

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

Trustees in attendance:

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

Margaret Perkins, Library Director

Meeting called to order at 7:07 p.m.

**A. Approval of Agenda**

**KK: Motion** to approve agenda. CMac2. **Vote:** unanimously approved.

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

**DB: Motion** to approve the Minutes of the February 7<sup>th</sup> meeting as written. SA2. **Vote:** in favor – 4; abstain – 2 (JSS, CMac).

**C. Citizens Speak**

**SA:** Some patrons have asked about having a puzzle lending library. Discussion: good idea; use honor system if pieces are missing; some libraries also loan board games.

Where would we store them? Maybe where newspapers used to be. What does it entail? Would put barcodes on them. Keep them in plastic bags.

Margaret will bring this up at the staff meeting. Trustees are willing to help with the logistics, if necessary.

**D. Budget Report**

Margaret distributed the [budget report](#) via email prior to the meeting. There is nothing out of the ordinary to report.

**E. Director's Report**

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

A few highlights:

At their meeting last night, the Selectmen voted in favor of two warrant

articles to fund improvements at the Library: the new roof and repurposing the funds from the carpeting. These warrants will need to be approved at May Town Meeting.

#### Leftover carpet funds

The leftover money from the carpeting (\$34,000) cannot be used on chairs because they are not “equipment” or “fixtures.” The wooden ones cost about \$100 per chair. The Selectmen will try to fund the chairs in the fall.

The leftover funds can be used for outdoor lighting fixtures and to install heating coils under the handicap access ramp at the back entry to the Library.

#### Parking lot lights

The lighting engineer did extensive modeling. He recommended switching to LEDs. The current light poles are 14 feet high, and could be raised to 18 feet, which would do a better job lighting the remote corners.

Margaret and Bobby don't think we need the tall lights in the back; maybe in the front. The engineer will do modeling for the tall lights in the front. The cost is greater for the taller poles; however, if modeling shows significant increase in lighting with the taller poles, it might be worth it.

Some Trustees are still interested in the lower-level light poles (about 4 feet high) and would like to pursue further. Margaret will talk to Bobby about these as well.

#### “Word of mouth marketing”

A team from our library has been chosen to take part in this year-long series of workshops, sponsored by the MA Library System. They'll learn how to market library services better. The Cole Room will be used for a regional kick-off meeting.

#### Children/YA services

Lucy is having a baby in July and will be on maternity leave. She has all the programs planned and covered for the summer, with the exception of story hour, which they are still working on.

#### Free lunch program in the summer

Margaret has been talking with the School Wellness Coordinator about using the Library as a site for free lunch in the summer. It may not be feasible to begin this summer. Maybe for next summer could get Boy Scouts or Girl Scouts involved. The Trustees support this idea.

## **F. Old Business**

### Front parking lights

See discussion under director's report.

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

Nothing new to discuss

### Makerspace update/discussion

Broken Mac has been taken away. Still waiting on replacement for 8mm converter.

### Repurposing remaining money from carpet budget

See discussion under director's report.

## **G. New Business**

### Loan period for Roku, hot spot, and similar devices

**KK:** I think loan period should be shorter than 3 weeks.

**MP:** Asked the list to see what other libraries do: range from 1-3 weeks. Some patrons use it as their Internet access at home (not just for vacation).

**Resolution:** buy 2 more hot spots; keep loan period at 3 weeks.

### Staff appreciation luncheon

National library worker day is Tuesday, April 11. We'll do a catered luncheon for the staff in the Cole Room. Karen will coordinate. Staff members: 8 plus 5 subs.

### Policy to ban talking on cell phones in the Library

**KK:** many places (post office, doctor office, etc.) have signs that you cannot talk on cell phones.

**MP:** sometimes people need to be on the phone and on the computer at the same time and need help from a staff member

**DB:** could allow in one area, such as downstairs

Margaret will discuss this with staff at meeting tomorrow and we'll discuss again at next meeting.

### Conduct the director's annual review

Postponed until next month.

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

None discussed.

