

**Board of Library Trustees Meeting
January 8, 2008**

7:00 p.m.

[Medway Public Library](#)

Attendees:

Trustees:

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

Citizens:

Margaret Perkins

Minutes:

A. Approval of agenda

Motion to approve the agenda. MAC1, WLR2, passed unanimously

B. Secretary's report

Motion to approve the Dec 11, 2007 minutes. MAC1, WLR2, passed unanimously

C. Citizens Speak

Citizen Margaret spoke up. She is representing us on a Minuteman planning committee. She asked for suggestions.

D. Budget Report

We're spending our windfall. Wendy is looking for mold quotes.

E. Acting Director's Report

F. Old business

- May election: Chuck and Wendy need nomination papers ASAP (avail mid-Jan)

G. New Business

- Discuss/approve Annual Town Meeting warrant articles:

- Re-authorize revolving accounts

Motion to reauthorize our 2 revolving accounts. WLR1, EE2, passed unanimously

- Request transfer of fine money?

Decided to let sleeping cash lie

Bill suggested that we consider waiving fines for members of the Friends (as do other towns). The goal being to increase friends membership (and thus hopefully total library support).

Margaret assured us that Minuteman will still write out a bill after an item is a month overdue regardless of the fine policy.

The consensus was this might be a reasonable idea and was something to be discussed with the Friends.

- FY09 Budget Discussion: What do we request? Do we spend Trust Fund interest to meet our minimum hours if the Town doesn't fund it? Do we spend Trust Fund principle to do it if we run out of interest?

The question revolves around spending enough to be at 32 hours.

Bill generally feels that we should spend the money to be open a reasonable number of hours, thus serving our patrons, and not worry so much about when it will run out. He feels that the town is going to suck us dry anyhow and won't think about the library's future while we have a drop of savings and he sees no virtue in prolonging a painful lingering limbo state.

Everyone else felt we should hang onto our dollars as long as possible and thus not attempt 32 hours and probably drop back to pre-state windfall levels of spending.

Maintaining Saturday hours is still an option

We are going to do the normal budgetary dance. Providing three budgets:

- a level dollar budget
- a level service budget (this means that it includes extra dollars for built-in increases)
- an enhanced budget
- Formalize assistant-to-the-Director position Margaret has been consulting for (Town Accounting regulations)

Wendy provided a draft part-time Assistant to the Director position description. There's one addition: "The Assistant will represent Medway at the Minuteman Director's meeting."

The position essentially formalizes what Margaret has been doing in terms of materials ordering, etc., but also extends it for more hours and responsibilities because that's what Wendy really needs help with. Margaret will probably be available for more hours starting this summer and would be willing to do the work.

Assuming we're level-dollar or level-service funded, the position doesn't affect our municipal budget, it'll be paid for from donations or Tuchinsky funds.

Motion to create a part-time (less than 20hr/week) Assistant Director's position (as presented at the meeting). EE1, WLR2, passed unanimously
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H. Fundraising

The Coffee Sensations would welcome a bookshelf with for sale books.

The Odd Fellows are eager to host more dinners. We'd have to pay for food this time. The idea is to have one soon and then have one in the fall (in conjunction with the booksale) replete with an auction. Chuck will contact them.

Meena's arranged for a book fair at Barnes&Noble next December (December 11 & 12). She's interested in people who could do stuff (stuff of some general interest that is) at the event.

I. Next Meeting: Tues Feb 5 7pm

Motion to adjourn (8:30), MAC1, CR2, passed unanimously

