

Medway Library Board of Trustees
Tuesday, March 6, 2018
Medway Public Library

Trustees

Susan Alessandri
Diane Burkhardt (arrived 7:27 pm)
Karen Kassel, secretary
Cheryl MacNeill
Chris Monahan, chair
John Scott Smith, vice chair

Meeting called to order 7:15 pm

A. Approval of Agenda

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

B. Approval of the Minutes (February 6th)

JSS: Motion to approve the minutes of February 6, 2018 meeting. KK2. **Vote:** 3 in favor; 2 abstain (CMac, SA).

C. Citizens Speak

None present; nothing to report.

D. Budget Report

Margaret distributed the [budget report](#) over email. There is nothing out of the ordinary to report.

E. Director's Report

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

F. Old Business

Front parking lights

The lighting changes will be paid for with the money remaining from the carpet budget and must begin in FY 2018. Bobby is going to contact the lighting engineer again. Also, there are several flat-headed lights near the playground at Choate Park that are going to be removed. These lights could be inexpensively repurposed to the Library, if they are appropriate.

Wiring Cole Room and conference room for video recording

Nothing new to report

Ongoing Makerspace discussion

The large poster printer is here. The staff is figuring out the best place to put it.

Moving off of Yahoo Groups

Nothing new to report

Capital Plan Requests for future years

Margaret and Bobby are reviewing quotes for the roof.

Next year's budget

Nothing new to report

Hoopla trial service update

Nothing new to report

Director Annual Review document

Trustees reviewed the document and discussed changes. Chris will email a link to the online version of the final document. Trustees should complete the review online before the April meeting. The Director's review will be conducted during the April meeting.

Diane Burkhardt joined the meeting (7:27 pm)

G. New Business

Seishin Karate proposals

A representative from Seishin Karate sent the following email to Margaret:

If you recall, we had decent success with the donation program before. As a reminder, we provided that library with bookmarks featuring our logo, and a special for new students. For every new student that signed up using that bookmark (or referenced it) we donated \$100 to the Medway library. We ended up raising several hundred dollars...and while it was nice to continue to grow our school, it was even more rewarding knowing we were helping our local library.

Second, we are also currently putting together an anti-bullying campaign that will feature free seminars for the community. While this program is still being developed, once its completed (spring 2018) we also would look to see if the you would be interested in hosting a community anti-bullying event run by Seishin.

Should we allow this karate school to advertise with bookmarks? We had a brief discussion on this topic. A few questions arose that can be better answered by Margaret. Therefore, we will continue this discussion at the next meeting when Margaret is present.

Water fountains

From Margaret: "consider installing a drinking fountain similar to the one at Town Hall..."

We need more specifics on these fountains from Margaret. We will discuss next month.

Proposal from Diane Busa

Diane Busa distributed an email requesting that some of the funds received from Commcan Inc. be used to purchase equipment for the craft side of the Makerspace. The content of her email is as follows:

With the recent allocation of \$10K to the Library from the proceeds of a host-community agreement with a medical marijuana growing facility in town, I would like to propose the following:

As you know, the craft side of the Makerspace has no outside access to funds, whereas Medway Cable Access generously supports the technology side, as seen with the recent purchase of the large format printer. I would like some of the 10K to be used for equipment that is considered "craft" items so that we can run in-house programs.

I am specifically thinking of a Silhouette Cameo 3 vinyl cutter and a new laptop to connect to it. This [device] has been discussed by the Trustees as something worth exploring. I recently took part in a mini-tutorial/demo of the Cameo 3. Fortunately, we have a patron who is well versed in using it. This vinyl cutter is very versatile and I believe we can offer school-age and teen programs for card making, scrapbooking, t-shirt designing, & glass etching, just to name a few. There are multiple websites and blogs that are full of ideas.

I know that funds from other accounts can be used but I think it is important to set a precedent for this matter. The town is recommending that the 10K is used to fund youth programs. I believe this should also mean to purchase the equipment to host programs since we would be able to create a balance between hiring outside artists/performers and holding our own youth programs run by our youth services staff.

Many of the surrounding libraries already do this, Medfield is an example. With the proper equipment, Medway can also accomplish this. According to Mike Boynton in the Feb 20 Milford Daily News article, "the funds would be provided to the given departments, but not necessarily directed to be used for a specific use". I should hope that the town accountant would approve the use of this money for equipment and any other future purchases to enhance the Makerspace and allow for more workshops that would draw in the youth of Medway, such as a button maker machine (1.25 in) and a t-shirt heat press. It would be nice to give teens, elementary age children, and families a safe place to explore their creative side. Now that the Makerspace is approaching its 2 year anniversary, it is time to see what else we can offer in the space.

I estimate the cost for the machine and tools to be around \$300 and the cost of a laptop fast enough to handle the silhouette software to be \$300 as well.

