

**Medway Library Board of Trustees
Final Meeting Minutes - AMENDED
August 1, 2023 7:00 p.m.
Medway Library**

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

Members Absent: None

Others Present: Margaret Perkins (Library Director), Diane Busa (Makerspace Coordinator),
Audrey Snowden (Children's Librarian)

1. Approval of August Agenda

- John moved to approve the August agenda; Nutans seconded; all voted to approve the August agenda

2. Review of July Minutes

- The following edits to the July minutes were requested; a revised version of these minutes will be reviewed at the September meeting
 - Margaret should not be listed as a trustee and there should not be a comma after her name
 - In section 4a - It was Greg who volunteered to attend Medway Day, not John
 - DPW completed painting everything except for the children's and young adult area
 - Delete "possibly" from sentence about why the library completed the fiscal year with unspent money in the budget
 - In section 4C – Greg "viewed" (not "reviewed")
 - In section 5a, include statement at end: "However, upon further review of the strategic plan, approval was rescinded based on the discovery that an incomplete version of the strategic plan was provided. The full strategic plan will be reviewed and voted upon at the August meeting."
 - In section 5b, under the 1st bullet point in "Action for Goal 2 of Strategic Plan" there is an "e" at the end of "books" that needs to be deleted

3. Citizens Speak

- Margaret reported that a grandmother declared that a book that was read at story hour was above their grandchild's head; there was no concern about the content of the book, but rather that the vocabulary was advanced

4. Old Business

- *Library Statue*
 - Greg asked about the status of the statue to be placed at the entry to the

library; Margaret reported that work on the statue is currently in progress and will take at least six months

- *Organizational Chart*
 - A lengthy discussion ensued about the organizational chart of the library. Questions were raised about which staff do collection development as Amanda is the only person listed as doing collection development; Margaret clarified that Audrey selects the children, YA, horror, and sci-fi books and Margaret does most of the adult collection development; Amanda does graphic novels, manga, and pop culture
 - Lisa asked for clarification on “Substitute” in some of the job titles – Margaret clarified that they are permanent employees who are “on call” as this allows them to take vacation time with less notice than if they were not “substitute” employees. The job responsibilities listed under each of these “substitute” positions are ones that other staff are able to do
 - Presently, full-time staff include Margaret and Audrey; Diane will be full-time starting in August. Most other staff range from 10 to 13 hours per week with the exception of Lorie (Library Assistant II) who works 18 hours per week and has increased responsibilities as compared to the Library Assistant I

5. New Business

- *Board Best Practices*
 - Greg raised concerns about the need to conduct regular performance evaluations and stated that best practices regarding performance evaluations will be reviewed and implemented
 - Greg also raised questions about the need for increased communication between the library staff and the library trustees and specifically proposed the development of an administrative team that consists of Margaret (as Library Director), Greg (as Chair), and Julie (as Secretary) to develop an agenda and distribute materials to the board prior to the monthly meetings
 - Julie proposed that an “Action Steps” section be added to the minutes each month that lists specific efforts the board has agreed to take and the deadline by which they will be completed; all agreed that this would be helpful and should be done
- *Library Policies*
 - Greg pointed out that section III is blank in the online version of the library policies posted on the library website
 - Questions were raised about whether the library is fully following policies as laid out (e.g., about challenges to the library)
 - Greg proposed that once a month the board review one policy starting with discussing the collection development policy (including challenges to

the collection) at the September meeting; discussion of the policies will continue monthly in chronological order starting with the oldest policy

6. Planning

- *Strategic Plan*
 - Greg moved to accept the strategic plan; John seconded; all unanimously voted to approve the strategic plan
- *Action Plan*
 - *Goals 1 and 4 were reviewed and the following action steps were suggested*

Goal 1: Library services and staff will be accessible, courteous, and responsive to the needs of the community.

1a. Examine the feasibility of increasing library hours (e.g., until 4:00 p.m.) and take action depending upon the results of that determination

1b. Implement effective means of gathering patron ideas

1c. Add a staff directory with pictures to the homepage of the library website

Goal 4: Residents will have access to a variety of innovative programs.

4a. Evaluate the current programming and determine if there are target populations that are not being served

4b. Provide diversified array of library programs (see recent areas of programming and outreach)

7. Budget Report

- Extensive discussion ensued regarding confusion about budget line items and why there was money remaining at the end of the fiscal year
- Select Board Member, Todd Alessandri, and/or Town Manager, Michael Boynton, will be asked to come the September meeting to clarify confusion regarding library budgeting practices

8. Director's Report

- The Director's Report was reviewed; no questions or comments were raised

9. Action Steps

- July minutes will be revised per above requested changes and will be voted upon at the September meeting
- All trustees will read the MBLC trustee handbook ([linked here](#)) by the September meeting
- All trustees will complete the Trustee Board Report Card included in Appendix 2E of the MBLC Trustee Handbook – Julie will email an anonymous Google Form for each trustee to complete prior to the September meeting; trustees should

review the handbook prior to completing the report card; aggregated results will be discussed at a future meeting

- The library's collection development policy will be reviewed at the next board meeting
- Julie will implement changes to the action plan as summarized above
- Greg will invite Todd Alessandri and Michael Boynton to attend the September meeting

10. Adjournment: 9:16 p.m.

Respectfully submitted by Julie MacEvoy (Board Secretary)

The next meeting will be Tuesday, September 5, 2023 at 7:00 p.m.