

Medway Library Board of Trustees
January 3, 2017
7:00 p.m. Medway Library

Trustees:

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

Meeting called to order 7:01 p.m.

A. Approval of Agenda

KK: Motion to approve agenda as written. **CMac2. Vote: 6 yes.**
Approved.

B. Approval of the Minutes (November 15, 2016)

DB: Motion to approve minutes for November 15, 2016 meeting. **SA2.**
Vote: 5 yes; 1 abstain. Approved.

C. Citizens Speak

DB: A patron asked Diane Burkhardt if the Board has considered compensating Diane Busa for her work in the Makerspace. She has put in a tremendous amount of hours, shared her expertise, has dealt with many issues, coordinates the volunteers, etc.

CM: Margaret has requested in the proposed FY2018 budget a 19-hour position to work in the Makerspace.

DB: Perhaps a gift card or some other way for the Board to recognize and thank her for all of her hard work.

KK will write a thank you note to be given on behalf of the Board, along with a gift card.

D. Budget Report

Margaret distributed the [December 2017 budget report](#) via email. Nothing out of the ordinary to report.

Margaret also distributed the [proposed FY2018 budget](#). The biggest increases over last year's budget are an increase in the materials budget and an increase in salaries to cover a new position: a 19-hour Makerspace Coordinator/Library Assistant I.

JSS: Could we request money for a fund to pay people to come to the Library and teach classes in the makerspace? Is Medway Community Ed aware that they can do classes here?

CM: Yes, I've talked with Medway Community Ed; there just hasn't been anyone ask about doing it yet.

JSS will write up a proposal for such a fund; we can share this with John Foresto for his opinion.

E. Director's Report

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

F. Old Business

Front parking lights

Margaret distributed the lighting proposal from the Lighting Engineers for the front and back parking lots.

Wiring Cole Room and conference room for video recording

Nothing new on this.

Makerspace update/discussion

At the last Makerspace meeting, the committee discussed who is responsible for fixing things. It was determined that Medway Cable Access is responsible because they purchased the equipment. John Foresto will talk to the Cable Access Board about the easiest way to get things fixed.

Makerspace items for next year's budget – as discussed earlier in the meeting, would like to have funds to pay people to teach classes in the Makerspace. JSS will follow up on this.

Hydroponics project in the Makerspace – Margaret forwarded the proposal for this project. We will discuss at the next meeting.

Repurposing remaining money from carpet budget

We would like to use these funds to purchase new chairs including bean bag-style chairs for teen area.

G. New Business

Review the Director's annual review document

Trustees began a review and revision of the Director Annual Review document. The Trustees should complete this review prior to the February meeting. We will do final revisions and approval of the document at the February meeting.

H. Special Programs, Fundraising, Sponsorships

None discussed.

I. Adjournment

SA: Motion to adjourn: 8:55 p.m.

Next meeting February 7, 2017.

Medway Public Library
Director's Report
December 31, 2016

Programs in December:

- Thursday and Friday Story Times (one filmed by Medway Cable Access)
- PAWS to Read
- Tuesday and Wednesday Toddler Jams
- *Glad Farm: A Memoir Book* - Local author book talk & reading
- Build a Better Robot Workshop
- Artful Thursday
- Elementary Book Club
- Half Day Craft
- Coding and Minecraft
- Hamilton Throwdown
- Extra Yarn Knitting and Crocheting Group (Karen)
- Artful Thursday
- Sewing Machine and 3-D printer certifications
- 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 programs in January 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)
- Artful Thursday
- STEM Playground
- Elementary Book Club
- Angry Birds Live
- Bubble Wrap Appreciation Day
- LEGO Club (Friends of the Medway Library)
- Coloring Clubs for Adults, Families, and Teens
- Papercraft Time for Adults
- Library Book Club
- Book Club at the Senior Center
- Sewing Machine and 3-D printer certifications

Children's/YA Librarian Report:

There were 23 children's programs in December, with 404 people attending (adults and children). One Teen program had 4 participants.

I have ordered fiction and nonfiction for the J, Easy and YA collections. The total spent so far this fiscal year for books is 10481.85.

Attended Minuteman Panel Discussion to learn about various ways to assess our circulation stats and manage specific areas of the collection.