About the Silhouette Cameo 3:

<http://www.teenlibrariantoolbox.com/2017/10/makerspace-mondays-the-silhouette-cameo-a-review/>

Projects:

<https://makezine.com/2015/12/15/34-things-didnt-realize-can-vinyl-cutter/>

More Projects

<http://www.teenlibrariantoolbox.com/2017/12/take-5-five-things-ive-made-with-my-silhouette-cameo-and-why-i-recommend-it-for-a-makerspace/>

BPL installed cameo in August 2016 in there Teen Central room

<http://www.bpl.org/teens/2016/08/26/2d-design-with-silhouette-cutting-machine/>

Program example - Teen Tech Week featuring Cameo

<http://www.cobbcatt.org/event/teen-tech-week-silhouette-cameo-workshop/>

After a discussion, all Trustees are very much in favor of Diane's proposal. We particularly like that the equipment and future programs will be geared to teenagers. We may want to allocate more money than she requested in order to get a better laptop and provide for future programming around this new equipment as well.

H. Special Programs, Fundraising, Sponsorships

Town-wide book program

Diane and Susan have recommended a book: *Beasts of Extraordinary Circumstance* by Ruth Emmie Lang. It is family friendly (middle school age and up could read on their own or a family could read it together) and interesting; it involves weather, animals, magic, etc.

This program could begin in the fall. The Library would have events and activities for all ages designed around this book. The planning is ongoing.

I. Adjournment

KK: Motion to adjourn. SA2. Meeting adjourned 8:37 pm.

Next meeting, April 3, 2018.

Medway Public Library
Director's Report
March 1, 2018

Programs in February:

- Thursday and Friday Story Times
- Tuesday and Wednesday Toddler Jams
- PAWS to Read
- Junior LEGO DUPLO club
- Lunch at the Library
- Teddy Bear Sleepover
- Artful Thursday
- Sharpie Art Workshop for Teens
- Monet's Wondrous Water Lilies
- Local Author Talk - Paula Sullivan
- 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**
 - Arduino Coding - 5 children have continued the class. Amazing stuff is going on. The goal is to participate in a robotic competition in April.
 - Monday Night Knitting (anywhere from 2 to 4 people per week)
 - Medway Cable Access weekly drop-in help
 - Drop in Papercrafting (patron suggested we move this to the evening which Diane Busa and I think is a good idea. She is willing to help with the promoting of it)
- **Certification**
 - 3D printer - 6 people
 - Sewing Machines - 2 people
 - Soldering Iron - 2 people
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 - Diane noticed slide converters, vhs/dvd converters, 8 mm converter, sewing machines and 3D printer all being used by patrons as well as soldering iron & smaller hand tools.

Issues:

Need to take an assessment of the computers to see if they are adequate for some of the things we want to start doing in the space.

Other:

- Large format printer has arrived! Thank you Medway Cable Access! I will work on setting it up and find a place for it.
- Diane saw a demonstration for the Silhouette Cameo 3 vinyl cutter. Very impressed with it.
- Trip to the Recycling center in RI with Lucy was postponed and is rescheduled for March 15.

- Two of our regular visitors to the makerspace would like to teach a "Blender" class. Blender is a free and open-source 3D computer graphics *software* toolset used for creating animated films, visual effects, art, 3D printed models, interactive 3D applications and video games. One is already CORI'd because he will also be certifying people on the 3D printer twice per month. We will work on developing this starting in June.

Programs in March include:

- Thursday and Friday Story Times
- Tuesday and Wednesday Toddler Jams
- PAWS to Read
- Children's Reading and Activity Corner (weekly)
- Parachute Play (Walpole CFCE and Lucy Anderson)
- Stormwater - Where Does It Go?
- Teen Paint and Sip
- Artful Thursday
- Freeman and Higgs Jazz Duo
- What's All the Hype about Essential Oils
- Growing Mushrooms at Home
- LEGO Club - Friends of 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 21 children's programs in February with 222 people attending (adults and children). 1 Teen program had 2 attendees.

The total spent so far this fiscal year for books and materials is \$13263.78.

Lucy attended a wellness committee meeting. I've started planning for April vacation and Summer Reading.

Lucy has weeded the Board Books and is in the process of weeding YA fiction.

Technology

The Medway Library is going to be a test case for a soon to be released free wildcard SSL certificate that Minuteman Library Network staff will test out. If this works, we will

not have to buy an SSL certificate at a cost of about \$200 in order for some of the databases to which we subscribe with remote access to work properly. Currently, although access is possible, an error message appears that makes it look as if there is a security issue.

Building

Bobby McGee obtained estimates for replacing the roof that were much higher than the amount received at the last Annual Town Meeting. We may only be able to replace the shingles, but not the flat part of the roof, at this time. Replacing the flat surface will not require lifting the roof top heating units (RTUs), fortunately, so we can avoid the cost of a crane.

