

Medway Public Library Board of Trustees  
Tuesday April 4, 2017  
7:00 p.m., Medway Library

Trustees in attendance:

Karen Kassel, secretary

Cheryl MacNeil

Chris Monahan, chair

John Scott Smith, vice chair

John Foresto, Selectman

Meeting called to order at 7:05 p.m.

**A. Approval of Agenda**

**CMac: Motion** to approve agenda. KK2. **Vote:** unanimously approved.

**B. Approval of the Minutes (March 7th)**

**CMac: Motion** to approve the Minutes of the March 7<sup>th</sup> meeting as written. JSS2. **Vote:** unanimously approved.

**C. Citizens Speak**

John Foresto

Thanks to John and Chris for running for reelection to the Library Board.

Most of the Library budget was approved by the Board of Selectmen (BOS). The Library budget is a line item in the town budget, so when the town budget is approved at Town Meeting (TM), the Library budget will also approved.

The funds that were not approved were for a paid position to manage the MakerSpace. These funds were rejected because the Town has seen an increase in health insurance costs and therefore several departments did not receive all the funding they requested.

The Library has 2 warrants at TM for capital improvements: roof repair (\$60k), lower level a/c replacement (\$10k). Both warrants have been approved through CIPC. They should pass at TM.

The Library also submitted warrant article 9, which repurposes the funds remaining after the carpet replacement. Chris will speak about warrant article 9 at TM; .he'll explain why we have the extra money and what we intend to use it for.

Trustees should try to attend TM (Monday, May 8); elected officials are expected to come to TM.

John left at 7:23 p.m.

#### Comfy chairs to use while browsing books

While CM was collecting signatures, someone requested comfortable chairs near the stacks.

#### **D. Budget Report**

Margaret distributed the [budget report](#) via email prior to the meeting.

#### **E. Director's Report**

Margaret distributed the [director's report](#) via email prior to the meeting.

#### **F. Old Business**

##### Front parking lights

Margaret distributed a revised lighting proposal. This is still under discussion with Bobby and Margaret.

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

Nothing new to report.

##### Makerspace update/discussion

See information in [director's report](#).

The broken Mac was removed, leaving one functioning Mac. It's unclear how much the Macs are used; we may not need to replace the broken one right away.

The 3D printer is used a lot. Chris will research purchasing a new 3D printer, as there is quite a range of products and prices. Money from the copier revolving fund can be used for this purpose.

##### Repurposing remaining money from carpet budget

The warrant will be presented at TM in May.

##### Planning a staff appreciation lunch or similar activity for April

We reviewed the menu and plans for that day.

##### Conduct the Director's annual review

This was postponed from last meeting. Margaret was unable to attend the meeting tonight, so her review will be postponed to the May meeting.

## **G. New Business**

### What to charge for printing tax forms

**KK: Motion** to allow patrons to print up to 2 copies of each tax form for free. **CMac2.** Discussion:

From Margaret via email: There is a discussion among Massachusetts' librarians about charging for printing tax forms. Now that the IRS sends very few forms, libraries are receiving many requests for one or two copies of other forms, such as Schedule A. Many libraries do not charge, though all would charge for printing the instruction booklets. I would like to propose that we no longer charge for up to 2 copies of each tax form.

**Vote: unanimously approved.**

### Margaret's contract

Town Finance Director/Accountant recommended a multi-year contract for Margaret rather than the yearly one we have been doing. Chris will look into this.

### Puzzles

On Friends of Medway Facebook page, someone was looking to donate puzzles. JSS reached out, picked up many puzzles, and brought them to the Library.

### Medway Community Education

JSS met with the Community Ed department to promote the use of the MakerSpace for Community Ed programs. They are happy to promote the space, although it is difficult to find instructors for the skills that would be taught in the MakerSpace.

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

None discussed.

## **I. Adjournment**

**KK: Motion** to adjourn.

Meeting adjourned 8:30 p.m.

