

**Medway Library Board of Trustees**  
**Final Meeting Minutes**  
**October 6, 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 7:02 PM.*

**Approval of Agenda**

In a motion made by Trudi, seconded by Julie, the Library Board of Trustees unanimously approved the Agenda for the October 6, 2020 meeting.

**Approval of Minutes**

In a motion made by Lisa, seconded by Trudi, the Library Board of Trustees unanimously approved the August 18, 2020 Minutes.

In a motion made by Lisa, seconded by John, the Library Board of Trustees unanimously approved the September 1, 2020 Minutes.

**Citizens Speak**

Susan spoke of two instances. The first being at a Girl Scout Leader Meeting where the head of girl scouts asked if the Library would be open for the Art Show in Spring. The second instance was related to the Makers Space, whether the Library was interested in purchasing a laser cutter for making puzzles. Margaret stated there is a Silhouette in the Makers Space, which can do similar things.

Trudi mentioned Milford Library is holding a book sale. They are allowing 10 people in at a time with masks.

Margaret stated at least once a day, they get phone calls questioning if the library is open.

**Reopening Update**

Margaret is very concerned. There are currently nine active cases in Medway. Three of them being students – one in each school.

Susan questioned Margaret on the outcome of staff after giving the tentative October opening date as they want to be able to count on staff when the ability to open is there. Margaret and the Trustees need to be aware of replacements, if required. Margaret stated they cannot be replaced permanently unless the employees give their notice or retire. Susan asked if they could manage with limited staff / hours. Margaret believes they can do it especially if they remain at their desks behind plexi glass. The makers space will not be available initially. They are continuing to try to do as much they can virtually.

Margaret stated they are quarantining books for 1 week. She stated 4,000 books were circulating in September.

## **New Business**

### **Capital Budget Requests**

Margaret emailed the spreadsheet of the budget for the next five years. She stated there is quite a lot of items outside of the building. John asked if we have a running list of long term items for improvement.

### **Landscaping Proposal**

Steve from Parks is re-doing the landscaping at the Library. He is looking to remove Cypress Trees, Poison Ivy, Yue Plant, and one other tree. Margaret stated they are also looking to add some plants.

## **Old Business**

### **Trustee Bylaw discussion**

The number of trustees is incorrect within the Bylaws. John does not believe it needs to be revisited. Susan stated they could update the number of trustees and review next year. John stated changes can be made at any time.

*In a motion made by John, seconded by Julie, the Library Board of Trustees unanimously approved to change the number of trustees in the Bylaws.*

### **Review Incident Reports**

No incidents to report.

### **Budget Report**

Margaret distributed the Budget Report via email.

## **Director's Report**

Margaret distributed the Director's Report via email.

Margaret mentioned the Library is doing their best to continue to provide services to patrons. She stated the school libraries are funneling resources to the town Library. They are utilizing Zora for e-books and posting tutorials on the website. Susan suggested a video providing explanation of services. All agree this would be a great resource. Margaret will speak to librarians.

*In a motion made by John, seconded by Lisa the Library Board of Trustees voted to adjourn at 8:07 PM.*

## **Next Meeting: November 3, 2020**

Respectfully submitted,

Katherine Mitchell, Recording Secretary

Medway Public Library

Director's Report

October 6, 2020

- Usage of curbside pickup continues to increase. There were 3,581 checkouts during September, a 10% increase over October.

### **Programs in September:**

- Thursday and Friday Story Times - Online Live
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- Getting Started in Homeschooling
- Monday and Wednesday Yoga & Mindfulness for Kids and Teens - Online Live
- Climate Preparedness Week programs

### **Programs in October will include:**

- Thursday and Friday Story Times - Online Live

- Monday and Wednesday Yoga for Kids and Teens - Online Live
- Climate Preparedness Week programs
- Getting Started in Homeschooling
- No Irish Need Apply with Christopher Daley. (Partnered with the Holliston Library)

### **Children's/YA Librarian Report:**

In September, we had our regular slate of programming, and despite being zoomed out and school starting back up, we did have participants for storytimes toward the end of the month. But it's yoga that continues to be a solid draw. We also had a well-attended and well-received program on homeschooling. In total, 292 people attended storytimes and other children's programs in September.

### **Programs**

As part of the Social Infrastructure grant, the library hosted an excellent program on the opioid crisis in Massachusetts offered by a representative from the Massachusetts Department of Mental Health. We arranged to share the cost of Christopher Daley's program, No Irish Need Apply, with the Holliston Public Library.

