

Medway Library Board of Trustees
Tuesday July 18, 2017
7:00 PM Library

Trustees in attendance:

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

Margaret Perkins, Library Director

Citizens

Diane Busa, co-president, Friends of the Medway Library
Meg Hamilton, co-president, Friends of the Medway Library

Meeting called to order 7:13 p.m.

A. Approval of Agenda

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

B. Approval of the Minutes (June 13th)

CMac: Motion to accept the minutes as written. CM2. Vote: 4 yes; 1 abstain (DB).

C. Citizens Speak

Co-presidents of the Friends of the Medway Library, Diane Busa and Meg Hamilton:

MH: The Friends raised \$20,000 this year for the Library. Today, we present a check for \$19,000 to Margaret. We are keeping \$1,000 in our account for times when something needs to be purchased quickly, i.e., supplies for the Makerspace.

Thank you all for giving us space and patience.

Margaret is a star; she has been wonderful to us. We appreciate the librarians supporting our ongoing book sales, zoo ticket sales, etc.

Among the programs we do are the gingerbread festival, Lego club, family movies, and now summer lunch program. Diane does a lot of work in the Makerspace. Meg writes articles for the newspaper to promote the Library; we feel our job is to inform people of all the great programs & services that the Library provides.

Our future plans include more pop-up sales: media, children's books, etc; these have been very popular.

We are considering opening the book sale room for Friends-only sales; we would limit the number of books people can purchase to discourage the book sellers.

We have about 12 core volunteers and are trying to get more volunteers.

Is there anything you would like us to do?

JSS: The ongoing sale is fantastic

DB: Both of you are inspiring in the way you lead this group

All trustees agree we are tremendously grateful to the Friends group. The enormous amount of time, effort, and enthusiasm they provide are invaluable to the Library.

Diane Busa: Do we need to tell the Board of Selectman that we may not be able to consistently give this much money to the Library?

MP: I have told Michael Boynton and others at Town Hall many times that this money is not guaranteed every year; I'm not sure they are taking it seriously.

Diane Busa: When we step down, I'm not sure who can commit the same level of time and energy. We feel some pressure to provide this level of money because we don't want the Library to be short on the book budget. The town doesn't fully fund the book budget and money from the Friends fills that gap.

MH: There are many other programs we would like to do, but we don't have enough people, energy, etc.

D. Budget Report

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

The Library may not need to pay for lighting evaluation; DPS may pay. It is unclear right now. Margaret can encumber this if necessary.

E. Director's Report

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

F. Old Business

Front parking lights

Nothing new to report.

Wiring Cole Room and conference room for video recording

Nothing new to report.

Ongoing MakerSpace update/discussion

Possible hardware purchases: CD buffer, poster printer, 3D printer, CNC machine, Cricut machine

Can a CD buffer be purchased with money from the copier revolving fund? Margaret doesn't know for sure, but probably not. A decent one costs about \$800. Margaret can buy it with Library funds.

The Makerspace is still down 1 Mac computer; would like another one. One of the PCs was just fixed. Could use another computer for the coding class. Chris will talk to Cable Access about this.

Poster printer – this could potentially be purchased/provided by Cable Access. There is one at Town Hall, Margaret can find out about it.

CM: Do we need another 3D printer?

MP: The one we have is a very good machine and working well. There have been a few minor problems, which have been resolved. I don't think we need another one at this time.

Repurposing remaining money from carpet budget

The repurposing was approved at spring Town Meeting. Margaret has received MUNIS account numbers for the 3 major items:

Roof and gutter repairs: \$60,000

Replace lower level HVAC unit: \$10,000

Fixtures and Equipment: \$45,000

Revisit cell phone policy

MP asked the Minuteman Library listserv how libraries handle cell phones; and she discussed with our staff. Local libraries have widely different rules. There was no consensus among the staff.

Part of the problem is that the study carrels seem to magnify the sound. We decided on two steps to try to mitigate the problem:

- 1- Post signs with a suggestion, rather than have a specific policy.
Margaret will research appropriate wording, such as "please use discretion when using your cell phone" or "please refrain from cell phone conversations"
- 2- Look into sound-proofing ceiling tiles to put above the study carrels; they aren't very expensive. Margaret will talk to DPS and the fire chief about these tiles.