Budget

I submitted a draft of the FY18 budget to the Town Administrator's office.

Building

Installation of the new LED lights has been completed, with the exception of a few fixtures with special issues.

The Lighting Engineers has submitted a plan showing the current and proposed light levels in the front and back parking lots, and his proposals for additional lighting.

Meetings

I attended the following meetings/events in December:

- Department Heads
- Makerspace Meeting
- Tour of Peabody Institute Library
- Word of Mouth Marketing webinar
- Meeting with new CIPC liaison
- Readers Advisory Workshop
- Minuteman Library Network Technology Interest Group
- New England Library Association/Information Technology Section - remotely
- Eventkeeper webinar

Meetings and events in January include:

- Minuteman Library Network Reference Interest Group
- Minuteman Library Network Membership (Directors)
- Metrowest Program Planners
- New England Library Association/Information Technology Section - remotely
- Staff Meeting

Other

During December, the lower level community space was used after hours for 6 meetings and 40 individuals during the 16 nights it was open. There were 129 visitors to the Makerspace.

Two new retired volunteers, both with MLS degrees, will begin re-organizing the Historical Room in the new year.

Margaret Y. Perkins
Library Director

Medway Public Library Budget Report 12/30/2016							
Account	Acct #	Start Balance	Expen. To Date	End Balance	% Spent	Current Month Expenditures	Materials Expenditures
Salaries - Full Time	5110	\$162,634	\$77,997.60	\$84,636.40	47.96%	\$18,590.42	
Salaries - Part Time	5111	\$74,181	\$36,106.03	\$38,074.97	48.67%	\$8,999.37	
Longevity	5150	\$1,100	\$1,100.00	\$0.00	100.00%	\$0.00	
Electricity	5211	\$20,000	\$12,925.79	\$7,074.21	64.63%	\$2,826.54	
Heating Fuel	5212	\$7,800	\$463.88	\$7,336.12	5.95%	\$141.40	
Trash	5232	\$2,734	\$1,197.60	\$1,536.40	43.80%	\$598.80	
Water & Sewer	5231	\$291	\$195.27	\$95.73	67.10%	\$103.82	
R & M Miscellaneous	5240	\$6,000	\$1,330.00	\$4,670.00	22.17%	\$440.00	
Telephone	5341	\$1,200	\$494.19	\$705.81	41.18%	\$106.99	
Supplies	5400	\$3,000	\$2,876.89	\$123.11	95.90%	\$300.50	
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	\$3,905.37	\$2,085.63	65.19%	\$740.00	
Media Materials	5427	\$5,000	\$2,199.76	\$2,800.24	44.00%	\$267.71	\$2,199.76
Books & Periodicals	5521	\$44,217	\$23,306.07	\$20,910.93	52.71%	\$3,343.99	\$23,306.07
Travel	5710	\$480	\$184.58	\$295.42	38.45%	\$19.12	
Dues & Meetings	5730	\$500	\$100.00	\$400.00	20.00%	\$0.00	
TOTAL - GENERAL FUND		\$359,237.00	\$188,391.58	\$170,845.42	52.44%	\$36,478.66	
		Start Balance	Expen. To Date	Income to Date	Account Bal	Current Month Net	
Memorial Donations	5400	\$32,451.66	\$2,525.67	\$18,449.39	\$48,375.38	-\$332.85	917.98
Tuchinsky Fund Interest		\$30,938.23		\$58.15	\$30,996.38	\$11.41	
Tuchinsky Fund Principal		\$102,869.11		\$319.83	\$103,188.94	\$76.32	
Library Restitution Fund	706-4773	\$1,201.40	\$10.00	\$667.79	\$1,859.19	\$161.69	
Copier & Printer Rev. Fund*	722-4840	\$7,812.48	\$51.98	\$1,298.11	\$9,058.61	\$432.81	

Meeting Room Rev. Fund	723-4840	\$3,437.16	\$1,000.00	\$75.00	\$2,512.16	-\$830.00	
Free Public Library	2017	\$12,042.02	\$4,804.32		\$7,237.70	\$0.00	\$4,558.32
STEM Grant		\$4,035.79	\$4,035.79		\$0.00	\$0.00	\$580.00
TOTAL - OTHER FUNDS		\$194,787.85	\$12,427.76	\$20,868.27	\$203,228.36	(\$480.62)	\$31,562.13

