

Medway Library Board of Trustees
Tuesday, September 5, 2017
7:00 p.m.

Trustees

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

Margaret Perkins, Library Director

Meeting called to order 7:09 p.m.

A. Approval of Agenda

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

B. Approval of the Minutes (July 18th)

DB: Motion to approve the minutes of the July 18, 2017 meeting as written.
JSS2. Vote: **approved**.

C. Citizens Speak

MP: a citizen emailed Margaret: "every time I come to the Library, it is closed. Has the town ever surveyed people about the hours they prefer?"

There was a survey several years ago (around 2010). The demographics of those who come to the Library vary greatly. We've tried to add hours for Saturdays in the summer; had to choose between that and the book budget. MP suggested to citizen that she talk to the Trustees.

SA arrived 7:19 p.m., during this discussion.

D. Budget Report

Margaret distributed 2 budget reports via email:

- 1- The [final budget report of FY17](#); we spent 99.6% of the budget.
- 2- The [budget report for August 2017](#)

Discussed the Library Restitution Fund, which contains money from lost books. MP explained the process for replacing lost or un-lendable books. There is a \$1.00 processing fee that complicates the process; many libraries do not charge a processing fee.

SA: Motion to eliminate the \$1.00 processing fee for lost or un-lendable books. DB2. Vote: unanimously **approved**.

E. Director's Report

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

The Summer Lunch program went well. The Friends did a lot of the work this summer. There were many generous supporters, including Garelick Farms, Medway Community Church, Direct Tire, Restaurant 45, Medway Lions Club, Roche Brothers, and Medway Oil.

Looking ahead to next year, the plan is to offer lunch three days per week; this is possible thanks to significant donations from Whole Foods and Medway Pride Day. The cost is about \$100 per day. MP also expects donations from other businesses. Will need more volunteers, to pick up food, milk, etc., and to be there during the lunches.

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: poster printer, 3D printer, CNC machine.

MP researched poster printers. Norwood Library recommends the one they have and it is reasonably priced (<http://www8.hp.com/us/en/large-format-printers/designjet-printers/t120.html>)

Medway Cable Access may purchase this for the Makerspace. We could also use money from the printer revolving fund and request that MCA purchase new computers instead. The computers are very slow in the Makerspace. Margaret will talk to John about these purchases.

Margaret purchased a CD/DVD buffing machine using funds from donations. It is easy to use. She is still determining how much to charge patrons to use it, probably \$0.25 per CD/DVD, just to cover the cost of the "goo" that is used on each disc.

Repurposing remaining money from carpet budget

The bulk of the money will be spent on outdoor lighting, heating under the sidewalk on the upper level.

JSS: thinking ahead when we have the funds, it would be good to update the ventilation in the Makerspace to allow for more equipment.

Revisit cell phone policy

Margaret will discuss with DPS about installing sound-proofing tiles in the ceiling above the study carrels.

Moving off of Yahoo Groups update

Chris moved everything to groups.io. The transition seems to be going smoothly.

G. New Business

Girl Scout activity

SA: Can I put a bin to collect tabs from cans for the Shriners (a project my Girl Scout Troop is doing)?

MP: Yes.

One Town, One Book

SA: Has the Library done a One Town, One Book?

MP: One year, we did it in conjunction with Franklin Library. Holliston has done it several times.

SA: Could choose a book by a local author so the author could come and speak. Could have activities related to it. Might be fun for the winter. If there is interest, I'd be happy to organize it.

MP: Lorie would likely help with this.

Bequest from Peter Grillo in Canada

Margaret talked to the finance people at the Town; we can accept the money, but need to talk to the Selectmen before we spend it.

Discuss Town Charter change suggestions

JSS is our liaison to the Charter committee.

The Charter states there are 5 Trustees; there have been 6 Trustees for many years, even when the Charter was created (definitely in January of 2004 and likely before that). We would like to keep it at 6 Trustees.

The initial questionnaire is due Sept 15; this identifies any need for changes; Chris will complete and submit this form. Supplement is due Oct 31; this asks for more specifics on the changes, such as exact wording and how the change will affect the Town.

H. Special Programs, Fundraising, Sponsorships

None discussed.

