

Medway Library Board of Trustees
Tuesday, May 1, 2018
Medway Library

Trustees in Attendance

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

Margaret Perkins, Director

Meeting called to order at 7:09 pm

A. Approval of Agenda

KK: Motion to approve agenda. SA2. **Vote:** unanimously approved.

B. Approval of the Minutes (April 3rd)

SA: Motion to approve the minutes of April 3, 2018 meeting. DB2. **Vote:** unanimously approved.

C. Citizens Speak

None present

D. Budget Report

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

E. Director's Report

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

Chris and Margaret met with Senator Spilka's aid. Senator Spilka is very interested in libraries. The aid suggested creating a partnership with the seven library boards that are within Spilka's district (Ashland, Framingham, Franklin, Holliston, Hopkinton, Medway, and Natick).

F. Old Business

Director annual review

This is completed

Front parking lights

Margaret is still waiting to hear from DPS; they are very busy right now.

Wiring Cole Room and conference room for video recording
Nothing new to report

Ongoing Makerspace update/discussion
The large format printer is all set. The Silhouette Cameo 3 vinyl cutter machine is almost ready for use.

Moving off of Yahoo Groups update
Nothing new to report

Next year's budget
Chris is working on updating Margaret's contract. It will be a 2-year contract this time; previously, it has been a 1-year contract. The current FY2019 budget includes a 2% raise; Trustees would potentially like to increase the Director salary by more than 2%. Chris will discuss this with HR.

Hoopla trial service update
Usage has stayed about the same this month as last month. There is publicity around the Library about Hoopla.

Staff coverage for MLA meeting
Many of the staff members are attending the MLA meeting on Tuesday, May 22nd. The hours do not need to be shortened; Karen, Lori, Katherine, Lauren, and Laura are working that day.

Discuss updated Guide to Library Rules and Services
Karen distributed an updated version of [Library Rules and Services](#). There are minor changes to the first three sections, including adding the cost of poster-size printouts. The limits section is new.

SA: Motion to accept the updated Library Rules and Services.

Discussion: under "limits", remove mention of copying.

For faxing, change cost from "per page" to "per fax"; new charge \$0.10 per fax.

CM: Motion to change the cost of faxing from "per page" to "per fax" with the new charge being \$0.10 per fax. JSS2. **Vote** on change in fax cost model: unanimously **approved**.

KK: Motion to set the Limit as follows: "Patrons cannot carry a balance of more than \$10 in overdue fines or unpaid charges for printing and faxing. If balance is more than \$10, the patron cannot check out materials or print or fax until the balance is lowered to \$10 or below." SA2. **Vote:** unanimously **approved**.

Karen will provide Margaret with the updated Guide to Library Rules and Services to be updated on the Library website.

Discuss new Patron Behavior Policy
Karen distributed a [Patron Behavior Policy](#) created by Margaret and Karen,

drawing on policies from other similar libraries. This will be a new policy for the Library. Margaret already discussed some of these items with the town attorney, and the attorney would like to review the revised version as well.

The Trustees discussed and revised the policy. Margaret will give the policy to the attorney to review and we will discuss again at the next meeting.

G. New Business

Vacation check for summer meetings

The summer meeting dates are June 5th, July 10th (skipping July 3rd), and August 7th. Each Trustee will check his/her schedules and let Chris know of her/his availability.

H. Special Programs, Fundraising, Sponsorships

Town-wide book program

Will be discussed next month

I. Adjournment

KK: Motion to adjourn. Meeting adjourned 9:58 pm.

Next meeting June 5th.

Medway Public Library
Director's Report
May 1, 2018

Programs in April:

- Thursday and Friday Story Times
- Tuesday and Wednesday Toddler Jams
- PAWS to Read
- Barn Babies
- Rube Goldberg Workshop
- Creative Colors Kids STEM Activity
- Teen Paint and Sip
- Artful Thursday
- Copley Cats A Capella Group
- Lunch at the Library
- Movie - Friends of the Library
- 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.
- Monday Night Knitting (anywhere from 2 to 4 people per week)
- Medway Cable Access weekly drop-in help
- YA sewing workshop - 8 people

Certification

- 3D printer - 3 people (numbers would have been higher but Diane Busa had some cancellations & "no shows" for the sewing machines as well the 3D printer)
- 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. Small TV near green screen equipment was used by the Coding group.