## **I. Adjournment**

**DB: Motion** to adjourn.  
Meeting adjourned 9:00 p.m.  
Next meeting April 4, 2017

Medway Public Library  
Director's Report  
March 6, 2017

**Programs in February:**

- Thursday and Friday Story Times
- PAWS to Read
- Tuesday and Wednesday Toddler Jams
- Artful Thursday
- Elementary Book Club
- Book Buffet
- Sharpie Art Workshop for Teens
- Teen Book Club
- Extra Yarn Knitting and Crocheting Group (Karen Kassel)
- Origami Yoda Make and Take Craft
- Minecraft Bingo
- Coloring Clubs for Families
- Library Book Club
- Book Club at the Senior Center
- Pajama Party
- LEGO Club (Friends of the Medway Library)
- Free Movie and Popcorn (Friends of the Medway Library)
- In addition to certification programs, the following Makerspace programs were held:
  - February 11 - Sewing Workshop for Youths (6 children)
  - February 21 - Drawing Workshop for Youths (10 children - 4 left on waitlist)
  - February 23 - Arduino Robotic Workshop (13 children - 4 left on waitlist)
  - February 13 & 27 - Scrapbooking

**Programs in March include:**

- Thursday and Friday Story Times
  - PAWS to Read
  - Tuesday and Wednesday Toddler Jams
  - Extra Yarn Knitting and Crocheting Group (Karen Kassel)
  - Wild Imagination Party for Teens
  - Young Writers' Workshop informational meetings
  - Artful Thursday
  - Ted Reinstein, author of *Wicked Pissed* (19 attendees)
  - Norfolk County Registrar of Deeds
  - Local Author Cheryl Melody Baskin
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- LEGO Club (Friends of the Medway Library)
  - Papercraft Time for Adults
  - Library Book Club
  - Book Club at the Senior Center

- Makerspace programs
  - Sewing Machine and 3-D printer certifications
  - March 18 - Advanced Drawing Workshop
  - March 25 - Arduino Robotic Workshop
  - April 1 - 3D Printing Workshop
  - Adult Sewing workshops will start in April

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

There were 24 children's programs in February, with 478 people attending (adults and children). One Teen program had 8 participants and one Teen program had 0 participants.

Youth Services Librarian Lucy Anderson ordered some Nonfiction, Audiobooks, Juv. Fiction and Easy. The total spent so far this fiscal year for books and materials is \$16,407.43.

### **Budget**

I attended the March 6th Selectmen's meeting, where the Selectmen voted to recommend the following items:

*Capital Improvements:*

*Roof and Gutter Repairs: \$60,000*

*Lower Level HVAC Replacement: \$10,000*

Since most of the gutters have been replaced, Bobby McGee believes this item could come in under budget, unless the part of the roof that is rubber (under the Roof Top Heating Units) also needs to be replaced. The Lower Level HVAC is in the closet in the Story Hour room, and serves the Story Hour Room, hall, and Technical Services office.

The Selectmen asked me to explain what the Library plans to purchase with these funds, and then voted to recommend this article:

*ARTICLE 19: (Repurpose Borrowing – Library Fixtures and Equipment) To see if the Town will vote to re-purpose \$34,000 of unexpended bond proceeds originally voted under Article 9 of the 2015 Annual Town Meeting and, further, to transfer the proceeds to make improvements to the property and to purchase fixtures and equipment, or act in any manner relating thereto.*

We discussed the need for improved parking lot lighting. They wanted to make sure that we would avoid light trespass, which will not be a problem since a lighting engineer recommended specific light fixtures and placement which would provide sufficient light while avoiding this problem. We also discussed putting heated coils under the handicap access ramp, with DPS doing the work, and purchasing wooden chairs to replace the upholstered ones that are in bad condition. The Town Accountant said that the chairs could not be purchased with these funds, since they are not considered fixtures or equipment. The Selectmen expect to be able to find other funds with which we can purchase the chairs, perhaps as soon as November. I discussed possibly replacing Roof Top Unit #5 with any remaining funds. The motor and some other parts were recently replaced, but it is getting close to end of life.

The printer/copier/fax and meeting room revolving funds were also recommended, with maximum annual expenditures limited to \$3,000 and \$1,000 respectively.

### **Building**

Bobby McGee and I met with the lighting engineer who modeled the amount of light at numerous spots in the front and back parking lots. He proposed a couple of options, both using simple LED fixtures. One option would use the existing poles, and the other, more expensive option, would use taller poles, which would spread the light farther. We decided that taller poles were unnecessary in the back parking lot, but are considering them for the front lot. Depending on the existing wiring, using taller poles could involve extensive electrical work. The poles would also require special trucks and equipment for installation. The engineer is going to send the modeling results for poles of both heights.

The lock on the book drop broke off - DPS will fix it.