I. Adjournment

KK: Motion to adjourn SA2. Next meeting October 3rd.

Medway Public Library
Director's Report
September 5, 2017

Programs in July & August:

- Tuesday and Thursday Story Times
- Tuesday and Wednesday Toddler Jams
- Summer Lunch Program
- Camp Half-Blood
- Tumblebus (8 sessions on 4 Fridays)
- 4-H Pet Care Club
- 4-H Embryology Club
- 4-H Build a Car Workshop
- 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 following Makerspace programs were held:
 - Workshops:
 - None scheduled
 - Barry from MCA has started working in the Makerspace every Wednesday from 2-4pm to answer any questions regarding the equipment.
 - Certifications
 - 3D printer - 2 in July & 4 in August
 - soldering Iron - 1 in July
 - sewing machines - 2 in July
 - noticed 3d printer, slide converters, vhs/dvd converters, 8 mm converter & sewing machines all being used by patrons.

Programs in September include:

- Thursday and Friday Story Times
- Tuesday and Wednesday Toddler Jams
- PAWS to Read
- Papercraft Time
- Author Talk on Alzheimer's - Deborah Lynn
- LEGO Club - Friends of the Library
- Book Club at the Senior Center
- Makerspace
 - Lorie Brownell is going to host a photography club in the Makerspace on the last Thursday of each month.
 - Starting to schedule September events:
 - Certifications, scrapbooking, and Arduino coding classes. More to follow.

Makerspace Issues: We could use faster computers. Patrons are very frustrated with the speed of the current machines. Diane Busa and I believe this is preventing them from utilizing the software on them. This is either a network issue or the age of the machines. We believe it is a combination of both. We would not recommend replacing the one connected to the 3D printer since that runs the 3D printer desktop software.

The Summer Lunch program went very well. Sign-ups for most weeks were near capacity, sometimes with waitlists, although no-shows were a problem. We have discussed eliminating sign-ups next year, and having the program be first come first serve. The libraries in Massachusetts which serve lunch through the USDA program do not require signups. Garelick Farms generously donated milk for all 8 weeks. Sponsors also included Roche Bros. Direct Tire, Restaurant 45, the Medway Lions Club, the Medway Community Church, Whole Foods Market, and Medway Oil, as well as several individual donors and the Friends of the Library. The children enjoyed story hour before lunch, and the craft and STEM building projects that followed the lunches, and parents enjoyed the opportunity to chat with other parents as their children played. We are very grateful to all of the donors, and to all the volunteers who donated their time to make the program a success.

We are very excited to have two large sponsors lined up for next summer, with enough funding to provide lunches three times a week!

Children's/YA Librarian Report:

Children's/YA Librarian Lucy Anderson will return from maternity leave on Thursday, September 14th.

Building

Fire Chief Jeff Lynch brought the Library a defibrillator, which DPS installed for us just to the right of the elevator on the upper floor. The Fire Department will offer the staff training in CPR and the use of the defibrillator soon.

Gregor Trinkaus-Randall, Preservation Specialist from the Massachusetts Board of Library Commissioners, installed data loggers in several places around the Library to monitor temperature, humidity and ultraviolet radiation to help determine how best to preserve our historical materials.

Meetings in July and August included:

- Minuteman Library Network Membership (Directors)
- Massachusetts Library System Budget Committee meetings (virtual)
- Medway Cultural Council
- Security Awareness Training (online)

Meetings in September include:

- Minuteman Library Network Technology Interest Group
- Town of Medway Department Heads Meeting
- Minuteman Library Network Finance Committee
- Minuteman Library Network Membership Meeting

- Medway Schools Technology Advisory Meeting
- MA Library System - Whole Library Programming Workshop
- Caring for the Mind: Providing Mental Health Information at Your Library
- Mindfulness for Librarians

I am going to meet 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.

Lucy Anderson will join 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.

Other

During July, the lower level community space was used after hours for 6 meetings and 35 individuals during the 15 nights it was open. During August, the lower level community space was used after hours for 7 meetings and 52 individuals during the 19 nights it was open. The Makerspace visitor count was 160 in July and 86 in August.

