

## **Medway Library Board of Trustees**

### **Final Meeting Minutes**

**July 9, 2019 7:00PM Library Conference Room**

**Members Present:** Susan Alessandri, Chair, Chris Monahan, John Scott Smith, Diane Burkhardt and Trudi Stefan,

**Others Present:** Wendy Harrington, Recording Secretary, Margaret Perkins, Library Director, and Meg Hamilton and Diane Busa, Friends of Medway Public Library

Chair Susan Alessandri called the meeting to order at 7:03pm

#### **Approval of Agenda**

**In a motion made by Susan Alessandri, seconded by Trudi Stefan the Library Board of Trustees unanimously approved the Agenda for the July 9, 2019 meeting.**

#### **Approval of Minutes**

**In a motion made by Chris Monahan, seconded by Diane Burkhardt, the Library Board of Trustees unanimously approved the Meeting Minutes of June 4 and June 11, 2019 as presented.**

**Citizens Speak-** Nothing to report

**Review New Incident Reports-** There were no new reports to review

Margaret spoke of an incident that a volunteer noticed a young child left alone in the parking lot unattended in a car with the windows partially down. The volunteer located the mother in the library and the mother left after she was approached. The incident was not reported nor was an incident report filed. a volunteer in the parking lot said there was a young child in a car with windows partially open.

#### **New Business -**

Meg Hamilton & Diane Busa, Friends of Medway Public Library were in attendance to let the Trustee's know they would be presenting the library with \$19,000. They would be holding back \$1000 to go to Maker Space needs and \$1000 for emergency use by the Library Director if needed. The Friends are happy to support the library with various activities throughout the year. Their active members canvas local businesses for summer lunch donations, the support the Lego Club which is staffed with High School Honor Society students, they hold many book sales, pop up sales, media and children book sales as well as a leisurely sale for Friends only which is advertised at the Senior Center. The are happy to support the library and thanked Margaret and the Librarians for their support and help.

**Director's review** - Chris Monahan will send out before the next meeting.

A discussion took place regarding the open Trustee's seat that will be vacant since the resignation of Diane Burkhardt. The Trustee's will canvas friends and volunteers for an interested party. Margaret will forward the policy/procedure on filling a seat to the Trustee's for their review.

**Old Business:** State conflict of interest training- Chris Monahan and John Scott Smith will take care of getting it done.

**Budget Report-** The budget is typical of this time of year. Trustee's reviewed and asked questions of certain line items.

**Director's Report-** Margaret explained the current issues with of the 5 roof top AC units. Twelve years ago 4 units were replaced. One unit was newer and is now 20 years old. It was having issues and now needs to be replaced. The Town will replace it. This is a capital improvement item but for future years, not this year. There is a possibility if there are excess funds after the sewer repairs are completed that those funds will be used to pay for the new unit. For now it's not quite as cool near the circulation desk as it could be. John Scott Smith asked if there was anything the Trustee's could do to expedite getting this taken care of.

John Mattleman will be coming September 27, 2019. John is a well-known speaker on mental health issues. He has spoken at Medway Schools and local libraries. Medway/Millis and Holliston will share the expense and Trustee's are welcome to attend.

Chris Monahan asked for clarification on Excelon grants. Margaret explained Friends have received a \$500 science book grant and a grant for a high end computer (approx. \$1000).

**Special Programs, Fundraising, Sponsorships-** nothing to report

The Trustee's thanked Diane Burkhardt for her contribution to the Trustee's.

**Next Meeting:** August 13, 2019

**In a motion made by Diane Burkhardt the Library Board of Trustees unanimously voted to adjourn at 7:50pm.**

Respectfully submitted

Wendy Harrington, Recording Secretary

**\*\* Approved 8/13/19\*\***