

MEDWAY PUBLIC LIBRARY
26 High Street
Medway, MA 02053

Minutes of the Board of Library Trustees Meeting

April 6, 2004, 7:00 PM

Attendees:

MaryAnn Cabibbo
David Cole, Vice Chairman
Madalyn Corbett
Patrick Marshall, Director
William Roberts, Secretary
Wendy Rowe, Chairman

Minutes

1. Approval of agenda

Motion to approve the agenda (DC1, WLR2) passed unanimously

2. Citizens speak

None

3. Secretary's report

Motion to approve March minutes (DC1, MAC2) passed unanimously

4. [Budget report](#)

Bills were reviewed and signed by 4 trustees

We're getting \$94 and change in increased state aid this year

Next year's Minuteman fees are going up

5. [Director's report](#)

6. Old Business

- a. Sally's retirement

Its being announced in the Friends newsletter.

b. Staff position upgrades

Patrick is pursuing. See [3/18](#) and [3/26](#) in the Director's Report.

7. New Business

a. Library Legislative Day tomorrow

Wendy's going.

b. FinCom meeting coverage 7-8:30pm

- 4/7 SrCtr
- 4/14 Sanford Hall --- David may go
- Pre-Town Meeting Wed 5/7 7pm
- FinCom 5/10 6pm needs Revolving Acct limit

c. May meeting date change:

5/11, (Note: the second Tuesday in May). There's a distinct possibility that the Town Meeting (5/10) will overflow into a second thrill packed evening. To meet this eventuality the trustees will meet at 6.

8. Adjournment

Occurred at an expeditious (barring an interminable discussion of the May meeting time) 7:35. *Motion to adjourn* (DC1, MC2) passed unanimously

Director's Report

(March 2004 activity)

- 2/26 – 3/9-Continue meeting with staff and getting to know them better. Have now had an initial first meeting with all staff in the library.
- 3/2 - Discover outside stone wall has been repaired. It is unknown who did this. Walter looked at it and we both feel that it will need a more permanent repair as weather permits.
- 3/4 Friends host Meet and Greet. Fun time was had by all, especially the teens that were happy to be able to eat in the library (and were very helpful in serving people).
- 3/10 - Received e-mail upset over the noise in the library. Unable to respond to e-mail as address was wrong. Patron did call few days later and matter was discussed.

- 3/12 – Tour of Minuteman Central Site and meet and greet all the staff. Time was very informative and helpful to get to know the workings of the network.
- 3/15 - Patron inquires about allowing her sister back into the library. Sister had received letter of disinvitation a while back. Patron was informed that a written request would have to be sent to the Trustees for consideration.
- 3/16 – Library closes at 8:30 because of snowstorm.
- 3/17 – Inspection of emergency lights and fire extinguishers by RE Lyons. Library passes inspection but it is noted that the batteries in emergency lights have passed their life expectancy (8 years old and going when 5 is average). Price is usually around \$400 each. Catch to this is that the lights themselves are no longer covered under warranty after 10 (?) years and a light unit is around \$450. Estimate will be done up but recommendation from company is to let it ride for now.
- 3/17 Hat day for story-time. Library staff took part and had some very creative hats.
- 3/17 Membership meeting at Minuteman.
- 3/18 Meet with Town Administrator for clarification of number of items. Also discuss process for upgrading staff librarian positions. Informed that requests need to come up from the Union and that upgrade requests should be a part of the upcoming negotiations. A letter was given to the staff with this information.
- 3/19 Key Users meeting at Minuteman.
- 3/19 Walter goes over the building and grounds with me. Bill and I look at computers in the library.
- 3/23 Patron going for MLS meets with me to discuss program.
- 3/26 Alarm Monitor Company calls regarding a reading for a low battery. Alarm company comes in afternoon to replace.
- 3/26 Staff provide me with e-mail response from their Union rep stating that requests for upgrades do not come from the Union and that they felt all requests must come from Department Heads to the Town Administrator. E-mail was sent to the Town Administrator from me asking for clarification and what the next step was.
- 3/30 M. Monahan from the Finance Committee asks for statistics regarding finances and the library. They are provided.
- 3/30 Town Administrator gets back to me stating that I am to send him a memo requesting that upgrades for the staff librarians be done. He states that no upgrades will be done until after the new contract with employees is negotiated.

The first month as Director of Medway's public library has proven to be a busy and productive one. Spreadsheets of each account have been made providing me with a solid grasp of where we stand financially, new books have been ordered and three of the four computers down when I started are back up and running.

Staff have noticed some minor changes within the library. All staff now have e-mail access through Minuteman which will provide better communications in-house. They are

also no longer filling out time sheets but are instead filling in their hours in a staff notebook. This will provide a better record of when they work and leave time taken as the individual slips were easily misplaced. They have also had to deal with a Director who occasionally works the desk in an attempt to learn Minuteman.

Finally, in an effort to make new books more recognizable to patrons, “new” stickers are being placed on the spines. This is an attempt to show off our new materials more prominently to patrons and clearly mark where the new items are located.

Budget Report

Account	Start Balance	Expen. to date	End Balance
Salaries Full Time	\$151,511.00	\$93,001.12	\$58,509.88
Salaries Part Time	\$110,129.00	\$103,559.66	\$6,569.34
Electricity	\$14,000.00	\$10,532.27	\$3,467.73
Heating Fuel	\$6,200.00	\$5,337.07	\$862.93
Water & Sewer	\$670.00	\$170.37	\$499.63
Trash	\$2,400.00	\$697.84	\$1,702.16
Miscellaneous	\$6,000.00	\$5,702.11	\$297.89
Telephone	\$1,900.00	\$1,112.75	\$787.25
Stamps	\$1,200.00	\$444.00	\$756.00
Other Purchased Services	\$5,600.00	\$746.58	\$4,853.42
Supplies	\$9,900.00	\$3,081.77	\$6,818.23
Supplies Books /periodicals	\$46,000.00	\$29,767.79	\$16,232.21
Supplies Media Materials	\$6,200.00	\$8,513.38	\$(2,313.38)
Dues and Subscriptions	\$1,050.00	\$544.60	\$505.40
In State Travel	\$1,000.00	\$218.41	\$781.59
Total	\$363,760.00	\$263,429.72	\$100,330.28
Revolving Fund			\$19,594.08
Memorial Donations			\$5,215.84
Free Public Library			\$62,912.87