

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

Trustees

Diane Burkhardt

Karen Kassel, secretary

Cheryl MacNeil

Chris Monahan, chair

John Scott Smith, vice chair

Margaret Perkins, Library Director

Meeting called to order 7:20 p.m.

**A. Approval of Agenda**

**KK: Motion** to approve agenda. DB2. Vote: **approved**.

**B. Approval of the Minutes** (September 5th)

**DB: Motion** to accept the minutes of the September 5, 2017 meeting as written. JSS2. Vote: **yes: 4, abstain: 1 (CMac)**

**C. Citizens Speak**

**MP:** a patron asked if we can put up a "Hate Has No Home" sign on the Library lawn. Also, should we consider a #2069 sign? There is one in front of Town Hall.

Discussion: The Library is a place where all are welcome, so "hate has no home" is in line with this mission. However, the Library should be as neutral as possible. And putting one or two signs up could lead to a slippery slope; will people expect other signs to be up there?

Decision: We will not display "message" signs. Signs promoting specific non-profit events can be put up on a short-term basis (for example, Girl Scout registration).

**D. Budget Report**

Margaret distributed the [budget report](#) via email. Nothing new to report.

**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

John wants Medway Cable Access to buy the new poster printer. We can probably get computers from the Town IT department, but it takes time.

Repurposing remaining money from carpet budget

All of the money has been assigned (exterior lights, walkway at the back). The handicapped ramp at the back entrance is coming along nicely. They are putting heating coils under the sidewalk to prevent ice buildup.

Revisit cell phone policy

Sound-proofing ceiling tiles – Bobby McGee doesn't think those will help much because there are many lights in the ceiling (not leaving a lot of space for the sound-proofing tiles) and there's a large gap up to the ceiling.

Could put up "gentle reminder" signs; reminding people to keep their voice down on their cell phones or go outside to use their phones.

Moving off of Yahoo Groups update

Nothing new to report.

Bequest from Peter Grillo in Canada

Nothing new to report.

Discuss any Town Charter change suggestions

Chris has the "supplement form," which is due Oct 31. This form should have the specific wording we propose for the change of the Charter. The Charter states that there are 5 members on the Board. There were 6 Trustees prior to the Charter, so we believe that the listing of 5 Trustees was a mistake. We believe 6 Trustees provides for a greater variety of opinions and a bigger cushion for making quorum.

## **G. New Business**

Salary increase

MP: would like to increase the hourly salary of non-union permanent and substitute staff to be equivalent to union staff. That would increase sub hourly salary to \$15.30, and the one permanent non-union position to \$19.00.

CM: what is the budgetary impact of this change?

MP: minimal; it is 2% of about 30 hours per week. I included this increase in budget planning for the year.

Trustees: we support Margaret's recommendation

**KK: Motion** to increase the hourly salary of non-union permanent and substitute staff to be equivalent to union staff. This would increase the one

permanent non-union position to \$19.00/hour and the substitute hourly salary to \$15.30/hour. CMac2. Vote: **unanimously approved**.

#### Capital Plan requests

It is time to come up with capital requests for the next five years; Margaret needs to enter this into online program by Oct 15.

We want new chairs; BOS said they would purchase new chairs this fall, but have to check on this.

Roof is already approved and planned for the spring.

Ideas for capital requests:

- Solar panels on the roof
- HVAC units on the roof may need to be fixed or replaced within the next five years
- Ceiling insulation to minimize sound coming from the Makerspace to the main floor
- Ceiling insulation to minimize sound over the study carrels on the main floor
- Improving ventilation in the Makerspace area to accommodate other equipment that we may purchase in the future
- Better kitchen equipment to facilitate lunch program, such as an oven & stove top
- Book shelving
- Book delivery vehicle for home-bound and other people who can't come to the Library

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

None discussed.

#### **I. Adjournment**

**KK: Motion** to adjourn. Next meeting November 7th.

Meeting adjourned 9:12 pm

Medway Public Library  
Director's Report  
October 1, 2017

**Programs in September:**

- Thursday and Friday Story Times
- Tuesday and Wednesday Toddler Jams
- PAWS to Read
- Author Talk on Alzheimer's - Deborah Lynn
- LEGO Club - Friends of the Library
- "Oh Shoot" Photography Club - Lorie Brownell
- Book Club at the Senior Center - Lorie Brownell
- The following Makerspace programs were held:
  - Workshops:
    - Arduino Coding Beginners (4 week session) - 5
    - Arduino Coding Intermediates (4 week session) - 6
    - Monday Night Knitters (weekly) - 5
    - Medway Cable Access weekly drop-in help
    - Monthly Photography Club - 8
    - Drop in Scrapbooking- 0
  - Certifications
    - 3D printer - 7 people
    - sewing machines - 1 person

Diane Busa noticed 3d printer, slide converters, vhs/dvd converters, 8 mm converter & sewing machines all being used by patrons.

**Programs in October include:**

- Thursday and Friday Story Times
- Tuesday and Wednesday Toddler Jams
- PAWS to Read
- North Sea Gas Concert
- Author Talk - Dr. Beth Kurland (*The Transformative Power of Ten Minutes: An Eight Week Guide to Reducing Stress and Cultivating Well Being*)
- Author Talk - Walter McClennen (*Remembering Clem: A Good American in Iran*)
- Blackout Poetry
- Artful Thursday
- LEGO Club - Friends of the Library
- "Oh Shoot" Photography Club - Lorie Brownell
- Book Club at the Senior Center - Lorie Brownell
- Makerspace
  - Upcoming Workshops:
    - YA Art program (2 sessions) Ages 11-17
    - Quilting Workshop Ages 18+
    - Arduino coding classes

Barry from Medway Cable Access is willing to train the monitors on some of the equipment when he is there on Wednesdays.

