

Medway Library Board of Trustees
Tuesday, April 3, 2018
Medway Library
7:00 p.m.

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 7:05 p.m.

A. Approval of Agenda

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

B. Approval of the Minutes (March 6th)

SA: Motion to approve the minutes from March 6, 2018 meeting as written. CMac2. **Vote:** unanimously approved.

C. Citizens Speak

KK: a patron asked me about making the back driveway a one-way loop, to allow for easier and safer driving in and out.

This would require adding an extension of the

driveway on the other side of the Library. Margaret discussed this with Bobby McGee and it is not feasible as there is not enough space.

D. Budget Report

Margaret distributed the [budget report](#) via email. Postage spending was high this month because Margaret purchased one year's worth of stamps at once.

E. Director's Report

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

F. Old Business

Director review document

The Trustees each completed the review document prior to the meeting. Chris compiled all of the reviews into one document, and gave a hard copy to Margaret. We discussed some specific points. Margaret will review more thoroughly after the meeting and let us know if she has any further questions.

SA comment: request that Margaret include monthly circulation statistics in the Director's Report. This information is collected by the Minutemen Network.

KK comment: request that Margaret distribute the Director's Report to the staff as well as the Trustees.

DB question: how do you choose which books to order? Would like to see more books on fine arts, home décor, etc.

MP: staff can request, patrons can request; For non-fiction, buy best sellers, things based on topics popular in town, recommendations from *Library Journal*

DB comment: staff member reviews/evaluations are not done, per the Union rules, but I recommend a semi-official meeting with each person once or twice a year to discuss progress, interests, goals, etc. Some staff would appreciate this opportunity.

Front parking lights

Bobby is still waiting to hear back from the lighting engineer.

Wiring Cole Room and conference room for video recording

Nothing new to report.

Ongoing Makerspace discussion

The new poster printer is up and running. It creates color posters. Each one costs \$1.80, Margaret and Diane propose charging patrons \$2.00 per poster. **JSS: Motion** to charge \$2.00 per poster printed on poster printer. CMac2. **Vote:** unanimously approved.

Moving off of Yahoo Groups update

Nothing new to report.

Capital Plan Requests for future years

Nothing new to discuss.

Next year's budget

Nothing new to discuss.

Hoopla trial service update

In February, 30 items were checked out of Hoopla; in March, 46 items were checked out. It seems to be going smoothly.

Seishin Karate proposal

Previously, Seishin Karate distributed bookmarks in the Library with a Seishin coupon. If someone signed up for karate lessons with the coupon, Seishin donated \$100 to the Library. The Library did not promote it, just made the bookmarks available at the desk. The Library received a few hundred dollars from this campaign. Seishin would like to do it again. They also may want to run an anti-bullying program at the Library in the future.

After a brief discussion, there is no strong opposition to this program, so Margaret will contact Seishin Karate and say it is fine.

Drinking fountain installation

Margaret suggested we use some of the funds remaining from the carpet budget to install a drinking fountain similar to the one at Town Hall. This fountain allows people to refill water bottles as well as take a drink. All Trustees are in favor of these water fountains. We will get two; one on each floor.

G. New Business

Library Meeting

The annual meeting of Massachusetts Library Association is May 21-22. All of the staff members would like to attend the meeting on Tuesday, May 22. Margaret is considering closing the Library or having some Trustees staff that day and shorten the hours to 10-2. A few Trustees are willing and available to work that day. (Remind Margaret to email us about that day, times, etc.)

Patron Disinvitation policy

Margaret distributed the existing Disinvitation policy. This policy does not include pornographic images. However, our Computer Use and Public Internet Access policy restricts "displaying obscene material."

An adult man was looking at pornography on a computer in the lower-level lounge and teens complained. A librarian talked to him and he stopped. This has happened several times.

Some Trustees are concerned that limiting what patrons view on the Internet is a form of censorship and may not be legal. While some Trustees feel that viewing of pornography in this public space can be restricted and falls under the prohibition of "displaying obscene material" as noted in the Internet Access policy.

Margaret will research how this is handled at other libraries. She will also talk with the town attorney to find out if we can restrict what patrons view on the Internet and to review the Disinvitation letter.

Handling of inappropriate patron behavior

One regular patron has run up a bill of over \$100 through faxing, printing, and copying. The staff feels this is unfair.

SA: Do other people have high bills?

MP: No; for printing, copying, faxing, etc., no other patrons have excess tabs.