Next meeting May 2, 2017

Medway Public Library  
Director's Report  
April 3, 2017

**Programs in March:**

- Thursday and Friday Story Times
- PAWS to Read
- Tuesday and Wednesday Toddler Jams
- Artful Thursday
- Elementary Book Club
- Southern Rail Concert (Friends of the Medway Library)
- YOWW Informational Meeting (youth writers' workshop)
- Extra Yarn Knitting and Crocheting Group (Karen Kassel)
- Registry of Deeds program
- Ted Reinstein - Author talk
- Library Book Club
- Book Club at the Senior Center
- Cheryl Melody - Author talk
- LEGO Club (Friends of the Medway Library)
- Wild Imagination Party for Teens
- In addition to certification programs, the following Makerspace programs were held:
  - Scrapbooking 2 sessions - 5 & 7 participants
  - Advanced Drawing Workshop - 8 participants
  - Arduino Robotic Workshop 10 participants + 2 parents stayed
  - 3D printer certifications - 10 signed up - 2 no shows
  - Sewing machine certifications - 2 signed up - 1 no show
  - Soldering iron certifications - 2 walk ins

**Programs in April include:**

- Thursday and Friday Story Times
- PAWS to Read
- Tuesday and Wednesday Toddler Jams
- Extra Yarn Knitting and Crocheting Group (Karen Kassel)
- Teen Chocolate Make and Take Program
- A Pleasant Pairing: Tea and Fine Chocolate Tasting for Adults
- Artful Thursday
- Barn Babies
- LEGO Club (Friends of the Medway Library)
- Papercraft Time for Adults
- Library Book Club
- Book Club at the Senior Center
- Makerspace programs
  - Arduino Robotics workshop will become a club in May (Volunteer will hold a mini session on Tuesdays & 1 regular 2 hour monthly session)

- 2 Drawing Workshops (how to draw animals) scheduled for last Saturday in April (29). One for young children followed by one for older children
- Adult sewing class - Intro to quilting. Patrons will be making a table runner (scheduled for April 25)
- Medway Teacher's Workshop run by Cindy O'Connell on April 11. They will be sewing fidget bracelets.
- April 1 3D printing workshop was a success, 11 people attended

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

There were 21 children's programs in March, with 456 people attending (adults and children). One Teen program had 7 participants, and one outreach visit to the schools' Summer Program Preview night reached 37 kids and parents.

Lucy ordered some Teen Fiction, Juv. Fiction and Easy. The total spent so far this fiscal year for books and materials is 17643.20.

Lucy attended a meeting of the Walpole Coordinated Family and Community Engagement council, and a workshop on early child development titled "Mind in the Making."

### **Building**

The lighting engineer modeled a variation of the lighting proposal. DPS fixed the lock on the bookdrop and made some additional repairs around the Library.

### **Meetings in March include:**

- Met with 4-H Educator Kim Pond to discuss joint Robotics program in June.
- Staff Meeting
- New England Library Association/Information Technology Section (virtual)
- Minuteman Library Network Membership (Directors)
- Medway Business Council - Makerspace Tour

### **Meetings in April include:**

- Word of Mouth Marketing Program Kickoff Meeting - 55 attendees expected
- Staff Meeting
- New England Library Association/Information Technology Section (virtual)

### **Other**

During March, the lower level community space was used after hours for 7 meetings and 41 individuals during the 17 nights it was open.

- Makerspace visitor count: 169
- 3D printer was used 2 weeks straight building fidget spinners
- Patron used slide scanners, vhs/dvd converters, soldering iron & 3D printer
- Still waiting for new 8mm film converter. Return of broken unit was delayed.

The Library received further information about the bequest from a resident of Canada in the amount of \$1,000.

The Medway Garden Club plans to spruce up the grounds of the Library on Medway Clean Sweep Day, April 8th.

