

Medway Library Trustees

March 5, 2024

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), Audrey Snowden - Childrens/YA librarian, 2 members of the public

1. Call to order: 7:00
2. Updates - There were no updates
3. Approval of the March Agenda - Approved unanimously
4. Approval of Budget Meeting and February meeting minutes- Approved with edits. Ms. Perkins stated her disagreement with certain aspects of the minutes.
5. Citizens Speak
Ms. MacEvoy heard from a citizen that they were disappointed that there were no seeds in the seed library yet. Ms. Perkins stated she hasn't seen them available at Ocean State Job Lot, but will purchase them next time she sees them available.

Ms. Snowden was present to request the fulfillment of the adult services position as soon as possible to relieve the pressures that are being felt by the staff in the absence of the position. Ms. Mathew advocated for the addition of more full time library employees as the use of 9 part time substitutes has allowed the situation to get to this point. The Trustees stated the plan to reach out to surrounding communities Trustees to know how their libraries are staffed. The Trustees expressed their sympathies with the staff feeling overworked for so long, and came to the conclusion that knowing the issues earlier would have been helpful to assist in brainstorming a solution.

6. New Business
 - a. Annual Report
Mr. Peveril-Conti commented that he thought the annual report was excellent and only suggested changing up the ordering of the information presented. Mr. Peveril-Conti asked how they grow library card holders in the town. Ms. Sheehan questioned if they've ever gone into the schools and done something like a library card drive. Ms. Perkins stated in the past there has been discussion of going to

the schools to assist in beginning the paperwork for kids. Ms. Sheehan commented that a document like the report should really highlight the benefits of the library to the town. Mr. Peveril-Conti stated he'd like to reorder the Report and send it around before submission.

Mr. Peveril-Conti moved to reorder the report and circulate it, seconded by Ms. Mathew, and approved by all.

b. Legislative Breakfast

Mr. Peveril-Conti stated he planned on attending the breakfast. Mr. Smith asked if there would be an agenda, and Ms. Perkins stated there would be and gave a brief list of potential speakers. Ms. Perkins stated that food and beverages would be served.

7. Old Business

a. Space Review

Mr. Peveril-Conti stated he reached out to three firms and asked if they would be willing to come and give initial thoughts on the library. He has not heard back from the first firm, but the other two would be willing to give their feedback and thoughts.

Mr. Peveril-Conti made a motion to approve having the firms come in to analyze the space, seconded by Ms. Sheehan, approved by all.

The Trustees stated they would aim for April vacation for the consultations.

b. Open Position

As stated above, the Trustees plan to reach out to surrounding communities about staffing of their libraries. The Trustees stated they would do this within the next two weeks and email the information to the Trustees listserv. The Trustees will not discuss the information, only read it in order to discuss at a later meeting. The Trustees agreed on holding a Zoom meeting in a couple of weeks to just discuss their findings.

c. Director Review

Section 2:

1. Supervision

A. Ms. Mathew proposed to rate this category "good" as a result of not extending hours and the staffing issues, and the Trustees agreed.

B. Ms. Perkins stated she assists and is familiar with the library processes and procedures. Ms. MacEvoy stated she has been impressed with the extent of knowledge Ms. Perkins has with the processes and procedures of the library. The Trustees rated this category "excellent."

C. The Trustees stated that as the incoming materials are not promptly cataloged and processed, they rated this category “fair.”

D. The Trustees stated they have heard just a few reports of citizens being disappointed with the service. Mr. Smith stated his experience with the service has always been exemplary. Ms. Sheehan expressed concern that the negative reports may be a minority and shouldn’t be a representation of the larger whole. The Trustees rated this category “excellent.”

E. The Trustees labeled this not applicable.

F. The Trustees rated this category excellent.

2.Utilization and Development of Staff

A. Ms. Perkins stated that all staff are trained in all areas. Mr. Peveril-Conti recommended the subs be asked to fill in for the responsibilities of the vacant position. The Trustees rated this “excellent.”

B. The Trustees labeled this not applicable.

C. Mr. Peveril-Conti stated given the length of time the technical services position has been unfilled, and Ms. MacEvoy stated that hiring someone for the makerspace to a full time position without informing the Trustees were both things that needed to be considered. The Trustees rated this category as “fair.”

D. Ms. Perkins stated that up until recently, the staff has not been reviewed, but she has started giving employees short evaluations. The Trustees rated this N/A.

E. The Trustees rated this category “excellent.”

F. Ms. Perkins stated they subscribe to Ryan Dowd’s programs on a variety of topics to help train the staff. The Trustees rated this category “excellent.”

G. The Trustees stated this was not applicable.

8. Incident Reports

Ms. Perkins stated there were two incidents. There were two patrons who were friends and had a dispute about returning DVD’s. Ms. Perkins helped resolve the issue by assisting in clarifying what DVD’s had been returned and which were still owed. The second incident involved a woman who fell on the unevenness of the front walkway, which is going to be fixed. The woman refused any medical assistance and was ok.

9. Budget Report

The Trustees had no questions on the budget report.

10. Director's Report

Ms. MacEvoy stated she appreciated the tallying of the attendance and all the work that must have gone into it. Ms. Sheehan asked about other regular interactions with the

schools. Ms. Snowden stated they don't have set monthly visits, but do have a beginning of the year card drive at the middle school. Ms. Snowden stated they have not managed to connect on a regular basis with the elementary schools. Ms. Sheehan commented she loved the calendar under adult programming and would love to see it become easily found on the website. Ms. Snowden asked about making it a graphic instead of a downloadable PDF, which the Trustees agreed would be helpful.

11. Adjournment - 8:33