

Medway Library Board of Trustees  
February 5, 2019  
7:00 pm, the Medway Library

Trustees in Attendance

Susan Alessandri  
Diane Burkhardt  
Karen Kassel, secretary  
Chris Monahan, chairperson

Margaret Perkins, Library Director

Meeting called to order 7:09 p.m.

**A. Approval of Agenda**

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

**B. Approval of the Minutes (January 8th)**

**SA: Motion** to approve the minutes of the January 8, 2019 meeting. DB2.  
**Vote:** unanimously approved.

**C. Citizens Speak**

**SA:** A citizen mentioned that she is a big reader, but doesn't come to the library because it doesn't suit her work hours.  
This led me to wonder what the service plan is for the Book Mobile.

**MP:** We will use the Book Mobile to deliver books to homebound patrons.

**D. New Business**

Discuss meeting agenda order

Sometimes we run out of time for thorough discussion of new business because it comes toward the end of the agenda.

For the next few meetings, we will try a new order: Citizen Speak – New Business – Old Business – Budget Report – Director's Report – Special Programs

Also, will be more conscious of staying on task and holding unrelated

thoughts and discussions to the end.

Annual Town Report write up

Margaret will take care of this as she does every year.

State conflict of interest training

The conflict of interest training should be done by March 1, 2019. Chris sent the link for this via email.

Magnetic sign for electric car

We will look into ordering a sign from AdPrint. Need to decide what it will look like. Margaret will talk with the staff for design ideas.

**E. Old Business**

Moving off of Yahoo Groups update

Chris is still working on this.

Discuss new Patron Behavior Policy

**KK: Motion** to approve the Library Use policy. SA2.

Discussion: Trustees discussed and revised the policy.

**SA: Motion** to approve the [revised Library Use policy](#). KK2. **Vote:** yes 3; abstain 1. Motion passes.

**F. Budget Report**

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

There is nothing out of the ordinary to report.

**G. Director's Report**

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

Trustees and Margaret discussed the upcoming programs.

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

Town-wide book program

This program will begin after the wellness coordinator finishes his book program.

**I. Adjournment**

**KK: Motion** to adjourn; meeting adjourned 8:55 p.m.

Next meeting is March 5th.



**Medway Public Library  
Library Use Policy  
Revised February 2019**

The intent of this policy is to ensure a safe and peaceful environment conducive to the use and enjoyment of the Library's resources and services.

Patrons who violate the Library Use Policy may be asked to leave the library for the day or 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 appropriate and inappropriate behavior in the Library:

- Speak quietly and limit excess noise
- Limit cell phone use to brief, quiet conversations
- Abusive, harassing, or threatening behavior or language is not allowed
- Viewing and/or transmitting pornographic images is not allowed
- Parents are responsible for the behavior of their children while in the Library
- Refrain from behaviors that interfere with other patrons' enjoyment of the library

Medway Public Library  
Director's Report  
February 5, 2019

**Programs in January:**

- Thursday and Friday Story Times
- Tuesday and Wednesday Toddler Jams
- PAWS to Read
- Character Creation Workshop
- Design Your Own Shrinky Dinks
- Finals Study Night
- Learn to Play Chess
- STEM Playground
- Bubblewrap Craft
- Cursive Club
- LEGO Club (Friends of the Library)
- "Oh Shoot" Photography Club
- Book Club - Lorie Brownell

Makerspace visitor count: Makerspace visitor count in January: 316

Workshops & Classes:

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

Painting with Trudi - 7 people

Radical Rocks (monthly science program) - 7 children

Wonderful World of Mathematics - Tangrams (monthly math program) - 9 children

Painting with Trudi - Teen Edition - 6 people

Cross-Stitching with Nicole - 7 people

Medway Cable Access weekly drop-in help

Sense & Sound FTC Robotics - meets Tuesdays and Thursdays - 14-16 people (They won a trophy during first competition on 1/5/19)

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

Certifications:

3D printer - 4 people

Soldering iron - 2 people

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

Upcoming Workshops:

**Painting with Trudi** - February 6

**Creative Tinker Lab** -February 13 - creative building for 5 years olds and up

**Bargello Quilting Workshop** - February 13

**Fantastic Fossils**- February 14

**Wonderful World of Mathematics** - February 28 - This month the children will be learning about Tessellations

**Perspective drawing with Trudi** - February 23 - children's art program

Other:

Certification sessions for the Knitting machine have begun. We decided to have sessions that people can sign up for as opposed to walk-in certification sessions since it takes about 60 minutes to learn how to use the machine and make a small project.

**Programs in February include:**

- Thursday and Friday Story Times
- Tuesday and Wednesday Toddler Jams
- Paws to Read
- Cursive Club
- LEGO Club (Friends of the Library)
- Rolie Polie Guacamolie Family Concert
- Breakout Box Muggle Mystery
- Lunch at the Library
- The State of Massachusetts Wildlife - Audubon
- Pastel Paint Workshop with Gregory Maichack
- "Oh Shoot" Photography Club - Lorie Brownell
- Book Club - Lorie Brownell

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

There were 24 children's programs in January with 266 people attending (adults and children). Three outreach visits to the MEDI elementary

program had 78 attendees. Two Teen programs had a total of 15 participants.

The materials budget spent so far this year is \$14489.21.

### **Technology**

The Roku has been reconfigured to allow patrons to view some movies through Vudu (thanks to the Holliston Library), and Netflix has been added. Six similarly configured Rokus at the Holliston Library are very popular, and usually out. If it proves as popular in Medway, we should consider adding additional Rokus to the collection.