I plan to list to an upcoming webinar on the Summer Lunch program. Co-President of the Friends of the Medway Library, Meg Hamilton, has offered to seek donations for the Library's proposed lunch program from local restaurants and grocery stores.

Lucy Anderson and I interviewed a candidate for substitute Story Hour presenter while Lucy is on maternity leave.

The Library was closed on Tuesday, March 14th, due to the snowstorm.

Margaret Y. Perkins  
Library Director

<b>Medway Public Library Budget Report 3/31/2017</b>							
Account	Acct #	Start Balance	Expen. To Date	End Balance	% Spent	Current Month Expenditures	Materials Expenditures
Salaries - Full Time	5110	\$162,634	\$115,787.09	\$46,846.91	71.19%	\$12,646.41	
Salaries - Part Time	5111	\$74,181	\$53,622.41	\$20,558.59	72.29%	\$5,890.33	
Longevity	5150	\$1,100	\$1,100.00	\$0.00	100.00%	\$0.00	
Electricity	5211	\$20,000	\$16,486.28	\$3,513.72	82.43%	\$1,119.20	
Heating Fuel	5212	\$7,800	\$4,312.77	\$3,487.23	55.29%	\$1,109.71	
Trash	5232	\$2,734	\$1,796.40	\$937.60	65.71%	\$598.80	
Water & Sewer	5231	\$291	\$277.37	\$13.63	95.32%	\$82.10	
R & M Miscellaneous	5240	\$6,000	\$2,874.75	\$3,125.25	47.91%	\$0.00	
Telephone	5341	\$1,200	\$765.46	\$434.54	63.79%	\$113.75	
Supplies	5400	\$3,000	\$4,379.11	(\$1,379.11)	145.97%	\$430.27	
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	\$6,540.58	(\$549.58)	109.17%	\$986.00	
Media Materials	5427	\$5,000	\$3,348.36	\$1,651.64	66.97%	\$412.03	\$3,348.36
Books & Periodicals	5521	\$44,217	\$30,462.27	\$13,754.73	68.89%	\$1,043.42	\$30,462.27
Travel	5710	\$480	\$323.46	\$156.54	67.39%	\$52.92	
Dues & Meetings	5730	\$500	\$154.00	\$346.00	30.80%	\$0.00	
<b>TOTAL - GENERAL FUND</b>		<b>\$359,237.00</b>	<b>\$266,238.86</b>	<b>\$92,998.14</b>	<b>74.11%</b>	<b>\$24,484.94</b>	
		Start Balance	Expen. To Date	Income to Date	Account Bal	Current Month Net	
Memorial Donations	5400	\$32,451.66	\$4,317.98	\$19,469.84	\$47,603.52	-\$1,013.75	2,217.98
Tuchinsky Fund Interest		\$30,938.23		\$92.47	\$31,030.70	\$10.69	
Tuchinsky Fund Principal		\$102,869.11		\$549.12	\$103,418.23	\$71.39	
Library Restitution Fund	706-4773	\$1,201.40	\$10.00	\$1,100.66	\$2,292.06	\$34.30	
Copier & Printer Rev. Fund*	722-4840	\$7,812.48	\$294.97	\$2,071.01	\$9,588.52	\$116.11	

Meeting Room Rev. Fund	723-4840	\$3,437.16	\$1,000.00	\$75.00	\$2,512.16	\$0.00	
Free Public Library	2017	\$12,042.02	\$9,471.37	\$7,991.15	\$10,561.80	-\$2,149.05	\$9,225.37
STEM Grant		\$4,035.79	\$4,035.79		\$0.00	\$0.00	\$580.00
<b>TOTAL - OTHER FUNDS</b>		<b>\$194,787.85</b>	<b>\$19,130.11</b>	<b>\$31,349.25</b>	<b>\$207,006.99</b>	<b>(\$2,930.31)</b>	<b>\$45,833.98</b>