Summer Lunch program update

See [Director's Report](#).

Moving off of Yahoo Groups update

Chris is working on this; we'll be moving to Groups.IO

G. New Business

CMac: we have talked about offering CPR classes; would be great to offer here. I talked to a few people who have just been certified.

MP: we are getting an AED soon.

H. Special Programs, Fundraising, Sponsorships

None discussed.

I. Adjournment

KK: Motion to adjourn. Meeting adjourned 8:25 p.m.

Next meeting September 5, 2017.

Medway Public Library
Director's Report
July 18, 2017

Programs in June:

- Thursday and Friday Story Times
- PAWS to Read
- Tuesday and Wednesday Toddler Jams
- Junior LEGO DUPLO Club
- BFG Breakout Box
- Parachute Playgroups
- 4-H Introduction to Robotics
- Teen Summer Reading Program Kickoff - Henna by Heather
- Summer Reading Kickoff with David Bates and Tincknell
- LEGO Club (Friends of the Medway Library)
- Papercraft Time for Adults
- Massachusetts Walking Tour Concert
- Extra Yarn Knitting and Crocheting Group (Karen Kassel)
- Book Club at the Senior Center
- The following Makerspace programs were held:
 - Workshops:
 - Scrapbooking 2 sessions - Monday June 12 & June 26
 - Arduino Coding Class for Beginners - 4 sessions - June 5, 12, 19, 26 (6:30pm - 8:00pm)
 - Intro to Quilting - 9 block quilt block - 2 sessions - June 6 & June 20 (6:30pm - 8:00pm)
 - Certifications
 - 3D printer - 5 people
 - Sewing Machine - 5 people (participants of quilting class)

Programs in July include:

- Tuesday and Thursday Story Times
- Summer Lunch Program
- Tuesday and Wednesday Toddler Jams
- 4-H Pet Care Club
- 4-H Embryology Club
- 4-H Build a Car Workshop
- Tumblebus (4 sessions)
- Friends of the Library Monday Movie Madness
- Young Writers' Workshop
- Shark Week Craft
- Drop-in Craft and STEM activities
- Creativity Builds a Better World Pottery Demonstration
- Coding with Minecraft
- Book Club at the Senior Center

The Summer Lunch program is going very well. Most of the weeks are near capacity. Garelick Farms is generously donating milk for all 8 weeks. The first week was sponsored by Roche Bros., Garelick Farms, and anonymous donors. The second week was sponsored by Direct Tire, Garelick Farms, and the Friends of the Library. The children are enjoying story hour before lunch, and the craft and STEM projects that follow the lunches. We received a nice letter from the Norfolk Register of Deeds congratulating the Medway Library on the lunch program.

Children's/YA Librarian Report:

There were 21 children's programs in June, with 358 people attending (adults and children). Two of those programs were in collaboration with Walpole CFCE. This does not include the Lego Robotics or the Embryology programs. One Teen program had 30 participants!

The total spent so far this fiscal year for books and materials is 20,058.15.

Preparations are complete for Summer Reading Program. 79 children and 25 teens have signed up so far.

My maternity leave begins on July 5th. Alana Stern will be substituting for Thursday Storytime, we did one storytime together to introduce her to some of the regular group. I have also set up an agreement with a teen volunteer, Noa Popko, who will be doing a few small tasks on a regular basis throughout the summer.

Building

I selected a refrigerator, and Mike Legendre of the Department of Public Services arranged for its purchase, delivery, and installation. It will be far more efficient than the old one.

Technology

The Makerbot extruder jammed, and neither Diane Busa nor I could fix it - I contacted John Walsh from the Newton Library, and he was able to repair it.

Budget

The capital items that were approved at Town Meeting have been assigned account numbers in MUNIS.

