

Medway Library Board of Trustees
Final Meeting Minutes
December 1, 2020 7:00 PM via Zoom

Members Present (virtually): Susan Alessandri, Chair, Lisa Sheehan, Julie MacEvoy, John Scott Smith, Trudi Stefan

Members Absent:

Others Present (virtually): Katherine Mitchell, Recording Secretary, Margaret Perkins, Library Director

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

Approval of Agenda

In a motion made by Trudi, seconded by Julie, the Library Board of Trustees unanimously approved the Agenda for the December 1, 2020 meeting.

Approval of Minutes

Defer October 6, 2020 until January meeting.

Budget is due on December 28th. No large purchases. Based on past years. Dehumidifier's replaced around \$2,000 in makers space.

Citizens Speak

Trudi stated there have been questions about opening. She said a friend is going to the Holliston Library. Margaret stated Blackstone, Charlton, and Upton have gone back to curbside.

Reopening Update

Margaret was surprised Charlton was closing. Margaret has a minuteman meeting every Wednesday. There are currently 35 cases in Medway. Margaret stated not all cases are at the schools. Holliston went back to full remote due to cases. Susan stated they are starting a testing program within the schools in hopes to get more children in the classrooms.

All trustees agree now is not a good time to try to open the Library. It would be putting the staff at risk. People are enjoying the curbside pickup. Margaret stated not many are asking about the Library opening anymore.

Review Incident Reports

Employee tripped on staircase. Margaret filed a report just to be safe. The fall worsened the employees injured shoulder a bit. Susan asked about disability, but the employee is part time.

Budget Report

Margaret distributed the Budget Report via email.

\$10,000 was put into the budget. This will assist with the programming they are looking to do.

Director's Report

Margaret distributed the Director's Report via email.

Discussing possibility of institutional cards. Teacher or shelter would have a card / someone to hold accountable. They could take out multiple books at a time. They are responsible for them and an agreement should be made. Margaret stated she has had multiple requests from teachers regarding institutional cards.

All agree this is a good idea. Margaret stated they could make deliveries to the shelter. Susan asked if our policies mentioned this, Margaret stated it is up to the individual library. Lisa stated this would be a great opportunity to advocate for school librarians. Susan mentioned nursing homes as well.

Susan was impressed by the # of checkouts in the Directors Report.

Story Path in Choate Park – Laminated story on stakes. They have been up for a few weeks. Audrey found some of them in the trashcan yesterday. The stakes were pretty deep into the ground; however, the storm may have knocked them over. Margaret stated the police will potentially review cameras. Susan asked for a report back regarding this matter. The story walk was a joint effort of the Library, Lions Club, and Parks.

In a motion made by Trudi, seconded by Julie the Library Board of Trustees voted to adjourn at 7:38 PM.

Next Meeting: January 5, 2020

Respectfully submitted,

Katherine Mitchell, Recording Secretary

Medway Public Library

Director's Report

December 1, 2020

- There were 3,814 checkouts during November, and 369 patrons used curbside checkout.

Programs in October and November:

- Thursday and Friday Story Times - Online Live
- No Irish Need Apply with Christopher Daley. (Partnered with the Holliston Library)
- Monday and Wednesday Yoga & Mindfulness for Kids and Teens - Online Live

Programs in December and January will include:

- Thursday and Friday Story Times - Online Live
- Monday and Wednesday Yoga for Kids and Teens - Online Live
- Getting Started Growing Mushrooms
- New England Underdogs with Ted Reinstein (Partnered with the Holliston Library)

Children's/YA Librarian Report:

November:

We've expanded our core programming, with help from the Walpole CFCE and the Medway Cultural Council, to include semi-monthly take-and-make craft kits for younger children. Yoga continues to be popular, and storytime is showing modest but consistent gains. Our main winter goals are to deliver consistent kit content, deploy our grant programming, and add take-and-makes for teens.

October:

Yoga continues to bring in nice numbers, and storytime is slowly growing. Our passive programming is taking off in the form of grab 'n go kits prepared with Diane Busa. Some of these have been supplied by Walpole CFCE and some have been developed in-house, and the initial goal was to get one kit out per month. These kits have been received so enthusiastically that we are doing two per month, now, and will be making a kit drop schedule available via our website and social media, in response to patron inquiry. The children's department and the makerspace collaborated on Library Halloween, which was held on Thursday, 10/29 concurrently with the town's Trunk or Treat. Despite the atrocious weather (which seems to have affected the Trunk or Treat), we served 41 kids and their accompanying 28 adults, for a total of

69 people. We gave away books, goodie bags, and family activity packs. We also took Halloween pictures, which were emailed the following day in Halloween frames.