Issues:

Diane will contact IT to find out what happened with the windows machine that they took.

Other:

- Large format printer is open to the public.
- Purchased Laptop for the Silhouette Cameo 3 vinyl cutter. The vinyl cutter should be another piece of equipment that will require certification before it can be used. Diane needs to do a few more things before opening it up to the public. She moved the knitting machine so that we could use the table/area for the cutter and laptop.

Programs in May include:

- Thursday and Friday Story Times
- Tuesday and Wednesday Toddler Jams
- PAWS to Read
- Harry Potter Polymer Clay Workshop
- Science Tellers Presents: Pirates Lost at Sea (with Walpole CFCE)
- Attracting Birds, Butterflies and Other Beneficials
(supported in part by a grant from the Medway Cultural Council, a local agency that is supported by the Massachusetts Cultural Council, a state agency.)
- LEGO Club - Friends of the Library
- Butterfly Celebration
- Artful Thursday
- Mystery Writer Event - Bruce Robert Coffin
- "Oh Shoot" Photography Club - Lorie Brownell
- Book Club at the Senior Center - Lorie Brownell

In the Makerspace:

- Harry Potter-inspired polymer clay

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

There were 20 children's programs in April with 303 people attending (adults and children). One teen program had 3 attendees.

The total spent so far this fiscal year for books and materials is \$17,464.24.

Lucy attended a meeting of the Wellness Advisory Committee. She has started scheduling Summer Reading events.

Lucy is still working on weeding the Easy picture books.

Technology

Several of the patron computers are exhibiting hardware and software issues. I am negotiating with EBSCO concerning the content and pricing of their Career and Test preparation software.

Building

The Medway Garden Club spent several hours on Clean Sweep Day cleaning up the flower beds, and planting flowers in the beds and in the pots.

Meetings in April included:

- Summer Lunch Panel planning meeting (remotely)
- Meeting with aide to Massachusetts Senator Karen Spilka (Chris Monahan & I)
- Massachusetts Library System Budget meeting (remotely)
- Medway Special Town Meeting
- Word of Mouth Marketing Wrap-up Meeting (cancelled - snow)

- Minuteman Library Network Membership meeting (Directors)

Meetings in May include:

- Massachusetts Library Association Conference
- Minuteman Library Network Membership (Directors) Meeting
- Town of Medway Department Heads meeting
- Minuteman Library Network Integrated Library System renewal meeting
- Regional Research Institute for Public Libraries Conference (Evaluation of Library Services)
- Annual Town Meeting

Other

Medway Library's Summer Lunch Program will be featured in an upcoming Massachusetts Library System Community Engagement Blog

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 140 plus. At least three groups (knitting and a book group) that normally meet at the Senior Center are meeting at the Library due to the construction-related parking situation.

Margaret Y. Perkins
Library Director

Medway Public Library Budget Report 5/1/2018							
Account	Acct #	Start Balance	Expen. To Date	End Balance	% Spent	Materials Expenditures	Current Month Expenditures
Salaries - Full Time	5110	\$169,468	\$130,441.40	\$39,026.60	76.97%		\$13,207.52
Salaries - Part Time	5111	\$71,949	\$63,545.76	\$8,403.24	88.32%		\$6,266.76
Longevity	5150	\$1,500	\$1,500.00	\$0.00	100.00%		\$0.00
Electricity	5211	\$21,200	\$16,123.16	\$5,076.84	76.05%		\$2,652.66
Heating Fuel	5212	\$7,800	\$6,577.43	\$1,222.57	84.33%		\$1,303.58
Trash	5232	\$2,572	\$1,928.64	\$643.36	74.99%		\$0.00
Water & Sewer	5231	\$318	\$325.75	(\$7.75)	102.44%		\$0.00
R & M Miscellaneous	5240	\$6,000	\$2,771.50	\$3,228.50	46.19%		\$240.00
Telephone	5341	\$1,100	\$815.15	\$284.85	74.10%		\$86.34
Supplies	5400	\$4,000	\$4,468.74	(\$468.74)	111.72%		\$321.44
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	\$5,543.10	\$457.12	92.38%		\$240.00
Media Materials	5427	\$5,000	\$2,980.43	\$2,019.57	59.61%	\$2,980.43	\$431.29
Books & Periodicals	5521	\$50,000	\$32,328.23	\$17,671.77	64.66%	\$32,328.23	\$607.04
Travel	5710	\$480	\$411.90	\$68.10	85.81%		\$38.38
Dues & Meetings	5730	\$500	\$345.00	\$155.00	69.00%		\$40.00
TOTAL - GENERAL FUND		\$372,906.00	\$295,283.67	\$77,622.33	79.18%		\$25,435.01
		Start Balance	Expen. To Date	Income to Date	Account Bal		Change in Acct Balance
Memorial Donations	5400	\$43,372.69	\$11,133.98	\$21,481.61	\$53,720.32	4,203.54	-\$1,315.34
Tuchinsky Fund Interest		\$31,937.82		\$107.81	\$32,045.63		\$12.22
Tuchinsky Fund Principal		\$102,869.11		\$974.14	\$103,843.25		\$127.82
Library Restitution Fund	706-4773	\$2,404.97	\$878.87	\$1,229.57	\$2,755.67		-\$242.80

