

Medway Library Board of Trustees  
January 8, 2019, 7:00 p.m.  
Medway Library

Trustees in attendance

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

John Foresto, Selectman  
Margaret Perkins, Library Director

Meeting called to order 7:12 p.m.

**A. Approval of Agenda**

**JSS: Motion** to approve agenda. KK2. **Vote:** unanimously approved.

**B. Approval of the Minutes (December 4th)**

**DB: Motion** to approve the minutes of December 4, 2018. JSS2. **Vote:** yes 4; abstain 1 (SA not in attendance at December meeting).

**C. Citizens Speak**

**John Foresto** gave an update on the ongoing budget negotiations for FY2020. For money in the Free Cash account, the Town Administrator recommends funding for three things from the Library's requests:

1. installation of ceiling insulation to make study areas soundproof
2. re-routing of sewer line for the upstairs bathrooms, which frequently clog and have leaked on at least one occasion
3. addition of an electrical panel; the existing panels are almost out of space to install additional breakers, which will be needed in the near future

The budget will be finalized in early February. Any other requests should be given to John as soon as possible.

**Margaret:** heating unit RTU#5 will need to be replaced within the next couple years

**DB:** the stone sign out front that says Medway Public Library is cracked from when a plow hit it a few years ago; also a stonewall closer to the door is cracked from when a patron hit it

John Foresto left at 7:35 p.m.

#### **D. Budget Report**

Margaret distributed the [budget report](#) over email. She also distributed the [proposed FY2020 budget](#) that she submitted to the Town Administrator.

**CM:** The Copier and Printer Revolving Fund continues to grow quicker than the funds are spent. Should we lower what we charge for printing and faxing? What else can we use these funds for?

After discussion, Trustees agreed that the amount being charged for copying and faxing is more than reasonable; and has been lowered recently. There is no need to change the fees.

**MP:** The 3D printer is a few years old and is still working well, but it gets a lot of use. We may need to fix or replace it in the near future. We may also want to consider getting a CNC machine.

Middlesex Savings Bank is giving the Friends group \$15,000.

#### **E. Director's Report**

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

#### **F. Old Business**

Moving off of Yahoo Groups update

**Chris** is still working on this; he is going through old files to see which should be moved to our new platform and which should be deleted.

Patron Behavior policy/Library use policy

**Karen** distributed an updated version of the policy with a new title: Library Use policy. This will be discussed at next month's meeting.

**DB:** When are the police going to do the training for the staff?  
Margaret will check on that.

#### **G. New Business**

Cake pan collection

**SA:** could we have a cake pan collection that we catalog and circulate? It seems like a good fit with the Makerspace.

The Trustees are in favor of cake pans and other non-standard items for checkout. Margaret will look into this further.

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

Town-wide book program

**SA:** our program will run after the Middle School completes their book program; theirs has not started yet.

Susan left at 8:48 p.m.

**I. Adjournment**

**KK: Motion** to adjourn, 9:05 p.m.

Next meeting, February 5<sup>th</sup>, 7:00 p.m.

Medway Public Library  
Director's Report  
January 8, 2019

**Programs in December:**

- Thursday and Friday Story Times
- Tuesday and Wednesday Toddler Jams
- PAWS to Read
- Gingerbread Festival
- Move and Groove Sample Dance Class
- Snowflake STEM Extravaganza
- Foster Care Information Session
- Cursive Club
- LEGO Club (Friends of the Library)
- "Oh Shoot" Photography Club: Photographing Springsteen program
- Book Club - Lorie Brownell

Congressman Joe Kennedy held office hours at the Medway Library on Saturday, December 8th, and visited the Makerspace.

**Makerspace**

Makerspace visitor count November: 320

Workshops & Classes:

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

Painting with Trudi - 7 people

Crazy Catapults (monthly science program) - 12 children

Wonderful World of Mathematics - Map Coloring (monthly math program) - 7 children

Medway Cable Access weekly drop-in help

Sense & Sound FTC Robotics - meets Tuesdays and Thursdays - 14-16 people (They had their first competition on 1/5/19)

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

Certifications:

3D printer - 1 person

Sewing machines - 2 people

Soldering iron - 1 person

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

Upcoming Workshops:

**Painting with Trudi** - January 9

**Radical Rocks, Magnificent Minerals** - January 17

**Wonderful World of Mathematics** - January 24 - This month the children will be exploring Tangrams

**Dynamic Dominoes** - January 22 - building challenge rescheduled from December

**YA Painting with Trudi** - January 26 - we will be using oil paints.

**Cross-stitching with Nicole** - January 30

Other:

Discontinued Monday Night Stitchers

Attended MassRecycle - Southeast Municipal Recycling Council December 12th Meeting regarding Fix-It Clinics, Repair Cafes, Tool Libraries & RDP points

Purchased a knitting machine that can handle a thicker yarn. A patron has volunteered to certify people on it. The current plan is to have a walk-in session once per week or by appointment.

