

Medway Library Board of Trustees  
Tuesday, September 4, 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  
Allen Tingley, Police Chief  
Michael Boynton, Town Administrator

Meeting called to order 7:03 p.m.

**A. Approval of Agenda**

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

**B. Approval of the Minutes (July 31st)**

**DB: Motion** to approve July 31, 2018 minutes as written. KK2. **Vote:** 3 yea; 2 abstain (SA, JSS)

**C. Citizens Speak**

SA: a patron asked if the Library would host a Pokemon tournament.  
Margaret will check with Lucy on this.

**D. Budget Report**

Margaret distributed the [budget report](#) via email.  
The electricity bill was higher than usual this past month; likely due to high air conditioning use this summer. Margaret checked and found that other departments also had higher electricity costs this past month.  
There is nothing else out of the ordinary to report.

**E. Director's Report**

Margaret distributed the [director's report](#) via email.  
Harmonica lessons were very popular, as was the Appalachian Trail hiking talk.  
We have new chairs.

The summer lunch program was a big success with over 800 lunches served. There were many volunteers who gave their time and several businesses and organizations that donated supplies and money.

## **F. New Business**

### Discuss incident of patron viewing pornography

The Town Administrator, Michael Boynton, and Chief of Police, Allen Tingley joined the Trustees to discuss the issue of viewing pornography on Library Computers.

The police will put together a training package for the Trustees and the staff. They'll confer with the town attorney on the legality of handling this issue.

Michael Boynton and Allen Tingley left at 8:00 p.m.

## **G. Old Business**

### Front parking lights

The lighting plan has been finalized and the money has been encumbered (money left over from the carpet budget). The date of implementation has not been determined.

### Wiring Cole Room and conference room for video recording

Nothing new to report

### Moving off of Yahoo Groups update

Nothing new to report

### Discuss new Patron Behavior Policy

The Trustees continued discussion on patron behavior in the Library.

### Discuss Library requests to the CIPC

CIPC requests are due October 5. These are projects that cost \$10,000 or more and would be done over the next five years (FY 2020 and beyond).

Margaret created a list of requests and estimated costs, which she will distribute over email for Trustee review. Items included are:

- Kitchen improvements
- Solar panels for roof
- Electric vehicle
- Study carrel ceiling insulation
- Rooftop HVAC unit replacement
- Existing furniture refurbished
- Makerspace ceiling insulation
- New shelving
- Makerspace ventilation

### Review proposed job description for the Makerspace Coordinator position

Margaret distributed a hard copy of the [Makerspace Coordinator job description](#)

Margaret will email it out for any suggestions and then pass it on to HR to begin the hiring process.

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

### Town-wide book program

**SA:** The plan is to start advertising this program in November for a January launch: "new year, new book."

The book chosen is *Beasts of Extraordinary Circumstance*. Margaret will look into ordering several copies.

## **I. Adjournment**

**KK: Motion** to adjourn. Meeting adjourned 9:14 p.m.

Next meeting, October 2, 2018

Medway Public Library  
Director's Report  
September 4, 2018

**Programs in August:**

- Thursday and Friday Story Times
- Tuesday and Wednesday Toddler Jams
- Friends of the Library - Monday Movie Madness
- Summer Lunch Program (every Tuesday, Wednesday & Thursday, 6/26-8/23, except 7/4)
- Teen Paint & Sip (June & July)
- Mosaic Art Workshop (Teen)
- Mosaic Art Workshop (Adult)
- Parachute Adventures
- Tumblebus
- Teen Summer Reading Finale: Interactive Movie
- Life Size Pac Man - Kids
- Life Size Pac Man - Teens
- Harmonica Lessons
- Through Hiking the Appalachian Trail
- Library Crawl
- Karaoke Coding - Coding Workshop
- "Oh Shoot" Photography Club - Lorie Brownell
- Book Club - Lorie Brownell

The following Makerspace programs were held:

- Makerspace Workshops
  - Arduino Coding & Robotics - Met 3 times throughout the summer. It will start again weekly on September 17.
  - Medway Cable Access weekly drop-in help
  - Monday Night Knitters - 2-4 people weekly
- Certifications
  - 3D printer - 4 people
  - Sewing Machine - 2 people

Other:

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

Noticed poster printer, vhs/dvd converters, sewing machines, and 3D printer all being used by patrons as well as the kids activities (legos, coloring supplies, snap circuit).

