

**Board of Library Trustees Meeting
Dec 13, 2005**

7:00 p.m.

[Medway Public Library](#)

Trustees:

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

Minutes

1. Approval of Dec 13, 2005 agenda

Came to order at 7:10. The secretary had a hard time finding a place to park, the lots being jam packed and the road snow narrowed, then he had difficulty finding the closet in which the meeting was taking place, all the meeting rooms being otherwise in use.

Motion to approve the agenda: MAC1, DC2, passed unanimously

2. Secretary's report

Motion to approve the Secretary's report: MAC1, BR2, passed unanimously.

3. Citizens Speak

None present in the flesh, one by post suggested that to help with our money difficulties that we charge tutors. It turns out that the library is frequently used by tutors helping students after school. There was some sympathy for the idea, but it was generally felt to be impractical.

4. [Budget Report](#)

Patrick is to attend a cheery department head meeting later in the week. Municipal department heads have been asked to explain what they'd do under various increasingly draconian budget situations presuming 2006 shortfalls. The library's situation is unpleasingly straightforward. We just start cutting staff and hours.

5. **Director's Report**

The town administrator is arranging riveting cable interviews with the various department heads to show what their department does.

We're going to need to worry about our Long Range Plan soon. It's needed to apply for state grants.

6. **Old business**

7. **New Business**

a. **Request for Reconsideration form**

Patrick's draft is linked. It was generally approved of, the only question was whether we should explicitly offer to not lend to the [complainer's child](#). Though surprisingly this turns out to be relatively easy to do (a note gets added in the child's library card record), some, MaryAnn in particular, felt that it was a bad idea to include it in the policy. Nobody's ever requested it.

Motion to remove the "Do not lend it to your child" line. MAC1, BR2.
Passed: 4 yes, 1 no (DC).

Motion to approve the Reconsideration Form with the above change. PC1, DC2. Passed unanimously

b. **Receiving Tax letter policy**

Draft policy is linked. David suggested that [item 3](#) be amended so that it reads (the addition is italics): "The library is unable to place a monetary value on donated materials *or to certify that valuations prepared by the donors or others are accurate.*"

Motion to approve the Receiving Tax Letter Policy with above change:
DC1, PC2. Passed unanimously

c. **Budget 07**

Town Administrator is refusing to worry about Fiscal 2007 until 2006 shows some signs of being laid to rest.

8. Next Meeting Jan 3, 2005

9. Adjournment: 8:23

Motion to adjourn: MAC1, DC2. Passed unanimously

Director's Report

Dec 13, 2005 Trustees Meeting

(Nov 2005 activity)

- 11/1/05 – Keyes N/A is in to fix motor. Motor for the unit covering the circulation desk was found to be faulty during fall inspection. Part is replaced and heat is on in that area.
- 11/1/05 - Department Head meeting at Town Hall. All department heads will meet with Town Administrator to discuss budget issues for FY 06. Everyone must write up what would happen if departments took a 10 – 30% additional cut for FY 06.
- Complete weeding of Nonfiction 200s section.
- 11/3/05 – Michael Tougias program “10 hours Until Dawn”. 30 people attended.
- 11/3/05 – Patron complaint about material in collection. Patron asked to write complaint, in accordance with Collection Development Policy, for director.
- 11/8/05 – State elevator inspection. We fail as sensor needs to be readjusted to have elevator default to ground floor if alarm goes off. Currently it goes to main floor. We are given a 90-day renewal and must be re-inspected.
- Large order of large print materials completed.
- 11/9/05 – Attend Metrowest annual members meeting at Olin College.
- 11/10/05 – Call by Medway Police regarding child porn case they are working on. Child is evidently using computers here at the library.
- 11/15/05 – Simplex Grinnell and Thyssen Elevator in to fix sensor in Elevator. We now await the Commonwealth’s return visit.
- 11/15/05 – Northeast Copier in to repair copier.
- 11/15/05 – Attend Friends meeting
- 11/16/05 – Sensor in elevator is tested as smoke fills front area of library. Fire Department arrives and discovers ballast in light by circulation desk has blown. Fortunately the day was warm and the electric smell and smoke could be removed by opening the windows. Director thought, only after the event, to check to see if the elevator was on the ground floor.
- 11/16/05 – Membership meeting at Central site.
- 11/17/05 – Attend Minuteman strategic planning session.
- 11/21/05 – Department head meeting. Budget for FY 06 is still not good.
- Large music CD order completed.
- November Book order completed.
- 11/28/05 – Meet with Town Administrator. She is not interested in getting FY 07 budget proposals until FY 06 is fixed. We continue to do “what if...” exercises and await word as to what, if anything, will have to be done to close the books on FY 06. Staff are

