

Medway Library Board of Trustees

Final Meeting Minutes

July 11, 2023 7:00 p.m.

Medway Library

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

Members Absent: None

Others Present: Diane Busa - Makerspace Coordinator, Margaret Perkins - Director

1. Approval of July Agenda - Approved
2. Approval of June Minutes - Approved
3. Citizens Speak

There was no "citizen speak" to report.

4. New Business

- a. Medway Day

The Trustees discussed having a presence at Medway Day to support outreach. Ms. Perkins stated that there wasn't much in the way of booths or tables being set up to represent different organizations. Ms. Busa reported they brought out flyers to support the summer lunch program including some to the food pantry to hand out, which has brought in new people to the library. Ms. Sheehan expressed the desire to have a presence at various events to reach a variety of groups of people, but also discussed the challenge of staffing a presence at such events. Mr. Peverill-Conti stated he would be attending Medway Day for a little while and could hand out flyers about the summer lunch program on behalf of the library. Mr. Smith inquired about money in the budget to pay staffers to attend these types of events for outreach purposes. Ms. Sheehan suggested developing a yearly outreach or marketing plan to build in planning time and give notice for each event the library would attend throughout the year. The Trustees discussed adding this plan into the action plan.

- b. Director's contract approval

Mr. Peverill-Conti stated that the Director's contract was approved, but the Trustees had not had a chance to review or see the contract. Ms. Perkins explained the process to the Trustees in which she had to reach out to Mr. Peverill-Conti to have her contract signed.

- c. Minuteman contract approval

Like the Director's contract, Mr. Peverill-Conti signed off on the approved contract, but did not have a chance to view the contract. Mr. Peverill-Conti again reiterated the Trustees' desire to view the contracts they need to sign off on in

the future.

5. Planning

a. Final feedback on *strategic plan*

Ms. MacEvoy discussed updating the strategic plan listing Mr. Peverill-Conti as the chair and fixing the spelling of Ms. Mathew's name. The changes were made to the strategic plan. However, upon further review of the strategic plan, approval was rescinded based on the discovery that an incomplete version of the strategic plan was provided.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."

On a motion made by Mr. Peverill-Conti, seconded by Ms. Mathews, the Trustees voted unanimously to approve the strategic plan with the edits made.

b. Development of *action plan*

The Trustees discussed creating a brief plan of action for each goal of the strategic plan. Some ideas for plans of action discussed were as follows:

Action for goal 1 of Strategic Plan

- Increasing the operating hours of the library.
- Creating a feedback form on the library website in addition to the suggestion box at the library.

Action for Goal 2 of Strategic Plan

- Getting newer and more popular books
- Having a "library of things" and gadgets
- Revisit challenge policy

Action for Goal 3 of Strategic Plan

- Create space or designate a place for social meetings
- Promote acceptance of food and drink at the library

Action for Goal 4 of Strategic Plan

- Diversifying programming available

The Trustees discovered they had incomplete versions of the strategic plan. As a result, on a motion made by Mr. Peverill-Conti, seconded by Ms. Mathews, the Trustees rescinded their approval of the strategic plan. The discussion of the action plan is tabled until the next meeting.

6. Old Business

a. DPW update

The DPW finished the painting of the library except for the children's and young adult area.

b. Outreach and engagement update

Ms. Perkins informed the Trustees they had switched from providing coffee to providing seltzer. Ms. Perkins reported that once summer lunches started, they had stopped serving the coffee or seltzer. Ms. Perkins stated that there was little to no patronage for work and seltzer. Ms. Perkins suggested putting the work and beverage program on hiatus for the summer.

7. Review incident reports

There were no incidents to report.

8. Budget Report

The library finished the fiscal year with some money left in the budget due to two employees who were on unpaid leave. Ms. Perkins stated they purchased 12 computers, some chairs and a book drop.

9. Director's Report

Ms. Sheehan asked about the humidity issue upstairs. Ms. Perkins informed that the air conditioner in the children's room stopped working and created some moisture on the sensory table. Ms. Perkins stated they are waiting for an HVAC repairman to assess the problem. Ms. Perkins also stated they are having issues with the new dehumidifiers as well.

10. Adjournment: 8:56pm

Respectfully submitted by Justin Tucker

The next meeting will be Tuesday, August 1, 2023.