

## **Medway Library Board of Trustees**

### **Final Meeting Minutes**

**July 5, 2022 7:00 PM**

**Medway Library**

**Members Present:** John Scott Smith, Chair, Lisa Sheehan, Greg Peverill-Conti, Nutan Matthew

**Members Absent:** Julie MacEvoy

**Others Present:** Margaret Perkins, Library Director, Katherine Mitchell, Recording Secretary

*Chair John called the meeting to order at 7:06 PM.*

### **Approval of Agenda**

On a motion made by Lisa, seconded by Greg, the Library Board of Trustees voted to approve the Agenda of July 5, 2022.

### **Approval of Minutes**

*On a motion made by Lisa, seconded by Nutan, the Library Board of Trustees voted to approve the June 7, 2022 minutes.*

### **Citizens Speak**

Margaret stated there was a book on the shelf that someone did not like. It was a children's book. Audrey and Margaret are reviewing. Book is currently checked out to Audrey so no one can check it out until they are finished reviewing it. Ages 7-10. Book is explicit. Contains cartoon like drawings in it. It is categorized as a health / human development book. Margaret stated it is a more graphic book. Trustees reviewed the book. John asked if there were similar books in the same section. Margaret would need to review. This book is in the children's section "How do you make a baby", intending to be an informational book.

John mentioned there is a new committee assembled by the Town, Native American and Indigenous Peoples Ntl Heritage Commemoration Day Steering Committee. Meeting will be once a month – they are working on a summer schedule. John will forward information to Liz Langely with volunteer info.

## **New Business**

### **What level of involvement should the Trustees have in libraries activities?**

In the instance of a book complaint, this would be handled by the librarian / director. They will possibly put this book in the young adult's section instead. Audrey and Margaret would like to discuss more.

Greg asked about the Collection Development Policy. Margaret stated she did not fill out a form. Weston has the book in Parent/Teacher. Medway currently doesn't have this section. John mentioned there is a policy in place. Audrey mentioned this to Margaret when she came back from vacation. She is unsure of the parents' expectations; they may not be anticipating a follow up. Margaret will discuss with Audrey when she returns from vacation. Lisa mentioned doing a search on the book and mentioned there does not seem to be controversy around the book. Margaret mentioned this was only the 3<sup>rd</sup> complaint about a book since she's been here since 2008. Rules and responsibilities of Trustees – Greg mentioned there is a handbook that is great. It's 170 pages. He has found that helpful. Margaret stated generally speaking, trustees are in charge of policy making and director is in charge of operations.

Community Book Sale – Reached out to Friends of the Library to begin. Friends of the Library – Need to consider staffing/resources. Used book is the resource. Lisa/Nutan emailed Friends of the Library. This was right after the book sale – they don't have many used books now. The goal is to get the community more connected to the Library. How to build community engagement and get people in the door. Margaret mentioned the staff has come up with so many great activities especially for summer. Many involved the Makers Space. The Take & Make's were very popular.

## **Old Business**

### **Children's Focus Group**

Potentially 4 children scheduled for the focus group. Barbara suggested using some of the things she was going to ask on a one-on-one basis. Rather than trying to get a large group of kids together on Zoom. John asked if Margaret felt we would still get an adequate data collection from that experience versus Zoom. They have 7 adults who submitted their responses. It was interesting to see what they were looking for. They were more interested in the physical building.

Hoping to question 2-4 "kids". Margaret mentioned there is a group of kids that enjoys coming in and has lots of energy. Enthusiasm is amazing. Margaret stated if Audrey speaks to them one on one, they will get lots of ideas.

### **Review Incident Reports**

No incidents.

Trustees were happy to receive the reports a day prior to the meeting. They were able to read ahead of time.

## **Budget Report**

Margaret distributed the Budget Report via email.

Combine media materials/books and periodicals on the budget report. Be simpler and more clear.

Electric bill went way down since last year.

## **Director's Report**

Margaret distributed the Director's Report via email.

Audrey meets with Middle School librarian once a month to discuss books they would like.

John added Greg and Nutan to the Trustee Group email.

Greg asked how the traffic has been in the library. Margaret stated it has been consistently busy in the afternoons. Mornings and evenings are quiet but mentioned a lot of people coming in for tutoring. National Honor Society was doing tutoring during the school year. Margaret stated it is not back up to where it was prior to COVID.

*On a motion made by Lisa, the Library Board of Trustees voted to adjourn the meeting at 8:28 PM.*

**On a motion made by Lisa, the Library Board of Trustees voted to adjourn at 8:50 PM.**

**Next Meeting: August 2, 2022**

Respectfully submitted,

Katherine Mitchell, Recording Secretary

