

Medway Library Board of Trustees
Tuesday, January 2, 2018
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 7:05 p.m.

A. Approval of Agenda

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

B. Approval of the Minutes (November 7, 2017)

December meeting was cancelled due to a lack of quorum.

DB: Motion to approve the November 7, 2017 minutes as written.

CMac2. **Vote:** unanimously approved.

C. Citizens Speak

DB: Do we loan out the most recent magazine issue? And if not, can we?

After brief discussion, Trustees and Margaret decided we can try lending the most recent issues out for one week.

D. Budget Report

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

CM: there is a lot of money in the copier and printer revolving fund.

MP: I use these funds to buy paper and toner. We can use money from this fund to buy a printer for the MakerSpace; however, we are waiting to hear back from John because Cable Access may want to purchase that printer. We can probably use these funds to purchase materials for the 3D printer.

I can and will spend more money from Library Restitution fund; these funds are only for purchasing books, CDs, DVDs.

E. Director's Report

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

F. Old Business

Front parking lights – nothing new to report. Still waiting on further information on the cost.

Wiring Cole Room and conference room for video recording – nothing new to report.

MakerSpace update

We are still interested in purchasing a poster printer (waiting to hear if Cable Access is going to purchase this); the 3D printer may need to be replaced.

Would like to have a 19-hour/week MakerSpace coordinator position. MP requested this last year in the budget, but it was not approved. She is requesting it again for FY 2019.

DB: I'm concerned that the MakerSpace isn't getting enough consistent use. Do we have data on how many people are using

each type of machine? Would be good to have data to help with marketing and planning.

Repurposing remaining money from carpet budget – nothing new to report.

Moving off of Yahoo Groups – nothing new to report.

Capital Plan Requests for future years – Margaret distributed over email the [list of capital requests](#) over the next several years with ballpark estimates. She will work with DPS to get more accurate quotes on these items.

G. New Business

Town Charter changes

Chris spoke to the Charter Review Committee on 11/20/17 regarding the changes affecting the Library. The two issues are the number of people on the board (the existing 6 Trustees vs 5 in the Charter) and changes to wording in section 3-6-2. His [summary of the meeting](#) was emailed to the Trustees.

JSS: The Charter committee would rather not make changes to the charter because it is a long, difficult process. However, there are enough potential changes that they will likely go ahead with changes.

In regard to the number of Trustees, we will fall into compliance this spring because Cheryl is not running again. We will not fill her seat, dropping the Trustee number to 5 and putting us in compliance with the existing charter. However, John will continue to advocate for changing the number to 6, if the charter is going to be updated.

JSS: Motion to support the proposed language change in the Town Charter, section 3-6-2 regarding building maintenance:

Existing language: "The board of Library Trustees shall have the custody and management of the public library, and of all property of the town related to the library."

Replace with new language: "The board of Library Trustees shall have the custody and management of the public library, **including control of the use of space within the building. Maintenance of the interior and exterior of the building, including structures and equipment shall be the responsibility of the Town Administrator.**"

KK2. **Vote:** unanimously approved.

An issue with bathroom faucets

The faucets have been replaced with faucets that turn on/off with a sensor.

Next year's budget

Margaret distributed her proposed FY2019 budget.

Hoopla service

Several patrons have asked for Hoopla. Our librarians recently used a trial subscription and found it easy to use.

We will start with a budget of \$1000; hopefully that will last for 5-6 months (Millis Library also started with \$1000). We can adjust the budget as we go. Most materials on Hoopla are less than \$2.99 and 98% are less than \$3.99. We can limit the amount of materials each patron can access through Hoopla, such as 3 per month (this is a common limit among libraries our size).

We will pay for Hoopla from the Memorial Donations fund or Media Materials fund.

H. Special Programs, Fundraising, Sponsorships

Town-wide book program – more on this next month.

I. Adjournment

DB: Motion to adjourn. Meeting adjourned 9:06 p.m.

Next meeting: February 6, 2018.

Medway Public Library
Director's Report
January 2, 2017

Programs in December:

- Thursday and Friday Story Times
- Tuesday and Wednesday Toddler Jams
- PAWS to Read
- Winter Craft: Elves and Gnomes
- Stained Glass Mosaic Workshop
- Teen Breakout Box: A Case of the Mondays
- Breakout Box: The Mitten
- Basics of Investing
- Gingerbread Festival - Friends of the Library
- LEGO Club - Friends of the Library
- "Oh Shoot" Photography Club - Lorie Brownell
- The following Makerspace programs were held:
- **Workshops**
 - Arduino Coding - combined the 2 classes - 5 children have continued the class
 - Quilting Workshop - 8 people attended
 - Monday Night Knitters (anywhere from 1 to 6 people per week)
 - Medway Cable Access weekly drop-in help
 - Drop in Scrapbooking

Diane noticed DVD buffer, slide converters, vhs/dvd converters, 8 mm converter, sewing machines all being used by patrons.

