

Medway Library Board of Trustees
Tuesday, May 7, 2019
7:00 pm Library

Trustees

Susan Alessandri
Karen Kassel, secretary
Chris Monahan, chair
John Scott Smith, vice chair

Margaret Perkins, Library Director

Citizens

Paula Belanger, library assistant
Megan Carr
Jeannette Carr
Marguerite Monahan

Meeting called to order at 7:04 pm

A. Approval of Agenda

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

B. Approval of the Minutes

SA: Motion to approve minutes from March 5, 2019 meeting. JSS2. **Vote:** 3 yes; 1 abstain (KK)

KK: Motion to approve minutes from April 2, 2019 meeting. JSS2. **Vote:** 3 yes; 1 abstain (SA)

C. Citizens Speak

Three citizens and a library staff member came to the meeting to discuss the following concerns:

- In April, a citizen witnessed a patron viewing pornographic material on a library computer. The citizen reported this violation to the library staff. The staff spoke to the patron; explained that viewing pornography is not allowed and that she could potentially lose her library privileges.
- There are many children using the library, they could be exposed to inappropriate material on the computers
- Are there parental controls or filters on the library computers?
- What can be done to make pornographic material less accessible?
- Staff would like clarification on how to enforce the Internet Use policy; what are the consequences for violations and how are these consequences enacted?

Suggestions for dealing with violations of the Internet Use policy:

- The Board will draft specific consequences for violations (see below)
- Staff members should fill out an incident report with each violation & submit to Margaret
- The Board of Trustees will review incident reports at each monthly meeting

- Posting a laminated version of the Internet Policy on the computer might empower the staff to be more comfortable with enforcing the policy and might deter some people from looking at inappropriate material
- The library does not filter Internet access
- On the technology side, could possibly add a guest login to each computer that requires patrons to view the Internet Use policy prior to using the computer

Paula B left at 7:49 pm

Citizens left 8:09 pm

D. New Business

Further Discussion of Dis-invitation

The staff and director would like further clarification on this text in the Internet Use policy: "Violation of this policy may result in loss of Library privileges."

The patron involved in the April 2019 incident was told "you have one strike against you and if it happens again, you could be dis-invited from the library".

SA: Motion to set the consequences for violating the Internet Use policy in regards to viewing pornographic materials in the library as follows:

First violation = warning

Second violation = 2 weeks dis-invitation

Third violation = 2 months dis-invitation

Fourth violation = 1 year dis-invitation

Further violations = consequences as determined by the Board of Trustees

Dis-invitation letters can be appealed to the Board of Trustees at a regularly scheduled meeting.

KK2. **Vote:** unanimously approved

This information will be printed, laminated, and posted along with the related part of the Internet Use policy at each computer station.

Going forward, an incident report template will be available. Staff should complete incident reports and submit to the Director. The Director will forward a copy to the Trustees. The Trustees will review incident reports at monthly meetings.

Giving lending privileges to the patrons of decertified Millville

Medway Library will not loan to Millville patrons as long as they are decertified.

E. Old Business

State conflict of interest training

Chris and John still need to complete this training.

Magnetic sign for electric car

The signs are completed; Margaret will pick them up tomorrow.

F. Budget Report

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

There is still a lot of money in the copier & printer revolving fund. Some funds can be used to purchase a second 3D printer, as the machine we have is used often. Chris will send information to Diane and Margaret on potential 3D printers to purchase.

The Trustees will consider requesting an increase in the spending limit on the copier & printer revolving fund at a future Town Meeting.

G. Director's Report

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

H. Special Programs, Fundraising, Sponsorships

Town-wide book program

Not to be done at this time.

I. Adjournment

KK: Motion to adjourn. Meeting adjourned 9:26 pm.

Next meeting June 4, 2019.

Medway Public Library
Director's Report
May 7, 2019

Programs in April:

- Thursday and Friday Story Times
- Tuesday and Wednesday Toddler Jams
- PAWS to Read
- Learn to Play Chess
- Cursive Club
- 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
- Birds of Prey - Audubon
- Pastel Painting Workshop with Gregory Maichack
- LEGO Club (Friends of the Library)
- "Oh Shoot" Photography Club
- Book Club - Lorie Brownell

Makerspace visitor count: Makerspace visitor count in January: 214

Workshops & Classes:

Sewing Together - adult/child sewing workshop - 5 people
Arduino Coding & Robotics - Meets weekly on Monday nights - 9 participants
Painting with Trudi - 7 people
Creative Tinker Lab - 10 participants
Wonderful World of Mathematics - 4 children
Music in the Makerspace - 0/3 children
Tuesdays with Trudi (6-week tutorial on how to use brushes & pallet knives and how to care for brushes) - 4 participants
FTC Robotics Seminars (April 9 - May 14) - 8 participants

Ongoing:

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 - 1 person
Knitting machine - 3 people
Sewing Machine - 1 person
vinyl/paper cutter - 3 people

Noticed vinyl cutter, large format printer, vhs/dvd converters, sewing machines, DVD buffer, knitting machine, soldering iron, small hand tools, and 3D printer all being used by patrons.

Upcoming Workshops:

Painting with Trudi - May 8

Wonderful World of Mathematics - May 16 - This month we will be learning about fractals

Kitchen Chemistry - May 30 - monthly science program.

Remaining 2 FTC Robotic Seminars

Other:

Ordered a new workstation for the Makerspace with funds from Exelon Generation and the Friends

Ordered shelves for above workbench and counter near sink.

