

Medway Library Board of Trustees  
Tuesday, December 4, 2018  
7:00 pm, Medway Library

**Trustees in attendance**

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

Margaret Perkins, Library Director

Meeting called to order 7:12 pm.

**A. Approval of Agenda**

**KK: Motion** to approve agenda. JSS2. **Vote: Yes: 4, No: 0;** (SA not in attendance)

**B. Approval of the Minutes (November 6th)**

**DB: Motion** to approve minutes from November 6, 2018 meeting. JSS2. **Vote: Yes: 4, No: 0;** (SA not in attendance)

**DB:** Chris, I felt you handled our November meeting well and addressed the citizen's concerns.

**C. Citizens Speak**

None present

**D. Budget Report**

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

There is an outdoor holiday decorating contest this month among the town buildings. Each department is to use about \$200 from their budget to purchase and install decorations.

Next year's budget needs to be entered into MUNIS no later than 12:00 pm on January 4, 2019.

**E. Director's Report**

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

The electric vehicle charging stations have been installed; there are 8 poles installed and 2 will be working soon. The others will be set up at a later time.

Margaret is gathering information on wood acoustic ceiling panels. She visited the Wentworth Institute of Technology library where they have these tiles. The librarian there reported that the tiles work very well at reducing the noise level.

## **F. Old Business**

### Moving off of Yahoo Groups

Nothing new to report

### Discuss new Patron Behavior/Library Use Policy

**KK: Motion** to add to the existing Computer Use and Public Internet Access policy, under Prohibited Uses, the following language provided by the town attorney: "Patrons may not access, display, distribute, or print images or graphics of obscene or pornographic materials or material that violates laws relating to child pornography (including but not limited to Mass. G.L. c. 272, §§29A, 29B, 29C), or laws relating to possession and/or distribution of obscene material or material "harmful to minors" (including but not limited to Mass. G.L. c. 272, §29) while using Library workstations or using the Internet connection. For purposes of this policy, a matter is defined as "obscene" and/or "harmful to minors" in accordance with Mass. G.L. c. 272, §31.

**JSS2. Vote: Yes: 4, No: 0;** (SA not in attendance)

**KK: Motion to** add to the existing Computer Use and Public Internet Access policy, "violation of this policy may result in loss of Library privileges." DB2. **Vote: Yes: 4, No: 0;** (SA not in attendance)

Based on feedback from the town attorney, the staff are within legal rights to tell patrons to stop viewing pornography or other similar inappropriate behavior.

Library use policy – move discussion to January. Two key issues (banning the viewing of pornography and adding a consequence statement to the policy) are now addressed in adjustments to existing Internet Use policy.

## **G. New Business**

### Closing on Christmas Eve

The Town Administrator announced that Town Hall will be closed all day on Christmas Eve. According to the union contract, union employees get half a day off on Christmas Eve. The Library Director would like the Board to consider giving the Library employees the whole day of Christmas Eve off.

**KK: Motion** to close the Library on December 24, 2018. JSS2. **Vote: Yes: 4, No: 0;** (SA not in attendance)

### Pricing for use of laminator

We need to establish costs for use of the new laminator machine. The Director recommends 25 cents for anything equal to or smaller than 8.5x11 inches, and \$1.00 for paper larger than that.

**KK: Motion** to charge \$0.25 for anything created on the laminator equal to or smaller than 8.5 x 11 inches; and to charge \$1.00 for anything larger than 8.5 x

11 inches. JSS2. **Vote: Yes: 4, No: 0;** (SA not in attendance)

Director salary increase

The Board reviewed the Director's salary to determine if the FY2020 raise should be larger than the standard Town increase of 2.5%. Margaret and Chris did some research on library director salaries in comparable towns.

**KK: Motion** to increase the Director Salary for FY2020 by 6.2% in order to bring the Director Salary in line with comparable local libraries (e.g., Millis, Holliston) and to reward accomplishments of previous years. DB2. **Vote: Yes: 4, No: 0;** (SA not in attendance)

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

Town-wide book program

Nothing new to report

**I. Adjournment**

**KK: Motion** to adjourn. Meeting adjourned 9:24 pm.

Next meeting: January 8, 2019.