SA: We could set a policy on how much money people are allowed to run up a tab. We could set it at \$10, which is the amount of fines people can run up on books/materials before they are prevented from checking out more materials.

Margaret will talk to the town attorney about creating a policy to limit the "tab" a patron can have for faxing/printing/copying services.

Margaret's contract

Last year, Carol recommended doing a 2-year contract. (Most people in town jobs are on a 2-year contract).

CMac: Motion to change the existing 1-year contract structure to a 2-year contract structure with an annual pay raise. SA2. **Vote:** Unanimously approved.

Also, now Margaret gets 3 weeks vacation. In the Town Union, people get 4 weeks vacation when they have worked for 10 years. Margaret will be here for 10 years as of July 1st; which is when her contract needs to be renewed.

SA: Motion that the Director's contract be modified to give the Director 4 weeks of vacation after 10 years of service. CMac2. **Vote:** Unanimously approved.

H. Special Programs, Fundraising, Sponsorships

Town-wide book program

Susan recommends *Beasts of Extraordinary Circumstance*. Chris has started reading it and likes it so far.

I. Adjournment

JSS: Motion to adjourn. Meeting adjourned 9:50 p.m.

Next meeting is May 1, 2018.

Medway Public Library
Director's Report
April 1, 2018

Programs in March:

- Thursday and Friday Story Times
- Tuesday and Wednesday Toddler Jams
- PAWS to Read
- Parachute Play - with Walpole CFCE
- Stormwater Program with Bridget Graziano
- Artful Thursday
- Teen Paint and Sip
- Freeman and Higgs Jazz Duo
- What's All the Hype about Essential Oils
- Growing Mushrooms at Home
- LEGO Club - Friends of the Library
- Book Club at the Senior Center - Lorie Brownell
- "Oh Shoot" Photography Club - Lorie Brownell
- The following Makerspace programs were held:
 - **Workshops**
 - (had to cancel 2 workshops, one due to illness and one due to snow):
 - Arduino Coding - 5 children have continued the class.
 - Monday Night Knitting (anywhere from 2 to 4 people per week)
 - Medway Cable Access weekly drop-in help
 - YA art workshop - 4 children
 - **Certification**
 - 3D printer - 5 people
 - Sewing Machines - 1 person
 - Soldering Iron - 1 person
 - Diane noticed slide converters, vhs/dvd converters, 8 mm converter, sewing machines, DVD duplicator and 3D printer all being used by patrons as well as soldering iron & smaller hand tools. The small TV near green screen equipment was used by the Photography club.

Issues:

IT took the windows machine that becomes unresponsive after being on for awhile . Hopefully we will get a replacement that can still run the CAD software if it can not be fixed.

Other:

- Large format printer has been tested. Diane and I suggest charging \$2.00 per print, based on the cost of ink and paper. Diane connected it directly to the MAC next to it since that had Photoshop and Illustrator on it.
- We purchased Silhouette Cameo 3 vinyl cutter from Amazon because it was on sale at a good price.

Programs in April include:

- Thursday and Friday Story Times
- Tuesday and Wednesday Toddler Jams
- PAWS to Read
- Children's Reading and Activity Corner (weekly)
- Barn Babies
- Copley Cats - A Capella group
- LEGO Club - Friends of the Library
- Movie and Popcorn
- Rube Goldberg Workshop
- Lunch at the Library
- "Oh Shoot" Photography Club - Lorie Brownell
- Book Club at the Senior Center - Lorie Brownell
- Makerspace
 - Bargello quilting workshop is already full.
 - YA art workshop (perspective drawing)
 - YA sewing workshop
 - Diane Busa hopes to schedule a polymer clay jewelry workshop for late Spring. She bought a toaster oven for this workshop and other craft projects. It will not be available to the public and will only be used during workshops or other library programs.

Children's/YA Librarian Report (Lucy Anderson):

There were 20 children's programs in March with 197 people attending (adults and children). Two Teen programs had 10 attendees.

The total spent so far this fiscal year for books and materials is \$13,763.56.

Lucy attended a meeting of the school library technology redesign task force. She has started planning for Summer Reading.

She has begun weeding the Easy picture books. This project will hopefully be finished by the end of April.

Technology

I created a new page linking to the statewide databases and to the electronic resources the Medway Library subscribes to. Our website vendor will replace the old link with this one shortly.

Building

DPS arranged for a plumber to come work on the positioning of the drains in order to prevent problems with the restrooms. The Makerspace was closed on Saturday, March 31st to allow this work to proceed.