### **Technology**

As the weather becomes colder, we plan to circulate the six chromebooks and laptops for a longer period of time, checking them out for up to a week. Quite a few patrons have sent printouts to our printers, and we have sent faxes for some patrons.

The website redesign has been completed, and the new website has gone live. Security, accessibility and design has been improved, as has ease of updating.

### **Building and Grounds**

I met with two employees of the Parks Division of DPW, including the Parks Superintendent, to discuss their suggestions for redoing the landscaping at the library.

I also met with Bobby McGee of DPW to discuss capital improvement requests for 2022 through 2026. The requests are due on October 9th.

We are waiting to hear from company that installed the HVAC management system to obtain information of the fresh air exchange rate in the library.

### **Meetings in September included:**

Department Heads Meeting

Minuteman Library Network Membership

Zoom meetings with directors of small libraries in Massachusetts

Technology Interest Group

### **Meetings in October**

Department Heads Meeting

Zoom meetings with directors of small libraries in Massachusetts

Working with People with Dementia - webinar

New England Library Association - Information Technology Section Meeting

### **Other**

The annual ARIS report was submitted to the Massachusetts Board of Library Commissioners. The Financial Report for the MBLC is due on October 16th. The Social Infrastructure report is due on October 15th.

Margaret Y. Perkins, Library Director

Medway Public Library Budget Report  
9/30/2020

Account	Acct #	Start Balance	Expen. To Date	End Balance	% Spent	Materials Expenditures	Monthly Expenditures
Salaries - Full Time	5110	\$185,178	\$37,295.06	\$147,882.94	20.14%		12,707.35
Salaries - Part Time	5111	\$109,039	\$17,774.85	\$91,264.15	16.30%		5,110.22
Longevity	5150	\$1,500		\$1,500.00	0.00%		0
Electricity	5211	\$21,000	\$3,042.35	\$17,957.65	14.49%		0
Heating Fuel	5212	\$7,800	\$242.28	\$7,557.72	3.11%		78.99
Trash	5232	\$2,500	\$642.88	\$1,857.12	25.72%		642.88
Water & Sewer	5231	\$605	\$87.22	\$517.78	14.42%		87.22
R & M Miscellaneous	5240	\$4,200	\$470.00	\$3,730.00	11.19%		0
Telephone	5341	\$1,100	\$238.18	\$861.82	21.65%		189.44
Supplies	5400	\$4,500	\$473.77	\$4,026.23	10.53%		-34.59
Postage	5343	\$40		\$40.00	0.00%		0
OPS - (Minuteman bill)	5380	\$36,224	\$26,224.00	\$10,000.00	72.39%		0
OPS - (programs)	5380	\$6,000	\$976.00	\$5,024.00	16.27%		0
Media Materials	5427	\$6,000	\$7,171.86	(\$1,171.86)	119.53%	\$7,171.86	-142.95
Books & Periodicals	5521	\$62,500	\$10,269.93	\$52,230.07	16.43%	\$10,269.93	2,598.99
Travel	5710	\$450		\$450.00	0.00%		0
Dues & Meetings	5730	\$500		\$500.00	0.00%		0
TOTAL - GENERAL FUND		\$449,136.00	\$104,908.38	\$344,227.62	23.36%		
		Start Balance	Expen. To Date	Income to Date	Account Bal		Change in Balance
Memorial Donations	5400	\$50,090.36	\$1,757.01	\$18,280.00	\$66,613.35	341.26	-1,348.60
Tuchinsky Fund Interest		\$37,865.20		\$527.41	\$38,392.61		0.01
Tuchinsky Fund Principal		\$102,869.11			\$102,869.11		0
Library Restitution	706-						
Fund	4773	\$4,031.47		\$45.19	\$4,076.66		0
Copier & Printer Rev.	722-						
Fund*	4840	\$13,477.92			\$13,477.92		0
Meeting Room Rev.	723-						
Fund	4840	\$3,697.16			\$3,697.16		0
Free Public Library	2017	\$39,648.31	\$4,821.89		\$34,826.42	\$3,996.89	-1,295.58
Social Infrastructure Grant		\$342.46	\$342.46		\$0.00		0
TOTAL - OTHER FUNDS		\$252,021.99	\$6,921.36	\$18,852.60	\$263,953.23	\$21,779.94	



