

Medway Library Board of Trustees
Meeting Minutes
September 12, 2023 7:00 p.m.
Medway Library

Members Present: John Scott Smith, Lisa Sheehan, Nutan Mathew, Julie MacEvoy

Members Absent: Greg Peveril-Conti

Others Present: Margaret Perkins (Library Director), Justin Tucker (Secretary), Michael Boynton (Town Manager)

1. **Approval of the September Agenda** - Ms. MacEvoy made a motion to approve, seconded by Ms. Sheehan, and approved by all.
2. **Approval of July and August Minutes** - August minutes - approved with amendments
3. **Citizens Speak**
There was no citizen input to report.
4. **New Business**
 - a. **Clarifying Expectations, Responsibilities, and Processes**

Mr. Boynton was present to discuss the role and responsibilities of the Trustees in relation to the library staffing and operations. Mr. Boynton informed that the Trustees were to act as the Chief Executives of the library. The Board delegates the authority and responsibility to the library director as they wish, and the director down to the staff. Any issues or concerns with policy falls back to the Library Trustees. The Board has the authority to approve promotions, new positions, and/or changes in the structure. Mr. Boynton clarified the responsibility of the budget is in the Trustees approval. Ms. Perkins presents a budget to the Trustees, who are then able to agree on it and/or add to it before it then gets sent for town approval. Ms. Mathew asked for clarification about the Trustees role in approving a change in position from part time to full time. Ms. Nutan asked if the position should have been offered and created without the Board of Trustees approval. Mr. Boynton informed that if the position was part of the budget that was approved previously, then yes, but if it was a change that was approved administratively, then the Trustees need approval. Mr. Boynton relayed that the Trustees are to trust the Director to make day to day decisions that may not be able to wait for the approval of the Trustees. Ms. MacEvoy asked about leftover money from the budget and what the goal of the library's budget should be. Ms. Mathew clarified that if the library has money left at the end of the fiscal year, does any of it get returned to the library. Mr. Smith asked if leaving a remainder would affect the approval of the library budget in the

future. Mr. Boynton explained the process of reviewing budget requests for the town. Mr. Boynton informed that if there is a department with the same surplus year after year in a budget, then he would take an even closer look at the expenses to see why there is always a surplus. Mr. Boynton explained how free cash is generated in the town, which feeds capital spending. Mr. Boynton informed that he tells the department heads in April, May and June that if they have money in the budget that they don't need to spend, then don't spend it as these feed the town's free cash that can help with various capital expenditures. However, if the budget needs to be fully spent, then it is understandable and acceptable to do so. Mr. Boynton defined capital expenditures as costing generally \$5,000 or more.

b. Report Card

This item was tabled until the next meeting.

c. Challenge Policy Review

This item was tabled until Mr. Peveril-Conti was in attendance. The Trustees will review the current policy for discussion at the next meeting. The following link is the library policy page and the Request for Reconsideration can be found at the bottom of the page. <https://www.medwaylib.org/Pages/Index/182109/library-policies>

5. Old Business

a. Action Plan

Ms. MacEvoy suggested using the October 3rd meeting to focus solely on the action plan after reviewing the budget and director's reports.

Goal 1: Ms. Perkins reported that the library staff does not like the idea of having their photo posted to the library website. Ms. Perkins stated to include the information of the directors of the library on the website.

The Trustees agreed that Goals 2, 3, and 4 are done.

Goal 5: The Trustees discussed the range of technology aspects mentioned in goal 5. Ms. Mathew mentioned technology kits and starter coding kits for younger kids such as Osmo and Dash. Ms. Perkins stated there are kits available centered for kids including Snap Circuits. The Trustees decided to add language to the goal about providing technology and coding kits for younger children.

6. Incident Reports

Ms. Perkins told of a patron who witnessed another patron hit the curb with her car. Ms. Perkins was told that the car went up on the curb, at which point the driver took her grandchildren out of the car to stand on the sidewalk while she backed the car off the curb. The witness called the police. Ms. Perkins reported that two police officers came

and asked her for access to any cameras, which there are none on that side of the building. The two officers talked to the driver, but nothing came of the situation.

7. Budget Report

The Trustees reviewed the budget expenses.

8. Director's Report

Ms. Sheehan stated she was impressed with the backpack program. Ms. Perkins stated they could have given out even more if they had them. Ms. Perkins informed the Trustees that one of the HVAC units on the roof had been repaired, but broke again this past Friday. As a result, there have been some leaks in the ceiling that have wet the carpet. Ms. Perkins is inquiring about fixing the unit as soon as possible.

9. Adjournment: 8:46

The next meeting will be held on Tuesday, October 3rd, 2023 at 7:00pm.