

**Board of Library Trustees Meeting
Nov 1, 2005**

7:00 p.m.

[Medway Public Library](#)

Attendees:

Trustees:

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

Minutes

1. Approval of Nov 1, 2005 agenda

Motion to approve the agenda. (MAC, DC2) passed unanimously

2. Secretary's report

Motion to approve the October Secretary's report. (MAC1, BR2), passed 5 for, none against, 1 abstention (David was absent last month).

3. Citizens Speak

None present

4. [Budget Report](#)

5. [Director's Report](#)

Metrowest is negotiating the contract with the delivery service. They (Metrowest) are largely happy with these guys.

Lung Cancer Petition can collect names, but not personal information and can leave flyers.

The Friends of the Library Donar Plaque was updated. Now includes the Hoags.

Wendy is going to attend the Minuteman Strategic Meeting on 10/12. She was not evincing much enthusiasm.

6. Old business

7. New Business

A. Holidays

Closed 1/2 day before Thanksgiving

Closed the Monday after Christmas and the Friday before at 1 o'clock.

B. DVDs/ Videos

DVDs & Videos may now be renewed.

Local holds apply to new dvds/videos for a year.

8. Next Meeting Dec 6, 2005

Next meeting will be Tuesday, Dec 13th. The 2nd Tuesday instead of the 1st.

9. Adjournment at 7:40

Motion to adjourn: (MAC1, DC2) passed unanimously.

Director's Report

Nov 1, 2005 Trustees Meeting

(Oct 2005 activity)

- Complete weeding of mystery collection.
- 9/29/05 – Power outage. Library closed from 4 to 5 as we await power being restored. Discover 4 emergency lights out and order replacements.
- 10/3/05 – Application form sent to Sen. Kennedy's office. If there is anything they can do, they will be in contact with us.
- 10/4/05 – Dept Head meeting. Given projections for heating and electricity for FY 06 (all based on last year's use). If projections hold true, we are nearly \$5,000 in the red. Hope is that this will not be true as we are open fewer hours this year.

- 10/11/05 – Keyes N/A in for fall check. Discover motor in circulation desk zone is broke. Will be in to fix.
- 10/12/05 – Thyssen in to do elevator maintenance. Still waiting to hear when State inspection will take place.
- 10/13/05 – Move public printer around requiring users to ask for printouts at desk. Sign ups for computer are now at circulation desk.
- October book order completed.
- 10/17/05 – RE Lyons in to replace batteries in emergency lights. Verizon in to work on public payphone.
- 10/19/05 – Membership meeting
- Begin weeding of nonfiction collection.
- 10/21/05 – Keyes N/A in to repair motor.
- 10/24, 25/ 05 – Director off.
- 10/27/05 – Meet with representative from Symplex Grinnel regarding Fire extinguishers and other safety items. They already handle our heat sensors and fire alarm.

October has been a busy month at the library with library staff working hard to provide the highest quality of library service to Medway residents. It would be wrong to say that the reduced hours have not had a negative impact on library usage. For the three-month period of July - September 05, the library has seen a 3,000+ decrease in circulation from the same period in 04. This marks the first sign of how the reduced budget has impacted the library and, I'm sure, it won't be the last.

The waiver application was sent into the Mass Board of Library Commissioners and we wait to hear from them. Medway should be okay with regards to getting a waiver this year however, we must make it clear to Town officials that we are luck would probably not hold for next year.

Respectfully submitted,

Patrick W Marshall

Budget Report					
Medway Public Library					
Oct 31, 2005 FY 06					
Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Longevity	5150	\$500.00	\$200.00	\$300.00	40.00%
Salaries Full Time	5110	\$156,744.00	\$41,778.17	\$114,965.83	26.65%
Salaries Part Time	5111	\$83,545.00	\$42,193.89	\$41,351.11	50.50%

Electricity	5211	\$14,600.00	\$6,714.27	\$7,885.73	45.99%
Heating Fuel	5212	\$8,000.00	\$137.64	\$7,862.36	1.72%
Water & Sewer	5231	\$350.00	\$49.66	\$300.34	14.19%
Trash	5232	\$1,200.00	\$1,765.18	\$(565.18)	147.10%
R &M Miscellaneous	5240	\$7,000.00	\$2,010.91	\$4,989.09	28.73%
Telephone	5341	\$1,850.00	\$482.89	\$1,367.11	26.10%
Postage	5343	\$450.00	\$444.00	\$6.00	98.67%
Other Purchased Services	5380	\$1,500.00	\$1,071.00	\$429.00	71.40%
Supplies	5400	\$3,500.00	\$671.49	\$2,828.51	19.19%
Books /Periodicals	5521	\$3,137.00	\$2,247.67	\$889.33	71.65%
Media Materials	5427	\$1,000.00	\$601.07	\$398.93	60.11%
Dues, Subscriptions, Meetings	5730	\$500.00	\$117.50	\$382.50	23.50%
In State Travel	5710	\$850.00	\$133.86	\$716.14	15.75%
	TOTAL	\$284,726.00	\$100,619.20	\$184,106.80	35.34%
		Start Balance	Expen. To date	Income to date	Account Bal
Revolving Fund	4773	\$28,968.35	\$22,500.00	\$6,354.08	\$12,822.43
Memorial Donations		\$3,949.10	\$-	\$309.00	\$4,258.10
Free Public Library		\$52,730.48	\$17,668.33	\$-	\$35,062.15
Tuchinsky Fund					\$-