

Medway Public Library
Board of Trustees
Tuesday, November 6, 2018
7:00 pm, Medway Library

Trustees in attendance

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

Margaret Perkins, Library Director
Diane Busa, co-President of Friends of Medway Library and Makerspace coordinator

Citizens in attendance

Allen Tingley, Police Chief
Jim Brueckner
Anna Tonelli
Katherine Tonelli
Jane Maloney
David Maloney
Officer Lauren Swarthout

Meeting called to order 7:03 pm.

A. Approval of Agenda

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

B. Approval of the Minutes (October 2nd)

DB: Motion to approve the October 2, 2018 minutes. JSS2. **Vote:** unanimously approved.

C. Citizens Speak

Several citizens attended the meeting to express the following concerns:

- A recent incident of a patron viewing pornography on a library computer
- Whether the library should filter Internet access to prevent viewing of pornography
- Kids feeling safe and comfortable in the library
- Patrons who behave in an inappropriate manner to other patrons

These concerns were thoroughly discussed. Key points include:

- The incident of the patron viewing pornography was handled by library staff and the Medway police. That patron is no longer allowed in the library.
- There has not been an incident where someone was watching pornography and it wasn't addressed.
- The Trustees have been discussing the best way to limit viewing of pornographic material on library computers. The existing Internet Use policy prohibits the viewing of "obscene" material; this can include pornography.
- The library does not filter the Internet and does not plan to do so. With filtering, legitimate material may be filtered as well. Also, there are ways of getting around the filters.
- Some Trustees are concerned about infringing on patrons' rights to free speech.
- The library is a safe place; there have been complaints about just 2 people among the thousands of people who use the library.
- The police will be training the staff on handling difficult patrons and/or those engaging in inappropriate behaviors.
- If someone is watching pornography or doing something else inappropriate, the librarians will tell that person to stop. If they don't stop, they will be asked to leave the library.
- Patrons should always feel comfortable talking to the librarians and/or the director about any issues in the library.

D. Budget Report

Margaret distributed the [Budget Report](#) via email.

The only things not in the budget report are the capital items, mainly the kitchen renovation. The renovation is almost complete.

E. Director's Report

Margaret distributed the [Director's Report](#) via email.

On Halloween, Lucy gave out books. Over 100 kids came; this was one of our largest attended children's programs.

We have a new volunteer with expertise in science. She will do regular math and science programs for kids. Trudi's painting classes are very popular.

F. Old Business

Moving off of Yahoo Groups update

CM: Still working on this.

Discuss new Patron Behavior Policy
Discussed during citizen speak.

G. New Business

Box Tops

SA: someone on the PTO asked if there is a Box Top collection spot at the library?

MP: there used to be, but it disappeared. We are happy to have something small here to collect those.

H. Special Programs, Fundraising, Sponsorships

Town-wide book program

SA: Ryan Sherman, the town wellness director, is running a town-wide book program aimed at parents. It starts this month and runs through February or March.

MP: He is choosing a book on screen time.

SA: Margaret and I think we should postpone our town-wide book program until after that program. We are considering a kick-off in the spring, with the program running through the summer and fall.

Free lunch program

CM: Any plans to do the lunch program over school break?

MP: Not over Christmas break. We will provide lunch on one day during each of February and April vacation weeks. Diane received a \$300 donation from Exelon for the summer lunch program.

Book clubs

Anna Tonelli – At the high school I am starting a book club with my English teacher. Can you help us get books?

MP: We can get you several copies of books for your book club; as long as it's not on the best seller list or very new. There is a form at the circulation desk for book club requests.

I. Adjournment

KK: Motion to adjourn. Meeting adjourned 8:47 pm
Next meeting, December 4, 2018

Medway Public Library
Director's Report
November 6, 2018

Programs in October:

- Thursday and Friday Story Times
- Tuesday and Wednesday Toddler Jams
- Paws to Read
- Cursive Club
- All Hallows Read
- North Sea Gas Concert (~50 attendees)
- Preparing Perennials for Winter, presented by Master Gardener (17 attendees)
- Teen Interactive Movie Night
- Wonderful World of Bats
- LEGO Club (Friends of the Library)
- "Oh Shoot" Photography Club - Lorie Brownell
- Book Club - Lorie Brownell

Makerspace

Makerspace visitor count October: 335 (Number is probably higher. Not everyone signs the visitor log.)

Workshops & Classes:

Arduino Coding & Robotics - Meets weekly on Monday nights throughout the school year - 7 participants.

Painting with Trudi - 6 people

Locker Crafts - walk in craft workshop - 6 people - made pencil holders, magnets & whiteboards

Medway Cable Access weekly drop-in help

Monday Night Stitchers - 2-4 people weekly

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

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

Certifications:

3D printer - 2 people

Sewing machine - 1 person

Other Groups:

The senior center's Friday & Monday Knitting Groups are still meeting in the Makerspace.

Garden Club monthly meeting was held in room

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

Upcoming Workshops:

Painting with Trudi - November 7 - we had a large wait list so we are repeating the workshop from Oct. This will be an ongoing workshop held the first Wednesday of each month for adults. I submitted a grant to the Medway Cultural Council for funds to purchase additional supplies.