**Programs in January include:**

- Thursday and Friday Story Times
- Tuesday and Wednesday Toddler Jams
- Paws to Read
- Cursive Club
- Character Creation Workshop
- Finals Study Night
- Design Your Own Shrinky Dinks
- Learn to Play Chess
- STEM Playground
- Bubblewrap Craft
- LEGO Club (Friends of the Library)
- “Oh Shoot” Photography Club - Lorie Brownell
- Book Club - Lorie Brownell

On February 7th, a naturalist from Mass Audubon will speak on “The State of Massachusetts Wildlife.”

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

There were 21 children's programs in December with 248 people attending (adults and children). Two outreach visits to the middle school had 15 attendees.

The materials budget spent so far this year is \$11,782.

Lucy is working out the best way to outreach with the Medway Extended Day program. Middle school visits are going well and now the Elementary coordinator is interested too.

**Technology**

Information Services delivered and set up 12 new computers, each with a larger monitor than previously. Patrons are very pleased. At some point, the staff computers and the computers in the lounge will also be replaced.

Our website designer contacted me about considering updating our website, most importantly to add SSL capability, meet the requirements for accessibility, and also to improve the user experience on mobile devices. His company is working on several alternative designs. Each of these designs meets the requirements above, but they differ in appearance and cost.

The Electric Vehicle charging station is almost completely installed, after which we will be shown how to operate the Nissan Leaf.

### **Building**

I am working with DPS to get estimates and quotes for Capital Improvement requests. The cleaner reported a roof leak on Saturday evening. Mike Legendre located the source of the leak, and he and I inspected the other ceiling tiles for recent leaks. Mike will contact the company that resingled the roof a few months ago to repair this leak, and he will replace all damaged ceiling tiles so we will be able to identify new leaks. The elevator will be inspected on January 18th.

### **Meetings in December included:**

- Town of Medway Department Heads meeting
- Minuteman Library Network Technology Interest Group (held at Medway Library)
- Makerspace Tours - Holliston and Methuen Library Directors, MLN Technology Interest Group
- Capital Improvement Planning Committee
- National Network of Libraries of Medicine, New England Region Grant Funding
- Book Repair Workshop (Lorie Brownell)

### **Meetings in January include:**

- Town of Medway Department Heads meeting
- Staff Training: Customer Service: Rights & Responsibilities Workshop
- Partnership with "Medway Pride Day" - meeting with Sarah Stone
- Massachusetts Library System Reference & User Services Quarterly Meeting
- Minuteman Library Network Membership (Directors) Meeting

### **Other**

During December, the lower level community space was used after hours for 16 meetings and 48 individuals during the 14 nights it was open.