Roof and gutter repairs: \$60,000

Replace lower level HVAC unit: \$10,000

Fixtures and Equipment: \$45,000

Meetings in June include:

- Met with Assistant Superintendent Gabrielle Abrams
- Minuteman Library Network Membership (Directors)
- Town of Medway Department Heads Meeting

Assistant Superintendent Gabrielle Abrams asked me to join a task force that is going to evaluate and provide a recommendation this fall concerning digital learning and

makerspaces in the schools. I suggested including Lucy Anderson and Diane Busa in these discussions as well.

Meetings in July include:

- Meeting with Weaver's Guild concerning display
- Town of Medway Department Heads Meeting

Whole Foods offered to include the Medway Library in their "Cookies for a Cause" sale to raise money for the Library and increase awareness. I staffed a table for three hours, giving out handouts and telling their customers about our programming when they stopped by the table to buy the cookies provided by the store.

Other

During June, the lower level community space was used after hours for 6 meetings and 54 individuals during the 16 nights it was open. The Makerspace visitor count was 239.

Margaret Y. Perkins
Library Director

Medway Public Library Budget Report 6/30/2017							
Account	Acct #	Start Balance	Expen. To Date	End Balance	% Spent	Current Month Expenditures	Materials Expenditures
Salaries - Full Time	5110	\$162,634	\$163,217.07	(\$583.07)	100.36%	\$22,172.78	
Salaries - Part Time	5111	\$74,181	\$76,943.77	(\$2,762.77)	103.72%	\$10,391.62	
Longevity	5150	\$1,100	\$1,100.00	\$0.00	100.00%	\$0.00	
Electricity	5211	\$20,000	\$21,808.01	(\$1,808.01)	109.04%	\$4,235.64	
Heating Fuel	5212	\$7,800	\$5,480.22	\$2,319.78	70.26%	\$168.12	
Trash	5232	\$2,734	\$2,395.20	\$338.80	87.61%	\$0.00	
Water & Sewer	5231	\$291	\$381.06	(\$90.06)	130.95%	\$0.00	
R & M Miscellaneous	5240	\$6,000	\$3,813.75	\$2,186.25	63.56%	\$0.00	
Telephone	5341	\$1,200	\$1,069.44	\$130.56	89.12%	\$119.41	
Supplies	5400	\$3,000	\$5,493.61	(\$2,493.61)	183.12%	\$178.92	
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	\$7,865.58	(\$1,874.58)	131.29%	\$0.00	
Media Materials	5427	\$5,000	\$5,379.20	(\$379.20)	107.58%	\$1,526.17	\$5,254.20
Books & Periodicals	5521	\$44,217	\$36,808.49	\$7,408.51	83.25%	\$717.39	\$36,808.49
Travel	5710	\$480	\$293.92	\$186.08	61.23%	\$0.00	
Dues & Meetings	5730	\$500	\$255.99	\$244.01	51.20%	\$0.00	
TOTAL - GENERAL FUND		\$359,237.00	\$356,313.86	\$2,923.14	99.19%	\$39,510.05	
		Start Balance	Expen. To Date	Income to Date	Account Bal	Current Month Net	
Memorial Donations	5400	\$32,451.66	\$6,938.99	\$19,469.84	\$44,982.51	\$0.00	3,629.46
Tuchinsky Fund Interest		\$30,938.23		\$139.33	\$31,077.56	\$11.71	
Tuchinsky Fund Principal		\$102,869.11		\$860.26	\$103,729.37	\$76.24	
Library Restitution Fund	706-4773	\$1,201.40	\$222.96	\$1,426.53	\$2,404.97	\$255.47	
Copier & Printer Rev. Fund*	722-4840	\$7,812.48	\$563.97	\$2,810.94	\$10,059.45	\$739.93	

Meeting Room Rev. Fund	723-4840	\$3,437.16	\$1,120.00	\$175.00	\$2,492.16	-\$20.00	
Free Public Library	2017	\$12,042.02	\$14,945.67	\$16,286.73	\$13,383.08	\$5,919.43	\$14,699.67
STEM Grant		\$4,035.79	\$4,035.79		\$0.00	\$0.00	\$580.00
TOTAL - OTHER FUNDS		\$194,787.85	\$27,827.38	\$41,168.63	\$208,129.10	\$6,982.78	\$60,971.82