Medway Public Library  
Director's Report  
November 6, 2018

**Programs in November:**

- Thursday and Friday Story Times
- Tuesday and Wednesday Toddler Jams
- PAWS to Read
- Dinosaur Crafts
- Dinosaur Adventures
- DIY Hand Sanitizer - Essential Oils
- Teen Paint & Sip
- Cursive Club
- LEGO Club (Friends of the Library)
- "Oh Shoot" Photography Club: Photographing Springsteen program
- Book Club - Lorie Brownell

**Makerspace**

Makerspace visitor count November: 338

Workshops & Classes:

Arduino Coding & Robotics - Meets weekly on Monday nights - 7 participants.

Painting with Trudi - 6 people

Marvelous Magnets (monthly science program) - 13 children

Sewing 101 - Pillowcases - 3 children

Wonderful World of Mathematics - Infinity (monthly math program) - 12 children

Medway Cable Access weekly drop-in help

Monday Night Stitchers - 0-4 people weekly

Sense & Sound FTC Robotics - meets Tuesdays and Thursdays - 14-16 people

Walk-in 3D Printer Certification sessions every Tuesday (3:30-5:00pm)

Certifications:

3D printer -7 people

Other groups

Cursive Club used the room to make polymer clay words.

Noticed vhs/dvd converters, Epson Scanner, sewing machines, DVD buffer, 8mm converter, green screen lights, poster printer, and 3D printer all being used by patrons as well as small hand tools.

Upcoming Workshops:

**Painting with Trudi** - December 12 - Received Medway Cultural Council Grant to purchase additional supplies.

**Catapults** - December 13 - second installment of monthly science program. This will be held in conjunction with the 4-H Science Explorers and will be open to patrons. - for 2nd graders and up

**Wonderful World of Mathematics** - December 20 - This month the kids will be exploring Map Coloring

**Domino building challenge** - December 27

**YA Painting with Trudi** - Dec 29

Other stuff:

Ordered 2 slide trays for the Epson scanner (\$40). Plastic clips that hold slides are very delicate and were broken off last week. Diane will put a note on the new trays asking people to be gentle.

**Programs in December include:**

- Thursday and Friday Story Times
- Tuesday and Wednesday Toddler Jams
- Paws to Read
- Cursive Club
- Gingerbread Festival
- Move and Groove Sample Dance Class
- Snowflake STEM Extravaganza
- LEGO Club (Friends of the Library)
- “Oh Shoot” Photography Club - Lorie Brownell
- Book Club - Lorie Brownell

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

There were 25 children's programs in November with 412 people attending (adults and children). One Teen program had 6 attendees.

The materials budget spent so far this year is \$10,422.90.

Lucy attended an MLS class about Leveled Reading and the relationship between curricula and public libraries on 11/19.

Collaboration with the art teacher at McGovern is going well. There is a new display on the bulletin board for December already.

**Technology**

Several additional patron computers stopped working. The Information Services Department is preparing to replace 12 of the patron computers. The staff printer at the circulation desk also stopped working. I purchased a replacement, because the repair estimate was greater than the cost of a replacement. I have also purchased a replacement for the fax machine, which is nearing end-of-life.

**Building**

The grant-funded installation of electric vehicle charging stations is almost completed. The Library will start out with two stations, but the electricity was run and poles installed for additional stations.

The plumbing inspector has inspected the staff kitchen. The kitchen remodel is now complete. The Department of Public Services has repainted several areas and repaired the wall in the foyer between the two doors at the rear of the Library.

I found a possible source of acoustic ceiling tiles. The Wentworth Institute of Technology Library uses them and they seem to work very well at reducing the noise level in a largely open space.