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

- Board of Selectmen (Town Meeting Warrant Articles)
- Department Heads
- New England Library Association/Information Technology Section (virtual)
- Staff Meeting
- Minuteman Library Network Reference Interest Group
- Minuteman Library Network Membership (Directors)
- Medway Business Council - Makerspace Tour
- Metrowest Program Planners
- Planning Meeting with Kim Pond, 4-H educator - Introduction to Robotics

Program

### **Other**

During February, the lower level community space was used after hours for 4 meetings and 42 individuals during the 14 nights it was open. There were 117 visitors to the Makerspace.

The Massachusetts Library System is launching a yearlong series of workshops and other activities entitled the “Word of Mouth Marketing” project. Twenty-five teams were chosen from the 70 applicants, including Medway’s team: Margaret Perkins, Lucy Anderson, Susan Allison, and Diane Busa. The kickoff meeting will be next month. Two of the organizers and trainers came to the Medway Library to meet the team and see the building, and they chose the Cole Room as one of the two sites for kickoff meetings.

We received the budget proposal for the hydroponics equipment. Diane and I have decided that we need to investigate other vendors and products before making a final decision.

I am working with Ryan Sherman, the School Wellness Coordinator, to investigate the feasibility of offering a summer lunch program, aimed primarily at food insecure

families, in conjunction with Toddler Jams and/or Story hours, probably once or twice a week. About 18 libraries in Massachusetts offer similar programs. We are not able to participate in the USDA program because that requires that at least 50% of the Town's children be eligible for reduced price or free school lunches - in Medway it is about 12%. Ryan and I have been discussing possible alternative funding sources.

The Library was closed on Thursday, February 9th, due to the snowstorm.

Margaret Y. Perkins  
Library Director



<b>Medway Public Library Budget Report 1/31/2017</b>							
Account	Acct #	Start Balance	Expen. To Date	End Balance	% Spent	Current Month Expenditures	Materials Expenditures
Salaries - Full Time	5110	\$162,634	\$103,140.68	\$59,493.32	63.42%	\$12,640.49	
Salaries - Part Time	5111	\$74,181	\$47,732.08	\$26,448.92	64.35%	\$6,145.55	
Longevity	5150	\$1,100	\$1,100.00	\$0.00	100.00%	\$0.00	
Electricity	5211	\$20,000	\$15,367.08	\$4,632.92	76.84%	\$1,133.93	
Heating Fuel	5212	\$7,800	\$3,203.06	\$4,596.94	41.06%	\$1,109.71	
Trash	5232	\$2,734	\$1,197.60	\$1,536.40	43.80%	\$0.00	
Water & Sewer	5231	\$291	\$195.27	\$95.73	67.10%	\$0.00	
R & M Miscellaneous	5240	\$6,000	\$2,874.75	\$3,125.25	47.91%	\$694.75	
Telephone	5341	\$1,200	\$651.71	\$548.29	54.31%	\$64.65	
Supplies	5400	\$3,000	\$3,948.84	(\$948.84)	131.63%	\$224.37	
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	\$5,554.58	\$436.42	92.72%	\$932.00	
Media Materials	5427	\$5,000	\$2,936.33	\$2,063.67	58.73%	\$138.84	\$2,936.33
Books & Periodicals	5521	\$44,217	\$29,418.85	\$14,798.15	66.53%	\$1,911.26	\$29,418.85
Travel	5710	\$480	\$270.54	\$209.46	56.36%	\$71.60	
Dues & Meetings	5730	\$500	\$154.00	\$346.00	30.80%	\$54.00	
<b>TOTAL - GENERAL FUND</b>		<b>\$359,237.00</b>	<b>\$241,753.92</b>	<b>\$117,483.08</b>	<b>67.30%</b>	<b>\$25,121.15</b>	
		Start Balance	Expen. To Date	Income to Date	Account Bal	Current Month Net	
Memorial Donations	5400	\$32,451.66	\$3,112.73	\$19,278.34	\$48,617.27	\$328.95	1,392.98
Tuchinsky Fund Interest		\$30,938.23		\$81.78	\$31,020.01	\$11.83	
Tuchinsky Fund Principal		\$102,869.11		\$477.73	\$103,346.84	\$78.98	
Library Restitution Fund	706-4773	\$1,201.40	\$10.00	\$1,066.36	\$2,257.76	\$54.00	
Copier & Printer Rev. Fund*	722-4840	\$7,812.48	\$51.98	\$1,711.91	\$9,472.41	\$209.95	

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	\$7,322.32	\$7,991.15	\$12,710.85	-\$2,764.00	\$7,076.32
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>\$15,532.82</b>	<b>\$30,682.27</b>	<b>\$209,937.30</b>	<b>(\$2,080.29)</b>	<b>\$41,404.48</b>

