

**Medway Library Board of Trustees**  
**Tuesday, April 2, 2019**  
**7:00 p.m. Library**

Trustees in attendance

Karen Kassel, secretary

Chris Monahan, chairperson

John Scott Smith, vice chair

Margaret Perkins, Library Director

Meeting called to order 7:17 p.m.

**A. Approval of Agenda**

**KK: Motion** to approve agenda. JSS2. **Vote:** unanimously approved.

**B. Approval of the Minutes** (March 5th)

Minutes not available yet.

**C. Citizens Speak**

**JSS:** a citizen expressed concern about using the Library car to deliver books to patrons who live outside of Medway. For example, a patron who has moved out of Medway to a town that doesn't have book delivery or a long-time patron who lives in another town.

Considerations – we need more information on a few topics before deciding:

- 1- are there any regulations for using a town vehicle to deliver books out of town?
- 2- do we want to set the limit to patrons who are also town residents or allow delivery to patron, non-residents

- within a specific distance from the library?
- 3- how will this program be perceived by the public?

Trustees will discuss again next month.

#### **D. New Business**

##### Staff Appreciation Luncheon

This lunch will be on Tuesday, April 9. Karen will order from Restaurant 45; same as last year. She'll send an email with more details.

##### Open Seat on the Board

Susan is running for re-election. Karen is not running again. A patron/member of the Friends has pulled papers.

#### **E. Old Business**

##### State Conflict of Interest Training

A few Trustees still need to complete this training; it must be done by the end of April. Completion certificates are due to the Town Administrator's office; they can be given to Mary Jane as well.

##### Magnetic Sign for Electric Car

Lorie submitted an image of a person holding a book on a green background with the words: "Medway Library, Community Outreach." Margaret brought the image to Ad Print. They can produce two car magnets with this image. The Trustees approved the image.

#### **F. Budget Report**

Margaret distributed the [budget report](#) via email.

#### **G. Director's Report**

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

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

Town-wide book program – Nothing new to report

## **I. Adjournment**

**KK: Motion** to adjourn

Meeting adjourned 8:55 p.m.

Next meeting: May 7, 2019

Medway Public Library  
Director's Report  
April 2, 2019

**Programs in March:**

- Thursday and Friday Story Times
- Tuesday and Wednesday Toddler Jams
- PAWS to Read
- Learn to Play Chess
- New England's General Stores: Exploring an American Classic with Ted Reinstein
- The Iditarod: with Karen Land and her sled dog Noggin
- 1000 Books Before Kindergarten Kickoff
- Kids' Paint and Sip
- Teen Paint and Sip
- Teen Author Book Signing
- Cursive Club
- LEGO Club (Friends of the Library)
- "Oh Shoot" Photography Club
- Book Club - Lorie Brownell

Makerspace visitor count: Makerspace visitor count in January: 257

Workshops & Classes:

Arduino Coding & Robotics - Meets weekly on Monday nights - 9 participants.

Painting with Trudi - 6 people

Creative Tinker Lab - 12 participants

Wonderful World of Mathematics - 13 children

Light, Optics, and the Electromagnetic Spectrum! -12 children

Tuesdays with Trudi (6 week tutorial on how to use brushes, pallet knives and how to care for brushes) - 2 to 3 participants each week

Medway Cable Access weekly drop-in help (Wednesday 2-4pm)

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

Bulky Knitting Machine Certification Sessions (Monday nights & Wednesday mornings)

Drop-in Technical Assistance session - every Friday morning from 10-12pm

Certifications:

3D printer -4 people

Knitting machine - 3 people

Sewing Machine -1 person

Noticed large format printer, vhs/dvd converters, Epson Scanner, sewing machines, 8mm converter, soldering iron, small hand tools and 3D printer all being used by patrons.

Upcoming Workshops:

Sewing Together - adult/child sewing workshop - April 3

Painting with Trudi - April 10

Tuesdays with Trudi - (3 remaining sessions)

Creative Tinker Lab -April 18

Wonderful World of Mathematics - April 25 - This month we will be learning about platonic solids

Music in the Makerspace - April 30 & May 2 - monthly science program.  
we are celebrating Art Week at the library.

Other:

A representative from ExelonGeneration came to the Library to photograph some of the science and technology books we were able to purchase with their \$500 donation. Lucy Anderson, Friends Co-chair Meg Hamilton and I were included in the photographs.

ExelonGeneration's approval of the \$1000 towards purchasing a computer for the Makerspace has not yet been completed.

**Programs in April include:**

- Thursday and Friday Story Times
- Tuesday and Wednesday Toddler Jams
- Paws to Read
- Cursive Club
- LEGO Club (Friends of the Library)
- Barn Babies
- Barnyard: Messy and Clean Sensory Activity
- Lunch at the Library
- Visit to the Antarctic with Kristin Foresto
- Celebrating Ireland in Story and Song

- Pastel Painting Workshop with Gregory Maichack
- Birds of Prey - Audubon
- “Oh Shoot” Photography Club - Lorie Brownell
- Book Club - Lorie Brownell

### **Children’s/YA Librarian Report (Lucy Anderson):**

There were 24 children's programs in March with 264 people attending (adults and children). Two Teen program had a total of 7 participants. With the support of Walpole CFCE we have kicked off the 1000 Books before Kindergarten program! 23 children signed up at our kickoff party and 4 more have signed up since.

