

Medway Library Board of Trustees
Tuesday, October 2, 2018
7:00 pm, Medway Library

Trustees in attendance

Susan Alessandri
Diane Burkhardt
Karen Kassel, secretary
Chris Monahan, chair (arrived 7:32 pm)
John Scott Smith, vice chair

Margaret Perkins, Library Director

Meeting called to order 7:12 p.m. by John Scott Smith

A. Approval of Agenda

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

B. Approval of the Minutes (Sept 4)

Chris arrived.

DB: Motion to approve September 4, 2018 minutes. SA2. **Vote:** unanimously approved.

C. Citizens Speak

None present

D. Budget Report

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

We have money to spend out of the copier/printer revolving fund.

SA: Can we buy a laminator?

MP: We will need to purchase a new fax machine in the near future

E. Director's Report

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

DB: a few building-related things that need attention: split in the stonewall in the front, regular grass cutting, rust on one of the doors

Margaret explained the problem with the sewer lines, which led to a leakage problem in the Makerspace in September. One suggestion to remedy the problem is to reroute the sewer lines toward the back of the building rather than the front, to decrease the length that waste travels. Margaret will add this work to the Library's list of CIPC requests.

F. Old Business

Front parking lights

The lights have been replaced and are quite bright. Shields may be added and/or the angle of the lights may be adjusted.

Wiring Cole Room and conference room for video recording

Nothing new to report

Moving off of Yahoo Groups update

Chris is investigating how to archive previous Trustee correspondence as well as how far back the information needs to be saved.

Discuss new Patron Behavior Policy

Trustees continued to discuss concerns over first amendment rights vs prohibiting viewing pornography on Library computers. Chris will follow up with the town attorney for clarification of this issue.

G. New Business

MP: request from several people on the staff to add a policy to deal with an issue: there are a few patrons/families who repeatedly sign up for programs with limited space and then don't show and don't call or email to say they can't come. The policy would stipulate: 3 no-shows without notice within 3 months, they can no longer take a registered spot and will be put on the bottom of the waiting list for 6 months.

SA: Motion to create a policy that stipulates that any patron with 3 no-shows without notice within 3 months for programs that require registration, will be put on the bottom of the wait list for programs for the next six months. **JSS2.**

Vote: unanimously approved.

H. Special Programs, Fundraising, Sponsorships

Town-wide book program

SA: Still on track to begin promoting in November for a January 1st start.

I. Adjournment

KK: Motion to adjourn. Meeting adjourned 9:07 pm

Next meeting, November 6, 2018.

Medway Public Library
Director's Report
October 1, 2018

Programs in September:

- Thursday and Friday Story Times
- Tuesday and Wednesday Toddler Jams
- Pirate Day Fruit Tattoos
- Cursive Club
- LEGO Club (Friends of the Library)
- "Oh Shoot" Photography Club - Lorie Brownell
- Book Club - Lorie Brownell

Makerspace

Makerspace visitor count Sept: 246 (Number is probably higher. Not everyone signs the visitor log.)

Workshops & Classes:

Arduino Coding & Robotics (up to age 12): Meets weekly on Monday nights throughout the school year; 7 participants

Button Making: Walk-in craft; 17 people

Medway Cable Access weekly drop-in help

Monday Night Stitchers: 2- 4 people weekly

Sense & Sound FTC Robotics (grades 7-12): Open House & Kick Off held on September 8 and meets Tuesdays and Thursdays throughout school year

Certifications:

3D printer - 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 poster printer, vhs/dvd converters, Epson Scanner, sewing machines, and 3D printer all being used by patrons as well as the kids activities (Legos, coloring supplies, snap circuit). Video conferencing software on MAC was also used.

Notes: Sense & Sound FTC Robotics is a FIRST Tech Challenge Rookie Team started by 3 people from Franklin. The team is nonprofit and is open to young adults grade 7-12. Participation is free, which allows us to be associated with them and help whenever possible, for instance, we are providing the use of the Makerspace and storage for their equipment.

Upcoming Workshops:

Painting with Trudi: October 10th, teaching participants to paint using the Bob Ross style of oil painting.

Locker Craft: October 17th, a 2-hour walk-in craft workshop in which participants can make several different items for their school lockers.

Programs in October include:

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

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

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

There were 21 children's programs in September with 238 people attending (adults and children). Lucy did not get the numbers for September 19th's Toddler Jam. One Teen program had 6 attendees. The materials budget spent so far this year is \$7,976.75.

Lucy attended the wrap-up session for the Word of Mouth Marketing training on September 12. Lucy collaborated with the art teacher at McGovern to organize displays for the children's room bulletin board throughout the school year.

