00	\$5,560.00	7.33%	\$440.00	
Telephone	5341	\$1,200	\$136.14	\$1,063.86	11.35%	\$73.99	
Supplies	5400	\$3,000	\$819.11	\$2,180.89	27.30%	\$453.73	
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	\$867.28	\$5,123.72	14.48%	\$867.28	
Media Materials	5427	\$5,000	\$369.09	\$4,630.91	7.38%	\$241.59	\$369.09
Books & Periodicals	5521	\$44,217	\$12,228.97	\$31,988.03	27.66%	\$3,891.15	\$12,228.97
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	\$73,918.80	\$285,318.20	20.58%	\$26,915.61	
		Start Balance	Expen. To Date	Income to Date	Account Bal	Current Month Net	
Memorial Donations	5400	\$32,451.66	\$1,052.15	\$17,149.45	\$48,548.96	-\$132.70	700.00
Tuchinsky Fund Interest		\$30,938.23		\$11.77	\$30,950.00	\$11.77	
Tuchinsky Fund Principal		\$102,869.11		\$56.66	\$102,925.77	\$56.66	
Library Restitution Fund	706-4773	\$1,201.40	\$10.00	\$263.82	\$1,455.22	\$53.99	
Copier & Printer Rev. Fund	722-4840	\$7,812.48		\$193.70	\$8,006.18	\$0.00	

Meeting Room Rev. Fund	723-4840	\$3,437.16		\$25.00	\$3,462.16	\$0.00	
Free Public Library	2017	\$12,042.02	\$3,575.96		\$8,466.06	-\$57.36	\$3,575.96
STEM Grant		\$4,035.79	\$4,035.79		\$0.00	-\$4,035.79	\$580.00
TOTAL - OTHER FUNDS		\$194,787.85	\$8,673.90	\$17,700.40	\$203,814.35	(\$4,103.43)	\$17,454.02