At our request, DPS moved the long desk in the craft side of the Makerspace around, so that there would be more storage space.

I ordered a picnic table to replace the one we used to have years ago, for the use of staff and patrons.

Meetings in March included:

- Meeting with Medway Police Chief and Lieutenant on safety issues
- Minuteman Library Network Finance Committee
- Positive Management Techniques - training offered by the Town
- Medway Schools Library Task Force
- Medway Special Town Meeting
- Word of Mouth Marketing Wrap-up Meeting (cancelled - snow)
- Minuteman Library Network Membership meeting (Directors)

Meetings in April include:

- Virtual planning meeting for Summer Lunch program panel at Massachusetts Library Association
- Minuteman Library Network Technology Interest Group meeting
- Meeting with patron re National Poetry Month Poem Reading proposal

Other

The Library was closed due to snow on Thursday, March 8th and Tuesday, March 13th. We also were not open for extended hours (8-9:30pm) on Wednesday, March 21st due to the expected storm.

During February, the lower level community space was used after hours for 20 meetings and 50 individuals during the 12 nights it was open. The Makerspace visitor count was 145.

The police have been walking through the building regularly.

Margaret Y. Perkins
Library Director

Medway Public Library Budget Report 4/1/2018							
Account	Acct #	Start Balance	Expen. To Date	End Balance	% Spent	Materials Expenditures	Current Month Expenditures
Salaries - Full Time	5110	\$169,468	\$117,233.88	\$52,234.12	69.18%		\$13,201.07
Salaries - Part Time	5111	\$71,949	\$57,279.00	\$14,670.00	79.61%		\$6,234.39
Longevity	5150	\$1,500	\$1,500.00	\$0.00	100.00%		\$0.00
Electricity	5211	\$21,200	\$13,470.50	\$7,729.50	63.54%		\$1,383.75
Heating Fuel	5212	\$7,800	\$5,273.85	\$2,526.15	67.61%		\$1,155.67
Trash	5232	\$2,572	\$1,928.64	\$643.36	74.99%		\$642.88
Water & Sewer	5231	\$318	\$325.75	(\$7.75)	102.44%		\$99.36
R & M Miscellaneous	5240	\$6,000	\$2,531.50	\$3,468.50	42.19%		\$437.00
Telephone	5341	\$1,100	\$728.81	\$371.19	66.26%		\$59.67
Supplies	5400	\$4,000	\$4,147.30	(\$147.30)	103.68%		\$497.13
Postage	5343	\$100	\$258.70	(\$158.70)	258.70%		\$0.00
OPS - (Minuteman bill)	5380	\$24,919	\$24,918.78	\$0.00	100.00%		\$0.00
OPS - (programs)	5380	\$6,000	\$5,303.10	\$697.12	88.38%		\$0.00
Media Materials*	5427	\$5,000	\$2,549.14	\$2,450.86	50.98%	\$2,549.14	(\$721.97)
Books & Periodicals	5521	\$50,000	\$30,549.02	\$19,450.98	61.10%	\$30,549.02	\$2,078.19
Travel	5710	\$480	\$373.52	\$106.48	77.82%		\$0.00
Dues & Meetings	5730	\$500	\$305.00	\$195.00	61.00%		\$165.00
TOTAL - GENERAL FUND		\$372,906.00	\$268,676.49	\$104,229.51	72.05%		\$25,232.14
		Start Balance	Expen. To Date	Income to Date	Account Bal		Change in Acct Balance
Memorial Donations	5400	\$43,372.69	\$9,743.99	\$21,406.96	\$55,035.66	3,503.54	-\$2,886.49
Tuchinsky Fund Interest		\$31,937.82		\$95.59	\$32,033.41		\$11.03
Tuchinsky Fund Principal		\$102,869.11		\$846.32	\$103,715.43		\$115.32
Library Restitution Fund*	706-4773	\$2,404.97	\$340.85	\$934.35	\$2,998.47		\$67.92

Copier & Printer Rev. Fund*	722-4840	\$10,059.45	\$1,308.92	\$2,195.60	\$10,946.13		\$390.40
Meeting Room Rev. Fund	723-4840	\$2,612.16	\$240.00	\$500.00	\$2,872.16		\$100.00
Free Public Library	2017	\$16,028.68	\$7,873.84		\$8,154.84	\$7,873.84	-\$445.50
TOTAL - OTHER FUNDS		\$209,284.88	\$19,507.60	\$25,978.82	\$215,756.10	\$44,475.54	(\$2,647.32)
*moved invoices from another account							