Marvelous Magnets - November 8 - 1 hour science program that will explore magnets and their properties. This will be held in conjunction with the 4-H science explorers and will be open to patrons (2nd graders and up).

Wonderful World of Mathematics - November 29 - 1 hour monthly program that will explore different math concepts in a fun way. - for 3rd graders and up

Currently planning a **YA sewing workshop** - Nov 17 - making pillow cases.

Notes:

Makerspace Coordinator Diane Busa has posted her hours in the room on a whiteboard so that patrons can stop in if they need help with something or want to be certified on the equipment.

There has been a lot of activity in the room and we have received quite a few positive comments about the room, especially how wonderful it is to have a space like it in town. Diane is focusing on re-organizing the room as well as scheduling more programs in the space. She would like to also add more shelf space.

Programs in November include:

- Thursday and Friday Story Times
- Tuesday and Wednesday Toddler Jams
- Paws to Read
- Cursive Club
- Dinosaur Crafts
- Marvelous Magnets
- Wonderful World of Mathematics
- Teen Paint 'N Sip
- DIY Hand Sanitizer
- LEGO Club (Friends of the Library)
- Photographing Springsteen
- Book Club - Lorie Brownell

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

There were 30 children's programs in October with 480 people attending (adults and children). One Teen program had 2 attendees.

The materials budget spent so far this year is \$8864.42. Lucy attended the YA Collaborative Group meeting and the Wellness Advisory Committee meeting. She

collaborated with the art teacher at McGovern to organize displays for the children's room bulletin board throughout the school year. There is a new display up for November.

Lucy applied for Cultural Council funding for 2 upcoming programs this year, Dinosaur Adventures in November and Rolie Polie Guacamole band in February.

Technology

Several computers have stopped working recently. I have purchased a new fax machine, and a new 13" laminator. Diane Busa and I are investigating large laminators. Finding space for one in the Makerspace is an issue.

Building

The kitchen renovations are almost complete. The wall near the drinking fountains on the upper level has been repaired, and much of the foyer repainted.

Other

The State Aid Report was submitted prior to the October 5th deadline.

During October, the lower level community space was used after hours for 19 meetings and 58 individuals during the 17 nights it was open.

Margaret Y. Perkins
Library Director

Medway Public Library Budget Report 10/2/2018							
Account	Acct #	Start Balance	Expen. To Date	End Balance	% Spent	Materials Expenditures	Current Month Expenditures
Salaries - Full Time	5110	\$175,997	\$49,892.96	\$126,104.04	28.35%		12,940.33
Salaries - Part Time	5111	\$92,250	\$23,823.01	\$68,426.99	25.82%		6,490.37
Longevity	5150	\$1,650	\$250.00	\$1,400.00	15.15%		0.00
Electricity	5211	\$21,200	\$9,169.84	\$12,030.16	43.25%		-90.22
Heating Fuel	5212	\$7,800	\$327.01	\$7,472.99	4.19%		89.85
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	\$1,024.00	\$3,476.00	22.76%		0.00
Telephone	5341	\$1,100	\$350.41	\$749.59	31.86%		259.34
Supplies	5400	\$4,500	\$1,479.93	\$3,020.07	32.89%		256.91
Postage	5343	\$100	\$3.50	\$96.50	3.50%		3.50
OPS - (Minuteman bill)	5380	\$25,795	\$25,795.04	\$0.00	100.00%		0.00
OPS - (programs)	5380	\$5,705	\$3,109.00	\$2,595.96	54.50%		486.00
Media Materials	5427	\$5,000	\$3,264.17	\$1,735.83	65.28%	\$3,264.17	1,078.60
Books & Periodicals	5521	\$57,500	\$20,624.45	\$36,875.55	35.87%	\$20,624.45	8,813.56
Travel	5710	\$450	\$55.41	\$394.59	12.31%		32.11
Dues & Meetings	5730	\$500	\$220.00	\$280.00	44.00%		0.00
TOTAL - GENERAL FUND		\$407,047.00	\$140,147.43	\$266,899.57	34.43%		\$30,360.35
		Start Balance	Expen. To Date	Income to Date	Account Bal		Change in Acct Balance
Memorial Donations	5400	\$49,901.62	\$7,196.27	\$17,524.55	\$60,229.90	1,776.23	-1,216.57
Tuchinsky Fund Interest		\$32,158.23		\$126.46	\$32,284.69		83.90
Tuchinsky Fund Principal		\$104,219.17		\$376.88	\$104,596.05		250.04
Library Restitution Fund	706-4773	\$2,181.99		\$550.55	\$2,732.54		0.00
Copier & Printer Rev. Fund*	722-4840	\$11,437.44	\$119.05	\$1,143.00	\$12,461.39		-119.05

Meeting Room Rev. Fund	723-4840	\$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	-1,576.77
Youth Activities Grant		\$9,022.50	\$71.06	\$175.00	\$9,126.44		175.00
TOTAL - OTHER FUNDS		\$234,682.42	\$12,728.42	\$19,946.44	\$241,900.44	\$31,006.89	(\$2,403.45)