Makerspace visitor count July: 179

Makerspace visitor count Aug: 135 (it was probably much higher. People do not always sign in.)

**Programs in September include:**

- Thursday and Friday Story Times
- Tuesday and Wednesday Toddler Jams
- Paws to Read
- Cursive Club
- Pirate Day Fruit Tattoos
- 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 33 children's programs in August with 542 people attending (adults and children). Four Teen programs had 22 attendees.

The materials budget spent so far this year is \$4071.34.

Lucy is about 3/4 through weeding J nonfiction with the mindset of making it a more browsable collection. The shelves look nicer and are easier for patrons and shelvees to utilize.

Summer Reading programming was successful. 163 children have registered for the reading portion of the program. So far, 66 have completed their reading logs and redeemed their rewards. For the Teen program, 29 registered for the reading portion and 4 have redeemed their rewards.

All Prize Pack winners have been notified and already claimed the prizes; they were all very excited about winning! Kids reported reading approximately 1800 books and teens reported reading 505 books!

**Technology**

One computer was repaired, and two computers, including one from the Makerspace, are currently out for repair.

**Building**

Ten new wooden chairs, matching the ones currently at the patron computers, were received. New cabinets for the staff kitchen were delivered, and will be installed by DPS within about a week. The electrician will start working on adding wiring within the same time frame. A new breaker box will be required.

There was a considerable increase in electric usage and cost this summer. I checked with the Town Accountant's office, and other departments have also experienced this, presumably in part due to the excessive heat.

**Meetings in September will include:**

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

**Other**

The ARIS Report was submitted to the Massachusetts Board of Library Commissioners and was received on August 6th.

The Minuteman Library Network now offers a selection of downloadable magazines through Overdrive. Multiple patrons can access the same issue at once.

The Summer Lunch Program was very successful. The Library served over 800 lunches! We are very grateful to all the organizations, businesses, Friends of the Library, and individuals who donated, to the many volunteers who picked up and served lunches, and to Diane Busa, who coordinated schedules, ordered and picked up food, and handled dozens of other tasks.

During August, the lower level community space was used after hours for 10 meetings and 45 individuals during the 18 nights it was open. During July, the community space was used for 11 meetings and 48 individuals during the 16 nights it was open.

Margaret Y. Perkins  
Library Director



## **Makerspace Coordinator Job Description**

**DEFINITION** The Makerspace Coordinator performs work that is technical and administrative in nature. This position is also responsible for support activities in all areas of library operations.

**ESSENTIAL FUNCTIONS** The essential functions or duties listed below are illustrations of the type of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Works with Adult and Youth staff to develop and maintain Makerspace-related programming for patrons of all ages

Develops and implements new and emerging technology, services, and projects for the Makerspace.

Keeps informed about trends in the Maker community, and researches and recommends equipment and software

Operates and maintains Makerspace hardware including 3D printers, poster printer, vinyl cutter, sewing machines and other equipment

Develops a training plan for staff on relevant equipment; informs staff of changes to equipment or procedures

Trains and assists patrons in the use of library tools, including the library website, basic Internet resources, the public access catalog, computers, copiers, printers, scanners, equipment to convert film and photographs to digital format, and various other Makerspace tools

Reaches out to community to engage a diverse group of people in participating in STEM and craft programs.

Collaborates with schools, businesses and community groups to offer Makerspace programs

Recruits and coordinates volunteers to provide STEM and craft programming

Prepares promotional materials for Makerspace programs and equipment

Participates in budget planning for Makerspace activities, researches and recommends grants

Gathers and analyzes statistics; writes procedure manuals and reports on Makerspace activities.

Assists library patrons with circulation-related tasks and other library functions

Charges and discharges library materials, inputs patron registrations, and collects overdue fines using the computer-based circulation module; performs routine collection maintenance tasks

Staffs the circulation desk as scheduled, responding to library patrons' inquiries in person and by telephone; provides reader's advisory

Performs network transfer functions; responds to interlibrary loan requests

Processes interlibrary loan materials borrowed and loaned to ensure the correct materials are received by patrons and are returned to the owning libraries in a timely fashion

Explains policies and procedures of the Town and the Library to patrons

Attends training sessions as necessary

Performs other duties as assigned



**SUPERVISION** Work is performed under the direct supervision of the Library Director.  
**WORK ENVIRONMENT** Administrative work is performed in office conditions. Willingness to maintain a flexible schedule, including evenings and Saturdays to implement programming.