Department Name:	Library				
Account #	Account Name	Budget Amt for FY2017	Requested for FY18	Increase/(Decrease) in FY18	Explanation
01610001-5110	Library Full Time Salaries	\$162,634	\$169,468	\$6,834	Library Director \$32.91/hr x 40 hrs/week x 52 weeks = \$68,442.82. Staff Librarian (Technical Services 5-5) \$23.50/hr x 40 hrs/week x 52 weeks = \$48,880.00, Children's/YA Librarian (7-3) \$24.23/hr x 40 hrs/week x 26 weeks = \$25,199.20; \$25.90/hr x 40 hrs/week x 26 weeks=\$26,936.00
01610001-5111	Library Part Time Salaries	\$74,181	\$87,663	\$13,482	Library Assistant II (4-5) \$21.80/hr x 18 hrs/week x 52 weeks = \$20,404.80. Library Assistant I (3-5) \$20.16/hr x 19.5 hrs/week x 52 weeks = \$20,442.24. Library Assistant I (3-5) \$20.16/hr x 3 hrs/week x 52 weeks = \$5,241.60. Library Assistant I (3-4) \$19.00/hr x 16 hrs/week x 52 weeks = \$15,808. Community Area Steward/Substitute Library Assistant I \$15.30/hr x 2 hrs/day x 196 days/year = \$5,997.60. Makerspace Coordinator/Library Assistant I \$15.30/hr x 19 hrs/week x 26 weeks = \$7,558.20; \$16.51/hr x 19 hrs/week x 26 weeks = \$8,155.94. Substitute hours to cover illness/vacations: \$15.30/hr x 265 hrs/year = \$4054.50.
01610001-5150	Library Fringe Longevity	\$1,100	\$1,500	\$400	2 staff will complete 10 years service, 1 staff 20 years
01610002-5211	Library Electricity	\$20,000	\$21,200	\$1,200	Based on DPS' projection plus additional 6% for Makerspace electrical use, after taking into account savings on lighting due to installation of LEDs.
01610002-5212	Library Heat Fuel Natrl Gas	\$7,800	\$7,800	\$0	Based on DPS' projection
01610002-5231	Library Water Sewer	\$291	\$318	\$27	Based on DPS' projection
01610002-5232	Library Trash	\$2,734	\$2,572	(\$162)	Based on DPS' projection
01610002-5240	Library RM Miscellaneous	\$6,000	\$6,000	\$0	Based on spending in FY16 and FY17 and projected spending in FY18.

01610002-5341	Library Telephone	\$1,200	\$1,100	(\$100)	Based on spending in FY16 and FY17
01610002-5343	Library Postage	\$100	\$100	\$0	Based on usage in FY17
01610002-5380	Library Other Purchase Srvcs	\$24,009	\$24,919	\$910	Medway's Minuteman Library Network membership fees are projected to increase by 3.79% in FY17 from \$24,009 to \$24,919.
01610002-5380	Library Other Purchase Srvcs	\$5,991	\$6,000	\$9	Based on spending in FY16 and first half of FY17
01610002-5400	Library Supplies	\$3,000	\$4,000	\$1,000	Based on spending in FY16 and FY17 plus \$1,000 for Makerspace supplies and equipment
01610002-5427	Library Media Materials	5,000	\$5,000	\$0	<i>No change. See Library Books Periodicals below</i>
01610002-5421	Library Books Periodicals	44,217	\$58,550	\$14,333	Increases the municipal appropriation for the materials budget to \$63,550, more in line with the budgets of surrounding towns of similar size and equal to 16% of the \$397,169 budget total. The minimum materials expenditure requirement for full compliance with the state standard is 16% of Medway's municipal appropriation. In FY16, the amount spent will include \$38,954 from the General Fund, and the remainder from State Aid and Donations.
01610002-5710	Library Instate Travel	480	\$480	\$0	Based on spending in FY17 and projected spending in FY18.
01610002-5780	Library Professional Development	500	\$500	\$0	Conference Fees \$500.
TOTAL		359,237.00	397,169.66	37,932.66	