**Meetings in November included:**

- Town of Medway Department Heads meeting
- Minuteman Library Network Membership (Directors) Meeting
- Makerspace Tour - Framingham Library staff (3)
- Medway Fall Town Meeting

**Meetings in December include:**

- Town of Medway Department Heads meeting
- National Network of Libraries of Medicine, New England Region Grant Funding
- Capital Improvement Planning Committee
- Minuteman Library Network Technology Interest Group Meeting
- Makerspace Tour - Holliston Library Director
- Book Repair Workshop (Lorie Brownell will attend)
- Customer Service Workshop (January 4)

**Other**

During November, the lower level community space was used after hours for 17 meetings and 42 individuals during the 15 nights it was open.

Margaret Y. Perkins  
Library Director

# **Medway Public Library Budget Report 12/4/2018**

Account	Acct #	Start Balance	Expen. To Date	End Balance	% Spent	Materials Expenditures	Current Month Expenditures
Salaries - Full Time	5110	\$175,997	\$70,187.53	\$105,809.47	39.88%		20,294.57
Salaries - Part Time	5111	\$92,250	\$35,121.93	\$57,128.07	38.07%		11,298.92
Longevity	5150	\$1,650	\$250.00	\$1,400.00	15.15%		0.00
Electricity	5211	\$21,200	\$10,479.77	\$10,720.23	49.43%		1,309.93
Heating Fuel	5212	\$7,800	\$647.21	\$7,152.79	8.30%		320.20
Trash	5232	\$2,500	\$642.88	\$1,857.12	25.72%		0.00
Water & Sewer	5231	\$500	\$115.82	\$384.18	23.16%		0.00
R & M Miscellaneous	5240	\$4,500	\$1,478.00	\$3,022.00	32.84%		454.00
Telephone	5341	\$1,100	\$421.74	\$678.26	38.34%		71.33
Supplies	5400	\$4,500	\$1,680.87	\$2,819.13	37.35%		200.94
Postage	5343	\$100	\$3.50	\$96.50	3.50%		0.00
OPS - (Minuteman bill)	5380	\$25,795	\$25,795.04	\$0.00	100.00%		0.00
OPS - (programs)	5380	\$5,705	\$4,063.00	\$1,641.96	71.22%		954.00
Media Materials	5427	\$5,000	\$3,658.17	\$1,341.83	73.16%	\$3,658.17	394.00
Books & Periodicals	5521	\$57,500	\$21,861.78	\$35,638.22	38.02%	\$21,861.78	1,237.33
Travel	5710	\$450	\$86.38	\$363.62	19.20%		30.97
Dues & Meetings	5730	\$500	\$220.00	\$280.00	44.00%		0.00
<b>TOTAL - GENERAL FUND</b>		<b>\$407,047.00</b>	<b>\$176,713.62</b>	<b>\$230,333.38</b>	<b>43.41%</b>		<b>\$36,566.19</b>
		Start Balance	Expen. To Date	Income to Date	Account Bal		Change in Acct Balance
Memorial Donations	5400	\$49,901.62	\$7,842.31	\$17,610.45	\$59,669.76	2,313.84	-560.14
Tuchinsky Fund Interest		\$32,158.23		\$167.85	\$32,326.08		41.39
Tuchinsky Fund Principal		\$104,219.17		\$566.26	\$104,785.43		189.38
	706-						
Library Restitution Fund	4773	\$2,181.99	\$49.45	\$584.65	\$2,717.19		-15.35
Copier & Printer Rev. Fund*	722-	\$11,437.44	\$209.04	\$1,379.90	\$12,608.30		146.91

	4840						
	723-						
Meeting Room Rev. Fund	4840	\$2,947.16		\$50.00	\$2,997.16		0.00
Free Public Library	2017	\$22,814.31	\$5,342.04		\$17,472.27	\$5,342.04	0.00
Youth Activities Grant		\$9,022.50	\$370.00	\$175.00	\$8,827.50		-298.94
<b>TOTAL - OTHER FUNDS</b>		<b>\$234,682.42</b>	<b>\$13,812.84</b>	<b>\$20,534.11</b>	<b>\$241,403.69</b>	<b>\$33,175.83</b>	<b>(\$496.75)</b>