Issues:

John Walsh came in to look at the 3D printer again. We decided to buy a new extruder for it, which should arrive soon.

Programs in January include:

- Thursday and Friday Story Times
- Tuesday and Wednesday Toddler Jams
- PAWS to Read
- STEM Playground
- A Look Inside the Great American Baking Show
- LEGO Club - Friends of the Library
- "Oh Shoot" Photography Club - Lorie Brownell
- Book Club at the Senior Center - Lorie Brownell
- Makerspace : Arduino coding classes will continue

The Copley Cats will return to the Library for another concert during the next couple of months. We will also have a presenter give a talk on growing mushrooms at home, a

stained glass mosaic workshop for adults, and Greg will offer a program on “Monet’s Magic: Pastel Paint Monet’s Wondrous Water Lilies.”

Children’s/YA Librarian Report:

There were 21 children's programs in December with 191 people attending (adults and children). Two Teen programs had a total of 12 attendees.

The total spent so far this fiscal year for books and materials is \$7931.88.

Collection update: Lucy has decided, along with Margaret and Katherine, to change the way picture books with CDs are presented. They will soon be shelved in the same location but without the hanging bags.

Building

There was another major plumbing problem involving the two upstairs restrooms, again involving paper towels. An electrician will install automatic hand dryers shortly. The faucets were replaced with motion sensing faucets, which are easier for patrons to use.

The wiring under the handicap ramp was completed. Unfortunately, there is a problem with a portion of it not working. DPS is working on getting this repaired.

Gregor Trinkaus-Randall of the Massachusetts Board of Library Commissioners plans to pick up the Dataloggers soon, possibly on Friday the 5th. After analysis, he will be able to give us advice on steps to take to preserve our collections, especially in the Historical Room.

Meetings in December included:

- Medway Department Heads Meeting
- Medway Schools Library/Media Visioning Task Force

Meetings in January include:

- Minuteman Library Network Membership (Directors)
- Minuteman Library Network Reference Interest Group
- Medway Department Heads
- Metrowest Program Planners

Other

During December, the lower level community space was used after hours for 10 meetings and 29 individuals during the 14 nights it was open. The Makerspace visitor count was 115, which is probably an underestimate because people do not always remember to sign in.

Margaret Y. Perkins
Library Director

CIPC requests for FY 2019 – FY 2023

FY 2019 –

#1 Kitchen improvements \$8K

New stove, new counters/shelves, new sink *DPS to do the labor

- Summer lunch programs
- Cooking programs

#2 Department vehicle \$24K

- Trips to schools, conferences/meetings, outreach to elders

FY 2020 –

#3 Study carrel ceiling insulation \$8K

- Quote needed

FY 2021 –

#4 Makerspace ceiling insulation \$10K

- Quote needed

#5 HVAC unit (rooftop) \$8K , ~20 years old, EOL

- Estimate includes crane need to remove and replace
- Quote needed

FY 2022 – n/a

FY 2023 –

#6 Solar panels after new roof/gutters are installed \$40K

#7 Additional library shelving required \$7K

#8 Makerspace insulation & ventilation \$15K

Notes

FY 2020:

- Existing furniture refurbished initiative has been scrapped (Town will replace chairs with wooden chairs)

Chris' notes from Charter Review Committee meeting, 11/20/2017

Below is a summary regarding the Board membership count being at 6 when the Charter states it should be 5. There was some back and forth discussion, but this is just a summary of the main points.

- It's been that way since at least the early 90's according to meeting minutes.
- I like the variety of backgrounds that 6 people bring to the discussion. Thinking back to non-routine issues I think they may not have been as thoroughly discussed if there was 1 less person on the board. For different issues, different Board members have had personal experience that has helped the decision making process.
- A 7 person Board would satisfy the vote tie-breaking purpose but might be too big, and probably be hard to fill all the positions. Over the last several years all open Board positions have run unopposed.
- When asked (paraphrasing, but it's close) "What would we do if the size of the Library Board was set to 5?". I answered we would change the Board size to 5. We're a Town Board that falls under the Town Charter. We have to follow the Charter.
- One CRC member who was on the original Charter Committee thought it was very important that all Boards be an odd number for tie-breaking purposes, and that the Charter be consistent.