Makerspace Issues:

One of the Windows computers is broken.

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

There were 15 children's programs in September. I have a count of 232 people attending (adults and children).

The total spent so far this fiscal year for books and materials is \$1529.84. Lucy has ordered audiobooks and non-fiction.

Summer Reading Program is complete. There were 20 programs for children with an attendance of 531. There were 3 programs for teens with a total attendance of 45. In all, 137 children and 32 teens registered. Children read 1720 books and Teens read 195 books this summer! 35 children and 7 teens completed the program and claimed their Reading Rewards.

**Building**

The Department of Public Services has started to install heating coils under the handicap ramp. They will be finished in a few days.

It is time to prepare capital requests for the next five years. Currently, the only remaining unfunded request is for reupholstering the chairs, which we have already decided to forego in favor of purchasing new wooden chairs.

**Meetings in September included:**

- Department Heads Meeting
- Minuteman Library Network Technology Interest Group
- Massachusetts Higher Education Consortium Expo
- Minuteman Library Network Finance Committee
- Medway Schools Library/Media Task Force
- Minuteman Library Network Finance Committee
- Whole Library Programming
- Massachusetts Library System Workshop - *Caring for the Mind: Providing Mental Health Information at Your Library*
- Massachusetts Library System Workshop - *Mindfulness for Librarians*

**Meetings in October include:**

- Minuteman Library Network Finance Committee
- Town of Medway Department Heads Meeting
- Massachusetts Library System Workshop - *Team Building*
- Medway Schools Library/Media Task Force

- CPR/AED Staff Training

I met with Ryan Sherman to discuss sharing resources related to a parent group called Medway THRIVE (Tools necessary to foster Health, Resiliency, Inclusiveness, Vitality and Empowerment in Medway's youth) that he has organized. The group donated a selection of books to the Library, which are displayed on the shelves near the newspapers.

Lucy Anderson joined the Wellness Advisory Committee, also organized by Ryan Sherman. This committee, which consists of educators, parents, and representatives from the community, provides recommendations to the schools related to their wellness programs and policies. Both Lucy and I joined the Medway Public Schools Library/Media Task Force, led by the Assistant Superintendent of Medway Schools, Gabrielle Abrams, which will work on planning for the future of school libraries and media spaces.

### **Other**

During September, the lower level community space was used after hours for 12 meetings and 35 individuals during the 15 nights it was open. The Makerspace visitor count was 132, which is probably an underestimate because people do not always remember to sign in.

I submitted the State Financial report to the Massachusetts Board of Library Commissioners.

I am working on writing up a discussion of Library activities and accomplishments for the State of the Town Address, to be given by Selectman Mary Jane White.

The Library currently has two teen volunteers from local school districts, who are working with job coaches.

The Charles River Weavers currently are displaying their work in the Conference Room. In November, the Library will have a display of works by disabled artists, sponsored by the Medway Cultural Council.

Margaret Y. Perkins  
Library Director

October Budget Report						
Acct #	Start Balance	Expen. To Date	End Balance	% Spent	Materials Expenditures	Current Month Expenditures
5110	\$169,468	\$32,258.76	\$137,209.24	19.04%		\$9,769.98
5111	\$71,949	\$17,162.64	\$54,786.36	23.85%		\$6,039.62
5150	\$1,500	\$100.00	\$1,400.00	6.67%		\$0.00
5211	\$21,200	\$2,367.28	\$18,832.72	11.17%		\$0.00
5212	\$7,800	\$91.08	\$7,708.92	1.17%		\$27.83
5232	\$2,572		\$2,572.00	0.00%		\$0.00
5231	\$318		\$318.00	0.00%		\$0.00
5240	\$6,000	\$904.00	\$5,096.00	15.07%		\$0.00
5341	\$1,100	\$162.53	\$937.47	14.78%		\$66.44
5400	\$4,000	\$1,041.60	\$2,958.40	26.04%		\$38.00
5343	\$100	\$8.20	\$91.80	8.20%		\$0.00
5380	\$24,919	\$24,918.78	\$0.00	100.00%		\$0.00
5380	\$6,000	\$2,920.10	\$3,080.12	48.67%		\$1,005.00
5427	\$5,000	\$265.14	\$4,734.86	5.30%	\$265.14	\$265.14
5521	\$50,000	\$9,557.68	\$40,442.32	19.12%	\$9,557.68	\$418.06
5710	\$480		\$480.00	0.00%		\$0.00
5730	\$500	\$140.00	\$360.00	28.00%		\$0.00
	<b>\$372,906.00</b>	<b>\$91,897.79</b>	<b>\$281,008.21</b>	<b>24.64%</b>		<b>\$17,630.07</b>
	Start Balance	Expen. To Date	Income to Date	Account Bal		
5400	\$43,372.69	\$1,453.44	\$20,259.85	\$62,179.10	1,350.00	\$474.96
	\$31,937.82		\$24.36	\$31,962.18		\$12.18
	\$102,869.11		\$157.44	\$103,026.55		\$78.75
706-4773	\$2,404.97		\$370.56	\$2,775.53		\$132.29

722-4840	\$10,059.45	\$389.44	\$659.75	\$10,329.76		-\$177.59
723-4840	\$2,612.16		\$50.00	\$2,662.16		\$50.00
2017	\$16,028.68	\$3,780.31		\$12,248.37	\$3,780.31	\$0.00
	<b>\$209,284.88</b>	<b>\$5,623.19</b>	<b>\$21,521.96</b>	<b>\$225,183.65</b>	<b>\$14,953.13</b>	<b>\$570.59</b>