Margaret Y. Perkins  
Library Director

| <b>Medway Public Library<br/>Budget Report 1/8/2019</b> |          |                     |                     |                     |               |                           |                               |
|---|----------|---------------------|---------------------|---------------------|---------------|---------------------------|-------------------------------|
| Account   | Acct #   | Start Balance       | Expen. To<br>Date   | End Balance         | % Spent       | Materials<br>Expenditures | Current Month<br>Expenditures |
| Salaries - Full Time                                    | 5110     | \$175,997           | \$84,131.63         | \$91,865.37         | 47.80%        |                           | 13,944.10                     |
| Salaries - Part Time                                    | 5111     | \$92,250            | \$43,437.78         | \$48,812.22         | 47.09%        |                           | 8,315.85                      |
| Longevity   | 5150     | \$1,650             | \$1,450.00          | \$200.00            | 87.88%        |                           | 1,200.00                      |
| Electricity   | 5211     | \$21,200            | \$12,688.97         | \$8,511.03          | 59.85%        |                           | 2,209.20                      |
| Heating Fuel  | 5212     | \$7,800             | \$1,649.63          | \$6,150.37          | 21.15%        |                           | 1,002.42                      |
| Trash   | 5232     | \$2,500             | \$1,285.76          | \$1,214.24          | 51.43%        |                           | 642.88                        |
| Water & Sewer   | 5231     | \$500               | \$244.76            | \$255.24            | 48.95%        |                           | 128.94                        |
| R & M Miscellaneous                                     | 5240     | \$4,500             | \$1,598.00          | \$2,902.00          | 35.51%        |                           | 120.00                        |
| Telephone   | 5341     | \$1,100             | \$488.61            | \$611.39            | 44.42%        |                           | 66.87                         |
| Supplies  | 5400     | \$4,500             | \$2,679.90          | \$1,820.10          | 59.55%        |                           | 999.03                        |
| Postage   | 5343     | \$100               | \$6.51              | \$93.49             | 6.51%         |                           | 3.01                          |
| OPS - (Minuteman bill)                                  | 5380     | \$25,795            | \$25,795.04         | \$0.00              | 100.00%       |                           | 0.00                          |
| OPS - (programs)  | 5380     | \$5,705             | \$4,403.00          | \$1,301.96          | 77.18%        |                           | 340.00                        |
| Media Materials   | 5427     | \$5,000             | \$4,234.07          | \$765.93            | 84.68%        | \$4,234.07                | 575.90                        |
| Books & Periodicals                                     | 5521     | \$57,500            | \$23,815.54         | \$33,684.46         | 41.42%        | \$23,815.54               | 1,953.76                      |
| Travel  | 5710     | \$450               | \$155.58            | \$294.42            | 34.57%        |                           | 69.20                         |
| Dues & Meetings   | 5730     | \$500               | \$302.99            | \$197.01            | 60.60%        |                           | 82.99                         |
| <b>TOTAL - GENERAL FUND</b>                             |          | <b>\$407,047.00</b> | <b>\$208,367.77</b> | <b>\$198,679.23</b> | <b>51.19%</b> |                           | <b>\$31,654.15</b>            |
|   |          | Start Balance       | Expen. To<br>Date   | Income to<br>Date   | Account Bal   |                           | Change in Acct<br>Balance     |
| Memorial Donations*                                     | 5400     | \$49,901.62         | \$7,587.38          | \$17,603.65         | \$59,917.89   | 2,007.42                  | 248.13                        |
| Tuchinsky Fund Interest                                 |          | \$32,158.23         |                     | \$253.40            | \$32,411.63   |                           | 85.55                         |
| Tuchinsky Fund Principal                                |          | \$104,219.17        |                     | \$946.79            | \$105,165.96  |                           | 380.53                        |
| Library Restitution Fund                                | 706-4773 | \$2,181.99          | \$49.45             | \$641.15            | \$2,773.69    |                           | 56.50                         |
| Copier & Printer Rev. Fund*                             | 722-4840 | \$11,437.44         | \$596.45            | \$1,694.40          | \$12,535.39   |                           | -72.91                        |

|                            |          |                     |                    |                    |                     |                    |                   |
|----------------------------|----------|---------------------|--------------------|--------------------|---------------------|--------------------|-------------------|
| Meeting Room Rev. Fund     | 723-4840 | \$2,947.16          |                    | \$100.00           | \$3,047.16          |                    | 50.00             |
| Free Public Library        | 2017     | \$22,814.31         | \$6,915.67         | \$8,863.20         | \$24,761.84         | \$6,915.67         | 7,289.57          |
| Youth Activities Grant     |          | \$9,022.50          | \$1,027.36         |                    | \$7,995.14          |                    | -832.36           |
| <b>TOTAL - OTHER FUNDS</b> |          | <b>\$234,682.42</b> | <b>\$16,176.31</b> | <b>\$30,102.59</b> | <b>\$248,608.70</b> | <b>\$36,972.70</b> | <b>\$7,205.01</b> |