Programs in May include:

- Thursday and Friday Story Times
- Tuesday and Wednesday Toddler Jams
- Paws to Read
- Sensory Story Time
- Cursive Club
- Learn to Play Chess
- Art Week Story Time
- No-Till Gardening
- Korean War presentation with Tony Manbucca
- LEGO Club (Friends of the Library)
- Preschool STEM Mondays in May (sponsored by Walpole CFCE)
- "Oh Shoot" Photography Club - Lorie Brownell
- Book Club - Lorie Brownell

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

There were 24 children's programs in April with 369 people attending (adults and children). One visit to the high school connected us with 12 students.

1000 Books before Kindergarten program had 2 new registrants in April making our total participation 29!

Girl Scouts used the bulletin board and other display spaces in the Children's areas for their art display throughout April and it generated many extra visitors and positive comments.

Lucy met with Chris Baldiga at the schools to coordinate and combine some of our summer reading efforts. I also attended a meeting of the schools' Wellness Advisory Committee.

The materials budget spent so far this year is \$19,164.52.

Outreach

The Library has expanded the outreach program to Mahan Circle, Lovering Heights, and Kenney Drive. Library staff brings a selection of items including books and DVDs on Thursdays, visiting one location per week. Each location has been visited on one occasion so far. Volunteers are continuing each week to bring books, both specifically requested and those selected by staff based on patrons preferences, to patrons who are unable to get to the library.

Staffing

Sandy Dobday retired from her position as a Library Assistant on Friday, April 26. We will all miss her, but fortunately she has agreed to continue as a Substitute Library Assistant for a few months.

Technology

The switch required for the security cameras, wifi, and two of the phone extensions has arrived and should be installed soon. Two of the patron computers, including one of the new ones, are not working.

Meetings in April included:

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

Meetings in May include:

- Town of Medway Department Heads meeting
- Minuteman Library Network Membership Meeting
- OSHA Recordkeeping Webinar

Other

During March, the lower level community space was used after hours for 17 meetings and 55 individuals during the 18 nights it was open.

The training by the police department, taught by Detective Sergeant Matt Reardon, was held on May 3rd. Advice on dealing with several issues was thoroughly covered.

I worked with Kevin Dickie, Finance Committee library liaison, to provide updates for the Finance Committee's Library Subcommittee report.

The Library is participating in the Grandmother Love Project, which began when Barack Obama lost his grandmother just prior to the election. The Life Experience School in Millis then developed this project to honor all grandmothers. The collection, consisting of a statue, a memory book, and sheets on which children and adults can write (and/or draw) stories about their grandmothers, has been displayed at the Massachusetts Statehouse, the governor's office, the UMass Boston library, and five public libraries. Eventually the stories will be bound and given to the planned Barack Obama Presidential Center in Chicago.

Margaret Y. Perkins
Library Director

Medway Public Library Budget Report 5/7/2019							
Account	Acct #	Start Balance	Expen. To Date	End Balance	% Spent	Materials Expenditures	Current Month Expenditures
Salaries - Full Time	5110	\$175,997	\$138,219.53	\$37,777.47	78.54%		13,538.56
Salaries - Part Time	5111	\$92,250	\$73,280.95	\$18,969.05	79.44%		8,007.72
Longevity	5150	\$1,650	\$1,700.00	(\$50.00)	103.03%		0.00
Electricity	5211	\$21,200	\$16,321.91	\$4,878.09	76.99%		1,149.79
Heating Fuel	5212	\$7,800	\$7,121.92	\$678.08	91.31%		856.68
Trash	5232	\$2,500	\$1,928.64	\$571.36	77.15%		0.00
Water & Sewer	5231	\$500	\$365.10	\$134.90	73.02%		0.00
R & M Miscellaneous	5240	\$4,500	\$4,650.00	(\$150.00)	103.33%		1,431.50
Telephone	5341	\$1,100	\$877.90	\$222.10	79.81%		179.85
Supplies	5400	\$4,500	\$3,998.88	\$501.12	88.86%		591.01
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	\$6,318.65	(\$1,318.65)	126.37%	\$6,318.65	865.30
Books & Periodicals	5521	\$57,500	\$34,496.85	\$23,003.15	59.99%	\$34,496.85	4,957.29
Travel	5710	\$450	\$155.58	\$294.42	34.57%		0.00
Dues & Meetings	5730	\$500	\$302.99	\$197.01	60.60%		0.00
TOTAL - GENERAL FUND		\$407,047.00	\$320,588.45	\$86,458.55	78.76%		\$31,577.70
		Start Balance	Expen. To Date	Income to Date	Account Bal		Change in Acct Balance
Memorial Donations	5400	\$49,901.62	\$13,805.02	\$18,564.34	\$54,660.94	4,646.72	-4,716.81
Tuchinsky Fund Interest		\$32,158.23		\$378.04	\$32,536.27		42.98
Tuchinsky Fund Principal		\$104,219.17		\$1,518.07	\$105,737.24		197.12
Library Restitution Fund	706-4773	\$2,181.99	\$80.04	\$1,042.74	\$3,144.69		27.01
Copier & Printer Rev. Fund*	722-4840	\$11,437.44	\$1,110.22	\$2,857.74	\$13,184.96		230.29

Meeting Room Rev. Fund	723-4840	\$2,947.16		\$350.00	\$3,297.16		100.00
Free Public Library	2017	\$22,814.31	\$15,280.90	\$17,959.26	\$25,492.67	\$15,160.90	4,791.55
Youth Activities Grant		\$9,022.50	\$2,356.72		\$6,665.78		-829.36
TOTAL - OTHER FUNDS		\$234,682.42	\$32,632.90	\$42,670.19	\$244,719.71	\$60,623.12	(\$157.22)