

Board of Library Trustees Meeting
May 11, 2004 6:15pm

Room 121 Medway High School

Attendees:

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

Minutes

1. Library Trustee Reorganization

- Trustees in a desultory disorganized state on account of the election. Bill was reelected and Phyllis Cerel was elected and welcomed.
- A Trustee (WLR) spontaneously started taking notes
- A Trustee (Wendy) advised Patrick on how to get things going
- Patrick brought meeting to some order and called for nominations for chairman
- *Motion* to nominate Wendy as chairman. (MAC1, MC2) passed unanimously
- Wendy took over the meeting from Patrick
- *Motion* to nominate Bill as secretary. (MAC1, MC2) passed unanimously
- *Motion* to nominate David, as he wasn't present and couldn't defend himself, as Vice Chairman. (MAC1, MC2) passed unanimously
- Once again order was restored from chaos

2. Approval of May 11, 2004 agenda

Motion to approve the agenda. (MC1, WLR2) passed unanimously

3. Secretary's report

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

4. Citizens Speak

Though citizens on their way to Town Meeting were bustling past room 121, nary a one stopped in.

5. Budget Report

6. Director's Report

Patrick will be handling the summer reading program.

The library has most of the school's summer reading lists. We aren't making an effort to stock up hundreds of copies.

One of the staff is looking for another part-time job, and another hopes for more hours here. Increasing staff hours is one of Patrick's priorities, given how tight scheduling is especially in the summer with vacations. We have the money due to the turnover in the Children's librarian position.

Motion to authorize Patrick to pursue increasing the Library Assistant position by 5 hours. It is understood that this makes it benefits eligible. MC1, MAC2. passed unanimously

7. **Old Business**

1. Sally's retirement

The Selectmen have been asked to make a proclamation, thanking her for her years of service.

Sally will officially retire on July 3. As she has a month's worth of vacation her actual last day at the library will be around June 2.

8. **New Business**

0. Signing of Warrants

The Town Accountant has been insisting on 4 Trustee signatures on bills despite our motion of last fall delegating that authority to the chairman. Trustee signatures are valuable collectible items, but requiring four is unreasonable and our bylaws are clear on the point. So just to reiterate:

Motion to give the Chairman signature authority on warrants as previously authorized and as provided for by the Trustee Bylaws. (MAC1, WLR2) passed unanimously

Motion to reauthorize the director's signature authority to approve expenditures for bills of up to \$1000. (MAC1, WLR2) passed unanimously

1. Director's Contract

Motion to keep Patrick as Library Director and pay him the FY05 salary agreed to in February. (MC1, MAC2) passed unanimously.

Will discuss contract at the June meeting

9. **Adjournment: 7:20PM**

Motion to adjourn, (MAC1, MC2) passed unanimously

Director's Report

5/11/04 Trustees Meeting

April has been a busy month at the library. I continue to familiarize myself with the staff and the community and believe this process of learning will continue for some time. One thing that I have learned is how dedicated and hard working the staff here at the library is and for this I commend them.

In May, we will be looking at advertising for a Children's Librarian as well as conducting our first staff meeting on the 19th. Staff members are also bracing themselves for what should be a very busy end of May and June as coverage will have to be found for some of Sally's hours as well as end of the year vacations.

(April 2004 activity)

- Weeding of reference collection has been accomplished. Out dated materials have been removed and a general cleaning of the area has been done.
- 4/2/04 – Meeting with Town Administrator and DPS Director. Plan for union negotiations.
- Library quilt has been moved to the spiral stairwell. Patrons had asked if a better location could be found to display the quilt. The staff and I scouted a few places and felt the stairwell would be best. Mr. Mahoney moved the quilt and the new location seems to be getting positive response.
- 4/6/04 – Minuteman conducts a test of their “emergency broadcast system”. It is basically an IM alerting staff in the network that the system needs to be brought down. Hopefully won't occur.
- 4/6/04 – Trustees meeting.
- 4/7/04 – Attend a new Director's seminar at Minuteman. An introduction to the network and how it works.
- 4/9/04 – Meet with representatives from EventKeeper. This is a web-based program attached to our web site, which will allow us to easily update and input library events. Mr. Hoffman is taking the lead and familiarizing himself with the product.
- May book order completed. Large selection of NF and Fiction.
- Books on CD ordered.
- 4/12/04 – Discussion with BLC on updating Goals and Objectives of library. Ours have not been updated for a few years and need to be in order to be eligible for grant applications. Long range plan should be done next year.

- 4/13/04 - Patron reports ceiling in Cole Room is leaking. Mr.Mahoney and I investigate it and discover water dripping from near outside wall. A hackey sack is discovered in the gutter that was preventing the water from draining into the downspout. Problem seems resolved now that the downspout is cleared.
- 4/14/04 – Meet with Paul Davis, sales representative for Salem Press.
- 4/15/04 – Attend Acquisition module seminar at Minuteman with Mrs. Buday.
- 4/19/04 – Patriot’s Day, library closed.
- 4/20 – 4/26/04 – Conduct weeklong reference survey to see how many reference questions staff answer in a week. Will do this once a month in May and June to get an average idea of workload. Beginning in July may go to a more permanent count.
- 4/21/04 Attend Friends meeting.
- Begin weeding of non-fiction collection.
- 4/22/04 Clean out back workroom
- 4/27/04 Attend “How to do reports” workshop at Minuteman with Mrs. Cutler.
- 4/28/04 Union negotiation meeting at Town Hall.
- 4/29/04 Off Personal Time.

Respectfully submitted,

Patrick W Marshall

Budget Report			
Medway Public Library			
Trustees Meeting 5/11/04			
Account	Start Balance	Expen. to date	End Balance
Salaries Full Time	\$151,511.00	\$105,182.82	\$46,328.18
Salaries Part Time	\$110,129.00	\$116,848.17	\$(6,719.17)
Electricity	\$14,000.00	\$12,032.54	\$1,967.46
Heating Fuel	\$6,200.00	\$6,523.47	\$(323.47)
Water & Sewer	\$670.00	\$421.15	\$248.85
Trash	\$2,400.00	\$1,287.11	\$1,112.89
Miscellaneous	\$6,000.00	\$5,702.11	\$297.89
Telephone	\$1,900.00	\$1,159.08	\$740.92
Stamps	\$1,200.00	\$444.00	\$756.00
Other Purchased Services	\$5,600.00	\$1,478.58	\$4,121.42
Supplies	\$9,900.00	\$3,377.79	\$6,522.21
Supplies Books /periodicals	\$46,000.00	\$36,096.26	\$9,903.74
Supplies Media Materials	\$6,200.00	\$8,588.58	\$(2,388.58)
Dues and Subscriptions	\$1,050.00	\$544.60	\$505.40
In State Travel	\$1,000.00	\$218.41	\$781.59
Total	\$363,760.00	\$299,904.67	\$63,855.33

Revolving Fund			\$22,101.46
Memorial Donations			\$5,215.84
Free Public Library			\$62,033.63