

**Medway Library Board of Trustees**  
**Meeting Minutes**  
**January 9, 2024 7:00 p.m.**

**Members Present:** Nutan Mathew, Greg Peveril-Conti, John Smith

**Members Absent:** Lisa Sheehan, Julie MacEvoy

**Others Present:** Margaret Perkins (Director), Todd Alessandri (Select Board), Justin Tucker (Secretary)

1. **Call to order:** 7:04

2. **Updates**

The meeting is being recorded for Medway Cable Access

3. **Approval of the January Agenda** - Approved

4. **Approval of December and Budget Meeting Minutes** - Approved

5. **Citizens Speak**

There was nothing to report.

6. **Old Business**

a. **Budget Review and Approval**

Mr. Peveril-Conti asked about the position that was reclassified as full time. Mr. Peveril-Conti asked in Katherine's absence, who is responsible for completing the work. Ms. Perkins stated it is a combination of Laurie (library assistant 2) and Amanda, and Audrey (Children's librarian). Ms. Perkins stated Laurie is currently out with an injury until the beginning of March. Ms. Perkins stated that although not ideal, Audrey and Amanda are able to make up for hours that are needed to fulfill Katherine's position. Ms. Nutan asked if Katherine's position would qualify for a full-time substitute from the state. Ms. Perkins reported that they have not contacted Bibliotemps for a substitute. Ms. Perkins stated there is a possibility Katherine could retire.

Mr. Peveril-Conti stated the Trustees would like to understand the OPS (other purchase services) and technology budget better. Ms. Perkins informed that there are 3 parts to the OPS: the Minuteman Library Network fee which is \$27,065 and is not very flexible. Approximately \$5,000 from the town and \$11,250 for Libby. This is considered materials by NBLC. Ms. Perkins requested to move this amount to books and periodicals in the new proposed budget. The Trustees informed that going forward, they'd prefer to see a detailed budget that

includes the subtotals. This would also apply to the Budget Report given monthly to the Trustees from Ms. Perkins.

Mr. Peveril-Conti asked about the total amount for media materials. Ms. Perkins explained that the total had been merged into the total amount.

The Trustees reviewed the library organizational chart provided by Ms. Perkins. Mr. Peveril-Conti asked how the \$90,000 for books and periodicals is being allocated. Ms. Perkins explained which staff are responsible for the books and periodicals in certain genres. Ms. Perkins also provided a list of titles that had been purchased in each broad category. Mr. Peveril-Conti stated they'd like to see more transparency in the books and periodicals section of the budget as it isn't very clear.

Mr. Smith asked about the \$42,352 that has been accrued in interest. Mr. Peveril-Conti asked about library development funds: the memorial funds, the tchisinsky interest, the library restitution fund (lost books), the copy and print fund (only supposed to go towards materials for patrons printing and copying). Mr. Peveril-Conti asked if this money could be reallocated or if it could be used to upgrade printers and copiers. Mr. Peveril-Conti stated this is over \$375k worth of unrestricted funds to use. Mr. Peveril-Conti will consult Carol to see what restrictions may apply and then the Trustees should have a future meeting to discuss how to possibly use some of these funds.

Mr. Peveril-Conti asked Ms. Perkins about the timing of the request made by the town to have the various departments set short and long term goals as part of the new budget process.. Ms. Perkins stated she took the action plan verbatim and submitted that on the form. The Trustees stated that going forward they will make written requests about the information they'd like in order to make it clear. These requests will be made clear in the minutes.

Mr. Peveril-Conti requested to have the final version of the short and long term goals that were sent to the town as well as the draft of the budget that Ms. Perkins is sending to the town by the end of this week.

Ms. Perkins stated she had no updates about the sculpture.

**7. Incident Reports** - There were no incidents to report.

**8. Budget Report** - The budget has been discussed at length this meeting.

**9. Director's Report** - The Trustees asked about the 283 users of the Makerspace and how many of those are attributed to groups or programs rather than organic users.

The Trustees inquired about how many people are utilizing the homeschooling program.

**10. Adjournment:** 8:26