Possible outcomes for this item are:

- 1 The Town Charter is not submitted to the State Legislature, or it is submitted and not accepted. The Library Board size changes to 5 to comply with Charter.
- 2 The Town Charter is submitted to the State Legislature with the Library Board size left at 5 and it is accepted. The Library Board size changes to 5 to comply with Charter.
- 3 The Town Charter is submitted to the State Legislature with the Library Board size changed to 6 and it is accepted. Nothing needs to be done.

Discussion of section 3-6-2, quoted below:

"3-6- 2 The board of library trustees shall have the custody and management of the public library (delete: and of all property of the town related to the library); replace with: including control of the use of space within the building. Maintenance of the interior and exterior of the building, including structures and equipment shall be the responsibility

of the Town Administrator."

- I explained that is how we are operating now. That as the Town over the years had better monetary and administratively control the DPS department has been taking over or assisting with building maintenance. The general impression I got from the member's discussion of the wording change was that everyone agreed with it.

- It was recommended that the Library Board vote on this to have a formal record of our agreement with the Charter language change.

It was also recommended that if the Library Board wanted responsibility for building maintenance that we notify the Charter Committee and then enter into a contract with the DPS department for building maintenance.

Medway Public Library Budget Report 1/1/2018							
Account	Acct #	Start Balance	Expen. To Date	End Balance	% Spent	Materials Expenditures	Current Month Expenditures
Salaries - Full Time	5110	\$169,468	\$77,537.08	\$91,930.92	45.75%		\$12,940.33
Salaries - Part Time	5111	\$71,949	\$39,387.80	\$32,561.20	54.74%		\$6,231.10
Longevity	5150	\$1,500	\$1,500.00	\$0.00	100.00%		\$500.00
Electricity	5211	\$21,200	\$9,424.81	\$11,775.19	44.46%		\$1,055.80
Heating Fuel	5212	\$7,800	\$1,040.06	\$6,759.94	13.33%		\$776.28
Trash	5232	\$2,572	\$1,285.76	\$1,286.24	49.99%		\$642.88
Water & Sewer	5231	\$318	\$226.39	\$91.61	71.19%		\$106.38
R & M Miscellaneous	5240	\$6,000	\$1,640.50	\$4,359.50	27.34%		\$162.50
Telephone	5341	\$1,100	\$418.70	\$681.30	38.06%		\$105.24
Supplies	5400	\$4,000	\$2,731.45	\$1,268.55	68.29%		\$732.85
Postage	5343	\$100	\$256.17	(\$156.17)	256.17%		\$2.97
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%		\$1,528.00
Media Materials	5427	\$5,000	\$990.09	\$4,009.91	19.80%	\$990.09	\$385.52
Books & Periodicals	5521	\$50,000	\$23,939.52	\$26,060.48	47.88%	\$23,939.52	\$4,002.36
Travel	5710	\$480	\$271.57	\$208.43	56.58%		\$28.84
Dues & Meetings	5730	\$500	\$140.00	\$360.00	28.00%		\$0.00
TOTAL - GENERAL FUND		\$372,906.00	\$191,011.78	\$181,894.22	51.22%		\$29,201.05
		Start Balance	Expen. To Date	Income to Date	Account Bal		
Memorial Donations	5400	\$43,372.69	\$4,172.13	\$21,147.61	\$60,348.17	2,134.54	-\$433.13
Tuchinsky Fund Interest		\$31,937.82		\$60.15	\$31,997.97		\$11.80
Tuchinsky Fund Principal		\$102,869.11		\$476.12	\$103,345.23		\$123.11
Library Restitution Fund	706-4773	\$2,404.97	\$931.85	\$768.66	\$2,241.78		\$55.90
Copier & Printer Rev. Fund*	722-4840	\$10,059.45	\$1,308.92	\$1,438.65	\$10,189.18		-\$13.84

Meeting Room Rev. Fund	723-4840	\$2,612.16	\$240.00	\$150.00	\$2,522.16		-\$70.00
Free Public Library	2017	\$16,028.68	\$4,204.34		\$11,824.34	\$5,051.94	-\$265.50
TOTAL - OTHER FUNDS		\$209,284.88	\$10,857.24	\$24,041.19	\$222,468.83	\$32,116.09	(\$591.66)