Technology

Patrons are continuing to print on a library printer from outside the library. We are also scanning and faxing documents for patrons, as well as loaning the hotspot.

Weekly Arduino classes (virtual) through the Makerspace have resumed. STEAM Thursdays will resume next week.

Building and Grounds

I met with a member with the Capital Improvement Planning Committee to discuss the Library's Capital Improvement requests.

We are waiting for DPW to arrange for visits by HVAC companies to obtain information on the fresh air exchange rate in the library and on appropriate mitigating measures.

Meetings in October and November included:

Department Heads Meeting

Minuteman Library Network Membership

Directors' Forum on Reopening

Zoom meetings with directors of small libraries in Massachusetts

Technology Interest Group

New England Library Association - Information Technology Section Annual Meeting

What Massachusetts Employers Need to Know about Paid Family Leave

Accidental Facilities Manager

Meetings in December

Department Heads Meeting

Zoom meetings with directors of small libraries in Massachusetts

Working with Teens - webinar

New England Library Association - Information Technology Section Meetings

Reference Interest Group

Career Resource Week: Virtual Career Programs and Services for Your Community

Other

Adding institution cards (e.g. schools, shelter) is being discussed, in order to provide more materials to our patrons.

We are continuing to deliver books and other materials to homebound patrons.

The Financial Report for the MBLC was submitted in October, as was the Social Infrastructure Grant report.

The 2022 budget is due on December 28th.

Margaret Y. Perkins, Library Director

Medway Public Library Budget Report

12/1/2020

Account	Acct #	Start Balance	Expen. To Date	End Balance	% Spent	Materials Expenditures	Monthly Expenditures
Salaries - Full Time	5110	\$185,178	\$72,479.06	\$112,698.94	39.14%		35,184.00
Salaries - Part Time	5111	\$109,039	\$33,079.16	\$75,959.84	30.34%		15,304.31
Longevity	5150	\$1,500	\$950.00	\$550.00	63.33%		950
Electricity	5211	\$21,000	\$9,413.82	\$11,586.18	44.83%		6,371.47
Heating Fuel	5212	\$7,800	\$373.01	\$7,426.99	4.78%		130.73
Trash	5232	\$2,500	\$642.88	\$1,857.12	25.72%		0
Water & Sewer	5231	\$605	\$87.22	\$517.78	14.42%		0
R & M Miscellaneous	5240	\$4,200	\$1,894.98	\$2,305.02	45.12%		1,424.98
Telephone	5341	\$1,100	\$481.96	\$618.04	43.81%		243.78
Supplies	5400	\$4,500	\$780.93	\$3,719.07	17.35%		307.16
Postage	5343	\$40		\$40.00	0.00%		0
OPS - (Minuteman bill)	5380	\$26,224	\$26,224.00	\$0.00	100.00%		10,000.00
*OPS - (programs)	5380	\$16,000	\$1,526.00	\$14,474.00	9.54%		-9,450.00
Media							
Materials	5427	\$6,000	\$8,045.57	(\$2,045.57)	134.09%	\$8,045.57	873.71
Books & Periodicals	5521	\$62,500	\$16,683.35	\$45,816.65	26.69%	\$16,683.35	6,413.42
Travel	5710	\$450		\$450.00	0.00%		0
Dues & Meetings	5730	\$500	\$119.99	\$380.01	24.00%		119.99
TOTAL - GENERAL FUND		\$449,136.00	\$172,781.93	\$276,354.07	38.47%		\$67,873.55
		Start Balance	Expen. To Date	Income to Date	Account Bal		Change in Balance
Memorial Donations	5400	\$50,090.36	\$5,838.68	\$19,363.75	\$63,615.43	3,522.63	-2,997.92
Tuchinsky Fund Interest		\$37,865.20		\$775.97	\$38,641.17		248.56
Tuchinsky Fund Principal		\$102,869.11			\$102,869.11		0
Library Restitution	706- 4773	\$4,031.47		\$102.20	\$4,133.67		57.01
Fund Copier & Printer Rev. Fund*	722- 4840	\$13,477.92	\$151.12		\$13,326.80		-151.12

Meeting Room Rev. Fund	723-4840	\$3,697.16			\$3,697.16		0
Free Public Library Social Infrastructure Grant	2017	\$39,648.31	\$4,853.13		\$34,795.18	\$3,996.89	-31.24
CARES IMLS Grant		\$342.46	\$342.46		\$0.00		0
TOTAL - OTHER FUNDS		\$3,038.00	\$2,129.30		\$908.70		908.7
*moved \$10K into OPS-programs		\$255,059.99	\$11,185.39	\$20,241.92	\$261,078.52	\$32,248.44	(\$2,874.71)