

**Board of Library Trustees Meeting
July 3, 2007 (Draft Version)**

7:00 p.m.

[Medway Public Library](#)

Attendees:

Trustees:

MaryAnn Cabibbo, Vice Chairman
Elliott Edwards
William Roberts, Secretary
Chuck Rockwood
Wendy Rowe, Chairman

Citizens:

Margaret Perkins
Lorie Brownell

Minutes:

A. Approval of agenda

Motion to approve agenda: (WLR1, EE2) passed unanimously

B. Secretary's report (June 5)

Gone but not forgotten. The secretary can't find his notes. The minutes have been reconstructed using Wendy's notes. Deferred approving them.

C. Citizens Speak

Citizens bided their time

D. Budget Report

- o Fiscal year endgame

Must report money spent last year for which we haven't yet been billed by July 12.

E. Acting Director's Report

- Staff received free computer training
- Printer/Copier and Meeting Room Revolving accounts active
- Minuteman ports switchover, computer repairs effected

We have the number of licenses needed to make Minuteman content. All the machines that may potentially access the automation software have a license plus one extra (in case a computer is being used for both checking out books and generating lists).

- Will advertise cheaply for 4hr/wk Friday Library Assistant position
- Thanks to Meena for spending two days sorting many donated books
- Trying to get gotbooks to pay for books ("Abby" is our new contact)
- Schools "long term loaned" us 8 books from summer reading list we needed
- No school custodial help over the summer

F. Old business

- Need STM transfer of fine/fee special revenue

G. New Business & Fundraising

- How do we spend earmarked \$250K "Travel & Tourism" FY08 money if it comes?

Money is in the budget as passed by the legislature. Governor must either let the earmark stand or the legislature must override if he strikes it out.

If it comes:

Must write grant proposal to state Tourism bureau (from whence the money would flow). This should be easy as any tourists with Medway on their itinerary are sure to want to visit the library, along with Choate park, the new High School and all our other wonders.

Will also have to account for it and write a report at the end. Money must be spent in 2008 fiscal year.

The money get's released on a quarterly basis and Wendy has heard that the State is not always quick at releasing it.

There was a discussion of how the money should be spent. Wendy has begun canvassing the staff as well. Ideas that emerged:

- Cleaning --- while our mold/mildew and other growths could be of interest to a certain kind of tourist, they need to be eradicated.
- Maintenance --- installation of dehumidifiers (to discourage above), etc
- Computers --- public machines are over 5 years old.
- Collection --- buy materials to make up for what we couldn't buy this year and to try to make up for the loss of access to other libraries.
- improve the historical room
- increase hours

If we're open at least 32 hours we will be in a position to regain certification.

Increased hours will make the library more accessible after work and would allow for resumption children's programs.

Some worry that by returning to something appearing more normal people will think all's swell, when in fact we'll be back in the soup next year.

There's a staffing problem. We can't hire permanent staff (like a Director) as this is a one year thing. We'll need to use temps from bibliotemps. To increase hours it was generally felt that we'd need one of our 3 staff members present.

- Saturday Hours

There was a particular desire to get Saturday hours back. It might be possible as one of the staff is currently temping on Saturdays in other libraries and would be happy to temp with us.

Wendy is going to collect ideas. Trustees can send her suggestions but must keep the open meeting law in mind (don't start copying everyone and arguing as we don't want to spend the grant defending against law suits.)

There will be another meeting soon (most likely on July 24) to discuss this.

- Saugus closed/decertified: Should we serve Saugus patrons?

It was generally felt that no action was needed. Of course once our tourist business picks up, we may see an influx of Saugus residents in their campers coming to checkout books before spending the night at Choate Park.

- Oddfellows Fundraising

The Oddfellows would be willing to host another fundraising dinner this summer. However it was generally felt that this would be problematical. First the summer's slower anyway and second with the state grant people may feel that we're less needy.

It was decided to continue to plan a dinner in conjunction with the book sale in the fall.

H. Next Monthly Meeting: Tues Aug 7 7pm

Motion to adjourn - 8:30PM -- EE1, MAC2, passed unanimously