

Medway Library Trustees

December 5, 2023

7:00pm

Medway Public Library

Members Present: John Scott Smith, Julie MacEvoy, Lisa Sheehan, Greg Peveril-Conti, Nutan Mathew

Members Absent:

Others Present: Margaret Perkins (Library Director), Justin Tucker (Secretary)

1. **Call to order** - 7:02pm
2. **Updates** - No updates were given.
3. **Approval of the December Agenda** - Approved unanimously
4. **Approval of November Minutes** - Approved unanimously
5. **Citizens Speak** - There was nothing to report on.
6. **Old Business** - Ms. Perkins asked if anyone was willing to help with a grant to help fund the funding of the sculpture. The Trustees expressed they were under the impression that there had already been grant money awarded to fund the project. Ms. Perkins reported that some funding was given by the Cultural Council, but not enough to cover the entire cost. Mr. Peveril-Conti suggested they get an update from the Council and/or artist and perhaps invite them to a future meeting.
 - a. **Director Review Process** - Mr. Peveril-Conti supplied a link to two sources for a Director evaluation. The Trustees agreed the document from New Hampshire was more useful and comprehensive. Ms. Perkins provided an old copy of an evaluation document. The Trustees clarified that they have to perform the Director Evaluation together during an open meeting or separately outside of the meeting.

Mr. Peveril-Conti made a motion to adopt the New Hampshire model for evaluations with modifications as necessary and was approved unanimously.

Mr. Peveril-Conti made a motion to perform the evaluation during the open meeting and was approved unanimously.

The Trustees discussed a timeline of when to perform an evaluation. The guidelines for the evaluation are to be shared with Ms. Perkins, the director, in order for her to understand the criteria that will be used to evaluate her position.

Ms. Perkins will review the guidelines and inform the Trustees of anything she feels is not applicable or unfair to use as evaluation criteria.

Mr. Peveril-Conti made a motion to hold the Director's evaluation at an open meeting in February, approved by all.

- b. Town Budget Process/Status** - Ms. Perkins informed that the process begins December 28th, and she received the documentation from the town late last week. The Trustees asked when they would have time with the budget so they could have input on the budget. Ms. Perkins stated she will be going on vacation on December 15 and will have the draft budget done before then. The Trustees expressed concern that they won't have time with the budget to impact it before it is due. Ms. MacEvoy suggested, and the Trustees decided, to go through the budget with Ms. Perkins. Mr. Peveril-Conti stated he will contact Michael Boynton to explain the situation about the disagreement over the budget input and to discuss options going forward.

7. New Business

- a. Policy Review Schedule** - The Trustees decided on discussing the collection development policy starting at the January meeting. They decided they will use the February meeting for the Director's review. The Trustees decided to review the computer use policy in March.
- b. Adding a timekeeper** - Ms. Sheehan expressed the benefit of having a timekeeper to keep discussion from getting off task. The Trustees discussed putting a maximum length of their meetings at 90 minutes.

Mr. Peveril-Conti moved to adopt a timekeeper and a 90 minute max meeting time, approved by all.

8. Incident Reports - There were no incidents to report.

9. Budget Report - There was nothing to discuss in the budget report.

10. Director's Report - Ms. Sheehan acknowledged the separate section for the makerspace but noticed Audrey's section was very minimal compared to the usual. Ms. Nutan asked about the visitor number increase on the makerspace. Ms. Perkins stated that mainly Diane and other volunteers were staffing the space full time in order to keep track of visitors the best they could. The Trustees discussed getting another data point on how many unique visitors are using the makerspace rather than just people going into the makerspace each day. Ms. Sheehan asked Ms. Perkins to share with Audrey that the Trustees would love to hear about the Youth Services in the traditional way on the

next Director's Report.

11. Adjournment - The Trustees decided to have the next meeting on Tuesday, January 9th.

Adjourn at 8:32.