The employee operates standard office equipment, sewing machines, hand tools, 3-D printers and other Makerspace equipment. The employee has contact with the public, other town officials and departments. Errors could result in personal injury, injury to others, monetary loss, delay or loss of service, damage to property and legal repercussions (?).

#### **RECOMMENDED MINIMUM QUALIFICATIONS**

##### **EDUCATION AND EXPERIENCE**

Bachelor's degree

Robust computer and technology skills

Familiarity with makerspaces

Experience in planning and presenting appropriate programs for young children, teens, and adults

High level of energy and self-motivation to create new services and programs

**KNOWLEDGE, ABILITY AND SKILL** Ability to plan, assign and supervise the work of groups of volunteers; ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships with town officials and departments and the general public. Strong oral and written communication skills. Ability to work independently with little supervision

##### **PHYSICAL REQUIREMENTS**

While performing the duties of this job, the incumbent is frequently on his/her feet, stretching, bending, and lifting. Incumbent is frequently required to walk, talk, and hear.

The incumbent is frequently required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The incumbent must occasionally lift and/or move up to 25 pounds, and stand for periods of up to 4 hours.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

##### **WORK SCHEDULE**

The work week is up to 19 hours a week and will include some evenings and Saturdays.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

<b>Medway Public Library Budget Report 9/4/2018</b>							
Account	Acct #	Start Balance	Expen. To Date	End Balance	% Spent	Materials Expenditures	Current Month Expenditures
Salaries - Full Time	5110	\$175,997	\$23,414.04	\$152,582.96	13.30%		13,525.30
Salaries - Part Time	5111	\$92,250	\$10,957.79	\$81,292.21	11.88%		6,138.28
Longevity	5150	\$1,650	\$250.00	\$1,400.00	15.15%		250.00
Electricity	5211	\$21,200	\$2,971.08	\$18,228.92	14.01%		2,971.08
Heating Fuel	5212	\$7,800	\$158.66	\$7,641.34	2.03%		158.66
Trash	5232	\$2,500		\$2,500.00	0.00%		0.00
Water & Sewer	5231	\$500		\$500.00	0.00%		0.00
R & M Miscellaneous	5240	\$4,500	\$904.00	\$3,596.00	20.09%		904.00
Telephone	5341	\$1,100	\$91.07	\$1,008.93	8.28%		73.83
Supplies	5400	\$4,500	\$843.23	\$3,656.77	18.74%		830.85
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	\$1,651.00	\$4,053.96	28.94%		1,051.00
Media Materials	5427	\$5,000	\$471.33	\$4,528.67	9.43%	\$471.33	144.02
Books & Periodicals	5521	\$57,500	\$9,629.22	\$47,870.78	16.75%	\$9,629.22	2,220.47
Travel	5710	\$450		\$450.00	0.00%		0.00
Dues & Meetings	5730	\$500	\$220.00	\$280.00	44.00%		220.00
<b>TOTAL - GENERAL FUND</b>		<b>\$407,047.00</b>	<b>\$77,356.46</b>	<b>\$329,690.54</b>	<b>19.00%</b>		<b>\$28,487.49</b>
		Start Balance	Expen. To Date	Income to Date	Account Bal		Change in Acct Balance
Memorial Donations	5400	\$49,901.62	\$3,562.23	\$17,012.30	\$63,351.69	1,350.00	14,902.52
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		\$247.26	\$2,429.25		78.45
Copier & Printer Rev. Fund*	722-4840	\$11,437.44		\$627.10	\$12,064.54		413.20

Meeting Room Rev. Fund	723-4840	\$2,947.16			\$2,947.16		0.00
Free Public Library	2017	\$22,814.31	\$3,765.27		\$19,049.04	\$3,765.27	-1,472.31
Youth Activities Grant		\$9,022.50	\$71.06		\$8,951.44		-71.06
<b>TOTAL - OTHER FUNDS</b>		<b>\$234,682.42</b>	<b>\$7,398.56</b>	<b>\$18,056.06</b>	<b>\$245,339.92</b>	<b>\$15,215.82</b>	<b>\$13,850.80</b>