Girl Scouts will be using the bulletin board and other display spaces in the Children's areas for their art display throughout April.

The materials budget spent so far this year is \$16872.68.

### **Outreach**

Ken Masterson has kindly stepped in as a substitute, delivering books to homebound patrons. I spoke with someone in the management office at Mahan Circle, and they are interested in having the Library bring books for the residents, as was done by the Outreach Librarian years ago. I plan to speak to the management office staff at the two other senior housing facilities in Medway shortly.

### **Building**

One of the large light fixtures near the stairway is out, and replacement bulbs are not available. We will probably need to replace that fixture or both that one and the matching one.

The Kill A Watt devices were removed from circulation due to a malfunction, likely age related.

### **Technology**

A switch required for the security cameras and wifi to function stopped working. Information Services is going to order a replacement. Meanwhile, a temporary switch has been installed and only the town wifi is available. Patrons have had trouble connecting to it on several occasions.

**Meetings in March included:**

- Town of Medway Department Heads meeting
- Minuteman Library Network Membership (Directors) Meeting
- Metrowest Planners (meeting at Medway)

**Meetings in April include:**

- Town of Medway Department Heads meeting
- Minuteman Library Network Reference Interest Group Meeting

**Other**

During March, the lower level community space was used after hours for 15 meetings and 58 individuals during the 15 nights it was open.

The training by the police department will be held on a Friday afternoon, most likely on May 3rd.

Modeled after the Rokus at the Holliston Library, our Roku now has Netflix and several free apps, such as PBS Kids, installed on it. It also has a small collection of movies. Holliston has 6 Rokus, which circulate very well, and we are hoping that our Roku will circulate well also.

Margaret Y. Perkins  
Library Director

<b>Medway Public Library Budget Report 4/2/2019</b>							
Account	Acct #	Start Balance	Expen. To Date	End Balance	% Spent	Materials Expenditures	Current Month Expenditures
Salaries - Full Time	5110	\$175,997	\$124,680.97	\$51,316.03	70.84%		13,498.76
Salaries - Part Time	5111	\$92,250	\$65,273.23	\$26,976.77	70.76%		7,661.37
Longevity	5150	\$1,650	\$1,700.00	(\$50.00)	103.03%		250.00
Electricity	5211	\$21,200	\$15,172.12	\$6,027.88	71.57%		1,226.29
Heating Fuel	5212	\$7,800	\$6,265.24	\$1,534.76	80.32%		1,316.31
Trash	5232	\$2,500	\$1,928.64	\$571.36	77.15%		642.88
Water & Sewer	5231	\$500	\$365.10	\$134.90	73.02%		120.34
R & M Miscellaneous	5240	\$4,500	\$3,218.50	\$1,281.50	71.52%		85.00
Telephone	5341	\$1,100	\$698.05	\$401.95	63.46%		80.48
Supplies	5400	\$4,500	\$3,407.87	\$1,092.13	75.73%		165.80
Postage	5343	\$100	\$6.51	\$93.49	6.51%		0.00
OPS - (Minuteman bill)	5380	\$25,795	\$25,795.04	\$0.00	100.00%		0.00
OPS - (programs)	5380	\$5,705	\$5,048.00	\$656.96	88.48%		0.00
Media Materials	5427	\$5,000	\$5,453.35	(\$453.35)	109.07%	\$5,453.35	395.69
Books & Periodicals	5521	\$57,500	\$29,539.56	\$27,960.44	51.37%	\$29,539.56	1,614.15
Travel	5710	\$450	\$155.58	\$294.42	34.57%		0.00
Dues & Meetings	5730	\$500	\$302.99	\$197.01	60.60%		0.00
<b>TOTAL - GENERAL FUND</b>		<b>\$407,047.00</b>	<b>\$289,010.75</b>	<b>\$118,036.25</b>	<b>71.00%</b>		<b>\$27,057.07</b>
		Start Balance	Expen. To Date	Income to Date	Account Bal		Change in Acct Balance
Memorial Donations	5400	\$49,901.62	\$9,050.42	\$18,526.55	\$59,377.75	4,092.59	922.90
Tuchinsky Fund Interest		\$32,158.23		\$335.06	\$32,493.29		38.78
Tuchinsky Fund Principal		\$104,219.17		\$1,320.95	\$105,540.12		177.74
Library Restitution Fund	706-4773	\$2,181.99	\$49.45	\$985.14	\$3,117.68		321.49
Copier & Printer Rev. Fund*	722-4840	\$11,437.44	\$1,060.16	\$2,577.39	\$12,954.67		758.29



Meeting Room Rev. Fund	723-4840	\$2,947.16		\$250.00	\$3,197.16		125.00
Free Public Library	2017	\$22,814.31	\$10,976.39	\$8,863.20	\$20,701.12	\$10,976.39	-509.40
Youth Activities Grant		\$9,022.50	\$1,527.36		\$7,495.14		0.00
<b>TOTAL - OTHER FUNDS</b>		<b>\$234,682.42</b>	<b>\$22,663.78</b>	<b>\$32,858.29</b>	<b>\$244,876.93</b>	<b>\$50,061.89</b>	<b>\$1,834.80</b>