

Board of Library Trustees Meeting
June 1, 2004

7:00 p.m.

Attendees:

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

Minutes

1. Approval of June 1, 2004 agenda

Came to order at 7:20

Motion to approve the agenda. (MAC1, DC2) passed unanimously.

2. Secretary's report

Despite containing material unprintable on polite computers (MaryAnn's anyhow):

Motion to approve May minutes with corrected typos. (MAC1, DC2) passed unanimously

3. Citizens Galore

Grace Hoag, Dee Clark, Priscilla Howker of the Friends were present.
See next item

4. Sally's Gift

The Trustees and the Friends went in together and got Sally a pair of earrings and a bracelet in heartfelt thanks for her years of service.

Sally much appreciated the gift and complimented the Trustees and Friends on their good taste, credit for that goes to MaryAnn.

Trustees & Patrick returned to business and the citizens exited.

5. **Budget Report**

Haven't gotten budget reports from the Town Accountant's office since March.

The Town Accountant still feels uneasy without a critical density of trustee signatures (4) affixed to the warrants.

6. **Director's Report**

Town Hall has been slow about posting the Children's Librarian job. Supposedly will get it done this week (week of June 1). Must be posted there 1 week before it can go on Library lists where it might actually attract someone. Patrick would like to find someone by the middle of July

Going to purchase 1 new computer to replace Bill Hoffman's community outreach machine. Patrick wants to replace a couple machines a year.

Patrick is planning to purchase [Deep Freeze](#). Currently patrons out for a lark will change the browser's home page. Setting things to rights then involves mucking with IE's option dialogs. With Deep Freeze all one need do is reboot the computer.

Patrons will be required to present a library card to check out materials starting July 1.

Videos, DVDs & CDs will start going out for 1 week starting July 1.

7. **Old business**

1. Director's contract

Motion to authorize Chairman to sign the Director's employment agreement for FY05. (DC1, PC2) passed unanimously

8. **New Business**

1. Library Assistant Hours increased

Greg, the Town Administrator, was happy to increase Renee's position from 16 to 20 hours as of July 1. Will be a 20 hour position with benefits. Claire is going to work 20 hours as well.

2. Meeting schedule

Currently summer Trustee meetings are on. May change as first Tuesdays actually approach.

9. **Adjournment: 8:09**

Motion to adjourn. (MAC1, DC2) passed unanimously

Director's Report

6/1/04 Trustees Meeting

(May 2004 activity)

Library staff continued to be busy throughout the month of May trying to complete daily tasks and filling in for vacationing staff. Sally has put together a series of performances to be held at the library during the summer providing us with a solid foundation for summer programming. We will be supplementing these performances with other activities to provide the community with a solid summer reading program.

The next month will see things begin to pick up at the library. We will continue to work towards hiring a new Children's Librarian, closing out fiscal year 04, begin preparations to update our goals and objectives and completing the Aris Survey for the state.

- 5/5/04 Meet with Town Administrator for approval to extend Sally's retirement date to July 2. Approval is given. Sally had requested the change to finish out the week.
- 5/6/04 Meet with Town Accountant. Told that she is unclear whether or not Trustees are able to vote to approve having the Chairperson sign the warrants. Throughout the month I have met with the Accountant and given her the Trustee bylaws and copies of the vote taken by the Board giving this approval. This includes the vote taken at the May 11, 2004 meeting.

- 5/7/04 Representatives from BC/BS on hand in library to discuss new insurance options with staff.
- 5/10/04 Meet with Nancy Gilbert from Recorded Books regarding library audio orders. Will be looking to increase our books on tape and CD collection.
- 5/11/04 Trustees meeting at Medway High School.
- 5/12/04 Send in Children's job description to Town hall to get ad made for job opening. Hope is to have someone in by mid July.
- 5/15/04 Attend Pride Day in morning.
- 5/18/04 Meet with Town Administrator regarding library assistant position.
- 5/18/04 Attend CPR training session with Trustee Chairwoman.
- 5/19/04 First Staff meeting held.
- 5/19/04 Membership meeting at Minuteman.
- 5/24 – 5/26/04 Vacation
- 5/27/04 With Joanne, meet with Julia Atwood who will be volunteering this summer at the library.
- Continued collection development of books, audio, DVD and music items.

Respectfully submitted,

Patrick W Marshall

Budget Report			
Medway Public Library			
Trustees Meeting 6/1/04			
Account	Start Balance	Expen. to date	End Balance
Salaries Full Time	\$151,511.00	\$114,936.85	\$36,574.15
Salaries Part Time	\$110,129.00	\$127,520.09	\$(17,391.09)
Electricity	\$14,000.00	\$12,839.38	\$1,160.62
Heating Fuel	\$6,200.00	\$6,905.52	\$(705.52)
Water & Sewer	\$670.00	\$421.15	\$248.85
Trash	\$2,400.00	\$1,287.11	\$1,112.89
Miscellaneous	\$6,000.00	\$6,107.59	\$(107.59)
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	\$3,429.07	\$6,470.93
Supplies Books /periodicals	\$46,000.00	\$41,397.17	\$4,602.83
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	\$327,277.18	\$36,482.82

Revolving Fund			\$23,967.24
Memorial Donations			\$5,515.84
Free Public Library			\$61,652.92