Bobby is going to contact the Lighting Engineer again. Projects to be paid from the remaining carpet money must commence in FY18. There are also several “flat headed lights” near the playground at Choate Park that they are going to remove. These could be inexpensively repurposed at the Library we decide they are appropriate.

DPS and an energy specialist toured the library. I shared the issues we have been having with the computerized heating controls, and he spent quite a bit of time looking at the program.

It appears that a belt may be loose on one of the RTUs.

Meetings in February included:

- Medway Department Heads Meeting
- New England Library Association/Information Technology Section
- Minuteman Library Network Technology Interest Group
- Legislative Breakfasts - Milford and McAuliffe (Framingham) libraries
- Visits to the Makerspace by Westwood and Newton libraries
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Meetings in March include:

- Meeting with Medway Police Chief and Lieutenant on safety issues
- New England Library Association/Information Technology Section
- Minuteman Library Network Finance Committee
- Medway Department Heads Meeting
- Financial Literacy Training for Librarians
- Medway Schools Library Task Force
- Medway Special Town Meeting
- Word of Mouth Marketing Wrap-up Meeting

Other

After the tragedy at the Winchester Public Library, I contacted the Medway Police and the Town Administrator to ask for suggestions concerning improving safety. An officer came by to see the layout of the library, and another officer came by the next day and

said they would be dropping by regularly. I met with Chief Tingley and Lt. Kingsbury to discuss possible safety improvements and training.

During February, the lower level community space was used after hours for 14 meetings and 41 individuals during the 15 nights it was open. The Makerspace visitor count was 145, which is probably an underestimate because people do not always remember to sign in.

Margaret Y. Perkins
Library Director

Medway Public Library Budget Report 3/1/2018							
Account	Acct #	Start Balance	Expen. To Date	End Balance	% Spent	Materials Expenditures	Current Month Expenditures
Salaries - Full Time	5110	\$169,468	\$104,032.81	\$65,435.19	61.39%		\$13,207.54
Salaries - Part Time	5111	\$71,949	\$51,044.61	\$20,904.39	70.95%		\$6,282.09
Longevity	5150	\$1,500	\$1,500.00	\$0.00	100.00%		\$0.00
Electricity	5211	\$21,200	\$12,086.75	\$9,113.25	57.01%		\$1,598.10
Heating Fuel	5212	\$7,800	\$4,118.18	\$3,681.82	52.80%		\$1,272.06
Trash	5232	\$2,572	\$1,285.76	\$1,286.24	49.99%		\$0.00
Water & Sewer	5231	\$318	\$226.39	\$91.61	71.19%		\$0.00
R & M Miscellaneous	5240	\$6,000	\$2,094.50	\$3,905.50	34.91%		\$454.00
Telephone	5341	\$1,100	\$669.14	\$430.86	60.83%		\$78.45
Supplies	5400	\$4,000	\$3,650.17	\$349.83	91.25%		\$663.04
Postage	5343	\$100	\$258.70	(\$158.70)	258.70%		\$2.53
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	\$3,271.11	\$1,728.89	65.42%	\$3,271.11	\$737.06
Books & Periodicals	5521	\$50,000	\$28,470.83	\$21,529.17	56.94%	\$28,470.83	\$3,611.84
Travel	5710	\$480	\$373.52	\$106.48	77.82%		\$101.95
Dues & Meetings	5730	\$500	\$140.00	\$360.00	28.00%		\$0.00
TOTAL - GENERAL FUND		\$372,906.00	\$243,444.35	\$129,461.65	65.28%		\$28,008.66
		Start Balance	Expen. To Date	Income to Date	Account Bal		Change in Acct Balance
Memorial Donations	5400	\$43,372.69	\$6,836.30	\$21,385.76	\$57,922.15	2,518.79	-\$1,830.20
Tuchinsky Fund Interest		\$31,937.82		\$84.56	\$32,022.38		\$12.21
Tuchinsky Fund Principal		\$102,869.11		\$731.00	\$103,600.11		\$127.52
Library Restitution Fund	706-4773	\$2,404.97	\$352.59	\$878.17	\$2,930.55		\$46.23
Copier & Printer Rev. Fund*	722-4840	\$10,059.45	\$1,308.92	\$1,805.20	\$10,555.73		\$203.30

Meeting Room Rev. Fund	723-4840	\$2,612.16	\$240.00	\$400.00	\$2,772.16		\$50.00
Free Public Library	2017	\$16,028.68	\$7,428.34		\$8,600.34	\$7,428.34	-\$2,126.40
TOTAL - OTHER FUNDS		\$209,284.88	\$16,166.15	\$25,284.69	\$218,403.42	\$41,689.07	(\$3,517.34)