

**Board of Library Trustees Meeting
Dec 14, 2004**

7:00 p.m.

Attendees:

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

Minutes

1. Approval of Dec 14, 2004 agenda

Motion to approve agenda. (DC1,MC2) passed unanimously

2. Secretary's report

Once again the Secretary forgot to copy Patrick on the email distributing the minutes. The proceedings were sadly delayed while MaryAnn xeroxed her copy.

Motion to approve the November minutes. (MAC1, MC2) passed unanimously

3. Citizens Speak

None present

4. Budget Report

The town treasurer has received our state aid check, roughly \$16,700

The town accountant took back the \$37 we had in an old CIPC Library computer upgrade account. This goes a long way towards defraying the town's \$800 some-odd thousand deficit

The memorial donation fund had \$5500 in it. Used a good portion to upgrade various children's collections. Hawaii is now consistently acknowledged to be a bona-fide state, at least as far as the Medway Public Library is concerned.

Union contract was approved, specifies a 3% increase retroactive to January 1, 2004 with a .5% increase sometime later within the year, 3% increase in each of the next 2 years with another additional 0.5% increase the year after next.

For the library staff, there is the inclusion of a bonus for attending appropriate workshops and classes. Patrick hopes this will encourage the staff to better themselves.

5. **Director's Report**

Patrick's on vacation after Friday, back after Christmas. Nina's been shown the ropes.

He has not heard from the town administrator about the request for a new part-time position

6. **Old business**

7. **New Business**

a. Public computer use

The stand-up catalog-only computer has been seated and the internet quicky machine has been made to stand. Patrons were sitting at the quick-use internet machine for long periods. It's hoped that having to stand up and shift their weight from foot to foot will dissuade them. Also it's easier for the staff to monitor.

We are going to start having more sign-up sheets for computer usage. Patrick's going to institute this after his vacation

Patrick is also going to review the computer use policy

b. Staff Meeting Extraordinaire

Patrick would like to hold an extended staff meeting sometime in January or February. This would necessitate opening late that morning. The purposes would include:

- Address any staff morale issues
- Address any staff concerns
- discuss staff procedures and library policies and get staff input on same
- discuss getting staff input for our forthcoming 10 year plan
- discuss dealing with current changes in library environment

All the trustees felt this was a good idea. It was suggested that he make sure to have an agenda or set of talking points well in advance so staff could have plenty of time to sharpen their hatchets.

8. Next Meeting Jan 4, 2004

9. Adjournment 7:43PM

Motion to adjourn, (MAC1, PC2), who could be opposed?

Director's Report

12/14/04 Trustees Meeting

(November 2004 activity)

- 11/04 Early part of month spent working on down computers and printers. 2 new printers purchased for staff areas.
- 11/3/04 Thyssen Elevator in to do quarterly inspection.
- 11/3/04 Copier people in to repair copy machine
- 11/3/04 Proctor for library user attending online classes.
- 11/4/04 Director out sick
- Book order for November completed.
- Continue weeding of fiction collection
- 11/12/04 Meet with Mike Maki (computer consultant) about where to go with public computers. Mr. Maki took 4 down computers and repaired them. Will be spending some time during the next few months upgrading and replacing public computers as money and time allow.
- 11/17/04 Pick up a free photocopier from metrowest for staff use.
- 11/17/04 Membership meeting at Minuteman.
- Audio Cassette, Books on CD, DVD and Video orders for November completed.
- 11/29/04 Music CD's found in ladies room toilet.

- 12/1/04 Jeff Whyte starts volunteering from Tri valley Regional. Will do 10 hours of service at library.
- 12/1/04 Letter of Intent sent to Board of Library Commissioners for Customer Service Grant Interest. This is an LSTA grant.
- 12/3/04 Budget draft is submitted to Town Hall.
- 12/6/04 More music CD's in ladies room toilet. Staff have a good idea who the culprit is and will keep an eye out the next time person is in.
- 12/6/04 Swap computers. Computer 7 (10 minute internet use) is swapped with the stand up catalog. Staff was having problems with individuals sitting at the no sign up required computer for long periods of time.
- 12/9/04 Attend all day workshop at Metrowest on evaluating employees.
- 12/10/04 Attend Minuteman committee meeting.

Budgets and computers were the theme for November. A rough draft budget was submitted to the Town for review on December 3, 2004. The budget reflects the current needs of the library in order to be able to provide level services. A new part time library assistant position has been requested to help alleviate some of the stress on library staff already stretched thin. I'm sure changes to the budget request will occur as we go through the season.

Technology is another area that took up a lot of time in November. At one point 3 public computers and one staff computer were down. Mike Maki, a computer consultant and current IT person for the Town of Foxboro, was called in to talk about where the library could go with limited funding. We will be evaluating all the machines and upgrading them over the next few months. The four machines that were down have been repaired and are now nicely working.

Along with the music cd flushing bandit, Library staff have reported to me that a library customer has been coming into the building and making them feel uncomfortable. This individual has done nothing wrong but has made some staff a bit nervous. I have informed staff that anytime they feel nervous to call Walter or myself out to the front desk. In the event that neither Walter or I are available, they should call the police and explain the situation clearly and calmly and ask for an officer to come to the library.

Respectfully submitted,

Patrick W Marshall

Budget Report (as of 12/8/04)
Medway Public Library
Trustees Meeting 12/14/04

Account	Start Balance	Expen. to date	End Balance
Longevity	\$900.00	\$200.00	\$700.00
Salaries Full Time	\$157,622.00	\$49,072.72	\$108,549.28
Salaries Part Time	\$114,174.00	\$66,025.43	\$48,148.57
Electricity	\$13,600.00	\$8,914.52	\$4,685.48
Heating Fuel	\$6,200.00	\$500.96	\$5,699.04
Water & Sewer	\$500.00	\$77.82	\$422.18
Trash	\$1,100.00	\$-	\$1,100.00
R &M Miscellaneous	\$5,000.00	\$5,295.98	\$(295.98)
Telephone	\$1,650.00	\$748.61	\$901.39
Postage	\$650.00	\$-	\$650.00
Other Purchased Services	\$3,300.00	\$733.00	\$2,567.00
Supplies	\$6,000.00	\$2,372.61	\$3,627.39
Supplies Books /periodicals	\$48,000.00	\$20,619.20	\$27,380.80
Supplies Media Materials	\$6,950.00	\$5,410.29	\$1,539.71
Dues and Subscriptions	\$350.00	\$846.50	\$(496.50)
In State Travel	\$550.00	\$235.43	\$314.57
Total	\$366,546.00	\$161,053.07	\$205,492.93
Revolving Fund			\$14,124.44
Memorial Donations			\$4,333.44
Free Public Library			\$48,373.82