Technology

Two computers were restored to the library. Information Services currently does not have a working computer available that is capable of running the CAD software, so they have not replaced the one in the Makerspace. We will ask for a less powerful computer temporarily, because more computers are needed for robotics activities. The access point in the Makerspace has stopped working. Information Services will repair or replace it as soon as possible.

Building

The renovations to the staff kitchen are coming along well. The electrical work is complete, or almost so, and the appliances and cabinets have been installed.

On Friday, September 21st, the upstairs toilets backed up and there was leakage from the sewer pipe in the Makerspace. DPS arranged for cleanup, repair, and blowout of the sewage lines. The feasibility of rerouting the sewer lines to decrease the length that waste travels should be explored, and possibly added to the library's list of CIPC requests.

The new parking lot lights are installed. The angle of the lights may need to be adjusted and shields added to both lights.

Meetings in September included:

- Town of Medway Department Heads meeting
- State Aid to Public Libraries - webinar
- Library Service to Autistics - webinar
- Word of Mouth Marketing wrap-up (Lucy Anderson)
- Massachusetts Library System Budget Committee Meeting
- Minuteman Library Network Finance Committee Meeting
- Minuteman Library Network Membership (Directors) Meeting
- Financial Literacy Training for Libraries
- MHEC Expo

Other

The State Aid Report will be submitted to the Massachusetts Board of Library Commissioners by October 5th.

We plan to collaborate with a local artist to sponsor an Art in Bloom program at the library next September.

The closing date for the Makerspace Coordinator position was September 27th. I expect to complete the interview process within a couple of weeks.

During September, the lower level community space was used after hours for 14 meetings and 40 individuals during the 15 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	\$36,952.63	\$139,044.37	21.00%		13,538.59
Salaries - Part Time	5111	\$92,250	\$17,332.64	\$74,917.36	18.79%		6,374.85
Longevity	5150	\$1,650	\$250.00	\$1,400.00	15.15%		0.00
Electricity	5211	\$21,200	\$9,260.06	\$11,939.94	43.68%		6,288.98
Heating Fuel	5212	\$7,800	\$237.16	\$7,562.84	3.04%		78.50
Trash	5232	\$2,500	\$642.88	\$1,857.12	25.72%		642.88
Water & Sewer	5231	\$500	\$115.82	\$384.18	23.16%		115.82
R & M Miscellaneous	5240	\$4,500	\$1,024.00	\$3,476.00	22.76%		120.00
Telephone	5341	\$1,100	\$91.07	\$1,008.93	8.28%		0.00
Supplies	5400	\$4,500	\$1,223.02	\$3,276.98	27.18%		379.79
Postage	5343	\$100		\$100.00	0.00%		0.00
OPS - (Minuteman bill)	5380	\$25,795	\$25,795.04	\$0.00	100.00%		0.00
OPS - (programs)	5380	\$5,705	\$2,623.00	\$3,081.96	45.98%		972.00
Media Materials	5427	\$5,000	\$2,185.57	\$2,814.43	43.71%	\$2,185.57	1,714.24
Books & Periodicals	5521	\$57,500	\$11,810.89	\$45,689.11	20.54%	\$11,810.89	2,181.67
Travel	5710	\$450	\$23.30	\$426.70	5.18%		23.30
Dues & Meetings	5730	\$500	\$220.00	\$280.00	44.00%		0.00
TOTAL - GENERAL FUND		\$407,047.00	\$109,787.08	\$297,259.92	26.97%		\$32,430.62
		Start Balance	Expen. To Date	Income to Date	Account Bal		Change in Acct Balance
Memorial Donations	5400	\$49,901.62	\$5,979.70	\$17,022.80	\$60,944.72	1,367.82	-2,406.97
Tuchinsky Fund Interest		\$32,158.23		\$42.56	\$32,200.79		0.00
Tuchinsky Fund Principal		\$104,219.17		\$126.84	\$104,346.01		0.00
Library Restitution Fund	706-4773	\$2,181.99		\$273.36	\$2,455.35		26.10
Copier & Printer Rev. Fund*	722-4840	\$11,437.44		\$822.45	\$12,259.89		195.35

Meeting Room Rev. Fund	723-4840	\$2,947.16		\$50.00	\$2,997.16		50.00
Free Public Library	2017	\$22,814.31	\$3,765.27		\$19,049.04	\$3,765.27	0.00
Youth Activities Grant		\$9,022.50	\$71.06		\$8,951.44		0.00
TOTAL - OTHER FUNDS		\$234,682.42	\$9,816.03	\$18,338.01	\$243,204.40	\$19,129.55	(\$2,135.52)