| Department Name: | Library                     |                       |                    |                             |   |
|------------------|-----------------------------|-----------------------|--------------------|-----------------------------|---|
|                  |                             |                       |                    |                             |   |
| Account #        | Account Name                | Budget Amt for FY2019 | Requested for FY20 | Increase/(Decrease) in FY20 | Explanation   |
| 01610001-5110    | Library Full Time Salaries  | \$175,997             | \$188,011          | \$12,014                    | Library Director \$36.08/hr x 40 hrs/week x 52.4 weeks = \$75,623.68. Staff Librarian (Technical Services 5-5) \$24.69/hr x 40 hrs/week x 52.4 weeks = \$51,750.24, Children's/YA Librarian (7-5) \$28.93/hr x 40 hrs/week x 52.4 weeks = \$60,637.28   |
| 01610001-5111    | Library Part Time Salaries  | \$92,250              | \$96,690           | \$4,440                     | Library Assistant II (4-5) \$22.91/hr x 18 hrs/week x 52.4 weeks = \$21,608.71. Library Assistant I (3-5) \$21.18/hr x 19.5 hrs/week x 52.4 weeks = \$21,641.72. Library Assistant I (3-5) \$21.18/hr x 19 hrs/week x 52.4 weeks = \$21,086.81. Community Area Steward/Substitute Library Assistant I \$16.07/hr x 2 hrs/day x 198 days/year = \$6,363.72. Makerspace Coordinator/Library Assistant I (3-2) \$17.34/hr x 19 hrs/week x 42 weeks = \$13,837.32; (3-3) \$18.64/hr x 19 hrs/week x 10.4 weeks = \$3,683.26. Substitute hours to cover illness/vacations: \$16.07/hr x 527 hrs/year = \$8,468.89. |
| 01610001-5150    | Library Fringe Longevity    | \$1,650               | \$1,500            | (\$150)                     | One expected retirement before July, 2019, one employee will reach 25 years of service  |
| 01610002-5211    | Library Electricity         | \$21,200              | \$22,400           | \$1,200                     | Electric bill increased about \$1200 June-August, 2018 compared to previous summer.   |
| 01610002-5212    | Library Heat Fuel Natrl Gas | \$7,800               | \$7,800            | \$0                         | DPS projects little change  |
| 01610002-5231    | Library Water Sewer         | \$500                 | \$550              | \$50                        | DPS projects 10% increase in water, 2% in sewer over FY18   |
| 01610002-5232    | Library Trash               | \$2,500               | \$2,550            | \$50                        | DPS projects little change  |
| 01610002-5240    | Library RM Miscellaneous    | \$4,500               | \$3,800            | (\$700)                     | Based on spending in FY18 and FY19  |
| 01610002-5341    | Library Telephone           | \$1,100               | \$1,000            | (\$100)                     | Based on spending in FY18 and FY19  |

|               |                                  |                   |                   |                  |   |
|---------------|----------------------------------|-------------------|-------------------|------------------|---|
| 01610002-5343 | Library Postage                  | \$100             | \$100             | \$0              | Based on spending in FY18 and FY19  |
| 01610002-5380 | Library Other Purchase Srvcs     | \$25,795          | \$26,648          | \$853            | Medway's Minuteman Library Network membership fees are projected to increase by 3.31% in FY20 from \$25,795 to \$26,648.  |
| 01610002-5380 | Library Other Purchase Srvcs     | \$5,705           | \$5,705           | \$0              | Based on spending in FY18 and FY19  |
| 01610002-5400 | Library Supplies                 | \$4,500           | \$4,500           | \$0              | Based on spending in FY18 and FY19 including \$1,000 for Makerspace supplies and equipment  |
| 01610002-5427 | Library Media Materials          | 5,000             | \$5,500           | \$500            | 10% increase to meet patron demand for audiobooks   |
| 01610002-5421 | Library Books Periodicals        | 57,500            | \$63,500          | \$6,000          | Increases the municipal appropriation for the materials budget to \$63,500, more in line with the budgets of surrounding towns of similar size and in combination with spending on media materials equal to 16% of the \$431,204 budget total. The minimum materials expenditure requirement for full compliance with the state standard is 16% of Medway's municipal appropriation. In FY17, the amount spent will include \$38,954 from the General Fund, and the remainder from State Aid and Donations. |
| 01610002-5710 | Library Instate Travel           | 450               | \$450             | \$0              | Based on spending in FY18 and projected spending in FY19.   |
| 01610002-5780 | Library Professional Development | 500               | \$500             | \$0              | Conference Fees \$500.  |
| <b>TOTAL</b>  |                                  | <b>407,047.00</b> | <b>431,204.00</b> | <b>24,157.00</b> |   |