Compliance Coordinator Stephanie Carlisle and I picked up the Library's Nissan Leaf car and received instruction on how to operate and recharge it. We have noticed several electric vehicles using the second charging station.

### **Building**

The elevator telephone needs to be repaired. The Department of Public Services and the Information Services Department are looking into it. We have a temporary certificate posted in the elevator.

DPS snaked out the plumbing from the upstairs restrooms again. Rerouting the sewage lines is on the list of capital requests recommended by the Town.

### **Meetings in January included:**

- Town of Medway Department Heads meeting
- Customer Service Workshop for Staff
- Partnership with "Medway Pride Day" - meeting with Sarah Stone
- Budget Review meeting

### **Meetings in February include:**

- Town of Medway Department Heads meeting
- Minuteman Library Network Membership (Directors) Meeting
- Minuteman Library Network Technology Interest Group

### **Other**

During December, the lower level community space was used after hours for 22 meetings and 47 individuals during the 17 nights it was open.

The warrants for the Annual and Special Town Meetings in May are open until February 22nd.

Several Council of Aging exercise and knitting programs were held at the library during the week the Senior Center was closed.

Margaret Y. Perkins  
Library Director



|   |          |                     |                     |                     |                     |                  |
|---|----------|---------------------|---------------------|---------------------|---------------------|------------------|
| <b>Medway Public Library<br/>Budget Report 2/5/2019</b> |          |                     |                     |                     |                     |                  |
| Account   | Acct #   | Start<br>Balance    | Expen. To<br>Date   | End Balance         | % Spent             | Materi<br>Expend |
| Salaries - Full Time                                    | 5110     | \$175,997           | \$97,670.19         | \$78,326.81         | 55.50%              |                  |
| Salaries - Part Time                                    | 5111     | \$92,250            | \$50,211.18         | \$42,038.82         | 54.43%              |                  |
| Longevity   | 5150     | \$1,650             | \$1,450.00          | \$200.00            | 87.88%              |                  |
| Electricity*  | 5211     | \$21,200            | \$12,649.16         | \$8,550.84          | 59.67%              |                  |
| Heating Fuel  | 5212     | \$7,800             | \$3,076.74          | \$4,723.26          | 39.45%              |                  |
| Trash   | 5232     | \$2,500             | \$1,285.76          | \$1,214.24          | 51.43%              |                  |
| Water & Sewer   | 5231     | \$500               | \$244.76            | \$255.24            | 48.95%              |                  |
| R & M Miscellaneous                                     | 5240     | \$4,500             | \$1,598.00          | \$2,902.00          | 35.51%              |                  |
| Telephone   | 5341     | \$1,100             | \$583.35            | \$516.65            | 53.03%              |                  |
| Supplies*   | 5400     | \$4,500             | \$2,524.83          | \$1,975.17          | 56.11%              |                  |
| Postage   | 5343     | \$100               | \$6.51              | \$93.49             | 6.51%               |                  |
| OPS - (Minuteman bill)                                  | 5380     | \$25,795            | \$25,795.04         | \$0.00              | 100.00%             |                  |
| OPS - (programs)  | 5380     | \$5,705             | \$5,296.72          | \$408.24            | 92.84%              |                  |
| Media Materials   | 5427     | \$5,000             | \$4,699.01          | \$300.99            | 93.98%              |                  |
| Books & Periodicals                                     | 5521     | \$57,500            | \$26,687.31         | \$30,812.69         | 46.41%              |                  |
| Travel  | 5710     | \$450               | \$155.58            | \$294.42            | 34.57%              |                  |
| Dues & Meetings   | 5730     | \$500               | \$302.99            | \$197.01            | 60.60%              |                  |
| <b>TOTAL - GENERAL FUND</b>                             |          | <b>\$407,047.00</b> | <b>\$234,237.13</b> | <b>\$172,809.87</b> | <b>57.55%</b>       |                  |
|   |          | Start<br>Balance    | Expen. To<br>Date   | Income to<br>Date   | Account Bal         |                  |
| Memorial Donations                                      | 5400     | \$49,901.62         | \$7,656.97          | \$17,603.65         | \$59,848.30         |                  |
| Tuchinsky Fund Interest                                 |          | \$32,158.23         |                     | \$253.40            | \$32,411.63         |                  |
| Tuchinsky Fund Principal                                |          | \$104,219.17        |                     | \$946.79            | \$105,165.96        |                  |
| Library Restitution Fund                                | 706-4773 | \$2,181.99          | \$49.45             | \$663.65            | \$2,796.19          |                  |
| Copier & Printer Rev. Fund*                             | 722-4840 | \$11,437.44         | \$596.45            | \$1,819.54          | \$12,660.53         |                  |
| Meeting Room Rev. Fund                                  | 723-4840 | \$2,947.16          |                     | \$125.00            | \$3,072.16          |                  |
| Free Public Library                                     | 2017     | \$22,814.31         | \$7,865.30          | \$8,863.20          | \$23,812.21         |                  |
| Youth Activities Grant                                  |          | \$9,022.50          | \$1,027.36          |                     | \$7,995.14          |                  |
| <b>TOTAL - OTHER FUNDS</b>                              |          | <b>\$234,682.42</b> | <b>\$17,195.53</b>  | <b>\$30,275.23</b>  | <b>\$247,762.12</b> |                  |