Copier & Printer Rev. Fund*	722-4840	\$10,059.45	\$1,308.92	\$2,466.75	\$11,217.28		\$271.15
Meeting Room Rev. Fund	723-4840	\$2,612.16	\$240.00	\$500.00	\$2,872.16		\$0.00
Free Public Library	2017	\$16,028.68	\$7,873.84		\$8,154.84	\$7,873.84	\$0.00
TOTAL - OTHER FUNDS		\$209,284.88	\$21,435.61	\$26,759.88	\$214,609.15	\$47,386.04	(\$1,146.95)

Guide to Library Rules and Services

LOANS & RENEWALS

- 3-week loans: books, magazines, all sound recordings, Internet hot spots, Roku, puzzles, and TV series on DVD
- 7-day loans: DVDs (except TV series) and the telescope
- All items that belong to the Medway Library can be renewed 2 times. Items borrowed from other libraries through inter-library loan can be renewed 1 time. However, if there is a hold on an item, it cannot be renewed.
- Renewals can be done in the Library, over the telephone, or online through the Minuteman Library Network (use your library card number to create an online account).

FINES

- All overdue items (except museum passes): \$0.10 a day
- Overdue passes for museums, zoos, parks, etc.: \$5.00 a day
- Lost passes for museums, zoos, parks, etc.: \$10.00 replacement charge
- Lost library card: \$1.00 replacement charge
- Lost book or other library material: current retail price of the item
- Damaged materials: cost to be determined based on extent of damage

CHARGES

- Color or black & white computer printouts: \$0.10 per page
- Black & white photocopies: \$0.10 per page
- Faxes: \$0.10 per fax
- Poster-size printouts: \$2.00 per poster
- 3-D printing: \$0.05 per gram

LIMIT

- Patrons cannot carry a balance of more than \$10 in overdue fines or unpaid charges for printing and faxing. If the balance is more than \$10, the patron cannot check out materials or print or fax until the balance is lowered to \$10 or below.

Medway Public Library Patron Behavior Policy

Created April 2018

In order to ensure a safe and peaceful environment conducive to the use and enjoyment of the Library's resources and services, the Medway Public Library Board of Trustees has established this Patron Behavior Policy.

Patrons who violate the Patron Behavior Policy may be asked to leave the library for the day or may be officially disinvited for an extended period of time.

Library patrons are expected to behave responsibly and with consideration for other patrons and for the Library staff as well as for Library materials and property.

The following guidelines further define acceptable and unacceptable behavior in the Library:

- Speak quietly and limit excess noise
- Limit cell phone use to brief, quiet conversations
- Do not enter staff areas of the library without staff permission
- Use of illegal drugs, tobacco, marijuana, or alcohol is not allowed
- Abusive, harassing, or threatening behavior or language is not allowed
- Viewing and/or transmitting pornographic images is not allowed
- Transmitting harassing or threatening materials or messages is not allowed
- Refrain from behaviors that interfere with other patrons' enjoyment of the library