anxious about rumors and gossip that is pouring out of town hall. I have informed them that when I know something, they will too.

Respectfully submitted,

Patrick W Marshall

Budget Report					
Medway Public Library					
1-Dec-05					
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	\$54,062.67	\$102,681.33	34.49%
Salaries Part Time	5111	\$83,545.00	\$52,269.19	\$31,275.81	62.56%
Electricity	5211	\$14,600.00	\$7,558.39	\$7,041.61	51.77%
Heating Fuel	5212	\$8,000.00	\$599.03	\$7,400.97	7.49%
Water & Sewer	5231	\$350.00	\$166.09	\$183.91	47.45%
Trash	5232	\$1,200.00	\$1,765.18	\$(565.18)	147.10%
R &M Miscellaneous	5240	\$7,000.00	\$2,849.92	\$4,150.08	40.71%
Telephone	5341	\$1,850.00	\$789.74	\$1,060.26	42.69%
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	\$920.24	\$2,579.76	26.29%
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	\$230.12	\$619.88	27.07%
	TOTAL	\$284,726.00	\$125,891.81	\$158,834.19	44.22%
		Start Balance	Expen. To date	Income to date	Account Bal
Revolving Fund	4773	\$28,968.44	\$22,500.00	\$8,140.45	\$14,608.89
Memorial Donations		\$3,949.10	\$432.54	\$1,563.00	\$5,079.56

Free Public Library		\$52,730.48	\$23,162.13	\$-	\$29,568.35
Tuchinsky Fund					\$-

Draft Policies

Medway Public Library

Draft Guidelines to receive a tax letter from Medway Public Library for donated materials.

Section III (materials selection) paragraph L (Gifts of materials) of the Collection Development policy reads: Donations of materials are accepted only if no conditions or restrictions are attached to the donation. It is up to the library to determine whether a gift will be added to the collection, according to the criteria outlined in this policy. If added, the library will retain the item in accord with its overall retention policies. Items not added to the collection may be turned over to the Friends of the Library for their book sales. Material that are mildewed or insect infested will be immediately discarded.

I would like to add a section about receiving a tax donation letter from the library.

1. To receive a letter, donors must present a letter listing each item donated, including author, title, date of publication, and condition (choose one: excellent, fair, poor) and donor's name, address, and phone number.
2. Once the library has reviewed the material received, the letter will be marked received by the library, dated, and mailed to the donor. If the library disagrees with the condition of materials as noted in the letter, the library will so note on the letter.
3. The library is unable to place a monetary value on donated materials.

7. Have you read/ listened to/ seen the entire work? _____; If no, which parts have you read/listened to/ seen?

8. Have you checked reviews of this work? _____;If yes, where?

9. Do you believe there is anything good about this work? (Please explain):

10. What do you believe is the theme of this work?

11. What would you like the library to do about this work?

Do not lend it to your child_____

Send it back to staff selection official for re-evaluation_____

Other (please explain)

If more space is needed for any answer, please use the back of this form.

12. What, in your opinion, is a better work of this type?

13. Have you read the American Library Association's Library Bill of Rights and Intellectual Freedom Statement? _____

14. Other comments?

15. This request for reconsideration of library material initiated by

Name _____

Address _____

City/town _____ Zip _____

Telephone number _____

Do you represent an organization or group? _____; If yes, please identify:

Signature _____

Date _____

Thank you for your interest. Your comments will be carefully considered. The library director will respond, in writing, within one month of receipt of this request.

ACTION TAKEN

Form approved by Board of Trustees