I submitted the ARIS report to the Massachusetts Board of Library Commissioners. Circulation increased about 10% compared to the previous year. The MBLC contacted me to double check the large increase in nonresident circulation (over 30%). Upon checking, I discovered that this was primarily due to an increase in circulation by Franklin residents, presumably related to the temporary relocation of the Franklin Library.

Finance Director Carol Pratt distributed a questionnaire from the auditors regarding handling of departmental receipts.

Margaret Y. Perkins
Library Director

Medway Public Library Budget Report 6/30/2017 - FINAL FY17							
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	\$3,933.75	\$2,066.25	65.56%	\$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	\$39,454.09	\$4,762.91	89.23%	\$717.39	\$39,454.09
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	\$359,079.46	\$157.54	99.96%	\$39,510.05	
		Start Balance	Expen. To Date	Income to Date	Account Bal	Current Month Net	
Memorial Donations	5400	\$32,451.66	\$10,063.96	\$20,984.99	\$43,372.69	\$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	\$1,000.00	\$175.00	\$2,612.16	-\$20.00	
Free Public Library	2017	\$12,042.02	\$12,300.07	\$16,286.73	\$16,028.68	\$5,919.43	\$12,054.07
STEM Grant		\$4,035.79	\$4,035.79		\$0.00	\$0.00	\$580.00
TOTAL - OTHER FUNDS		\$194,787.85	\$28,186.75	\$42,683.78	\$209,284.88	\$6,982.78	\$60,971.82

Medway Public Library Budget Report 8/31/2017						
Account	Acct #	Start Balance	Expen. To Date	End Balance	% Spent	Materials Expenditures
Salaries - Full Time	5110	\$169,468	\$22,488.78	\$146,979.22	13.27%	
Salaries - Part Time	5111	\$71,949	\$11,123.02	\$60,825.98	15.46%	
Longevity	5150	\$1,500	\$100.00	\$1,400.00	6.67%	
Electricity	5211	\$21,200	\$2,367.28	\$18,832.72	11.17%	
Heating Fuel	5212	\$7,800	\$63.25	\$7,736.75	0.81%	
Trash	5232	\$2,572		\$2,572.00	0.00%	
Water & Sewer	5231	\$318		\$318.00	0.00%	
R & M Miscellaneous	5240	\$6,000	\$904.00	\$5,096.00	15.07%	
Telephone	5341	\$1,100	\$96.09	\$1,003.91	8.74%	
Supplies	5400	\$4,000	\$1,003.60	\$2,996.40	25.09%	
Postage	5343	\$100	\$8.20	\$91.80	8.20%	
OPS - (Minuteman bill)	5380	\$24,919	\$24,919	\$0.00	100.00%	
OPS - (programs)	5380	\$6,000	\$1,915.10	\$4,085.12	31.92%	
Media Materials	5427	\$5,000		\$5,000.00	0.00%	\$0.00
Books & Periodicals	5521	\$50,000	\$9,139.62	\$40,860.38	18.28%	\$9,139.62
Travel	5710	\$480		\$480.00	0.00%	
Dues & Meetings	5730	\$500	\$140.00	\$360.00	28.00%	
TOTAL - GENERAL FUND		\$372,906.00	\$74,267.72	\$298,638.28	19.92%	
		Start Balance	Expen. To Date	Income to Date	Account Bal	
Memorial Donations	5400	\$43,372.69	\$1,371.45	\$19,702.90	\$61,704.14	1,350.00
Tuchinsky Fund Interest		\$31,937.82		\$12.18	\$31,950.00	
Tuchinsky Fund Principal		\$102,869.11		\$78.69	\$102,947.80	
Library Restitution Fund	706-4773	\$2,404.97		\$238.27	\$2,643.24	
Copier & Printer Rev. Fund*	722-4840	\$10,059.45		\$447.90	\$10,507.35	

Meeting Room Rev. Fund	723-4840	\$2,612.16			\$2,612.16	
Free Public Library	2017	\$16,028.68	\$3,780.31		\$12,248.37	\$3,780.31
TOTAL - OTHER FUNDS		\$209,284.88	\$5,151.76	\$20,479.94	\$224,613.06	\$14,269.93