

Board of Library Trustees Meeting
July 6, 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 July 6, 2004 agenda

Motion to approve agenda: (DC1,PC2) passed unanimously

2. Secretary's report

Motion to approve June minutes after corrections. (MAC1, DC2) passed unanimously

3. Citizens Speak

None present. One did call up Wendy (in her capacity as Chairman) and complained about the (apparent) sudden lack of new fiction. She responded to his concerns and urged him to contact Patrick.

What's going on is that the new books section got weeded. Year plus old items are no longer there. The shrinkage surprised even Patrick, but fortunately it halted before collapsing into a singularity, though as information is not lost in such events, the extra space created might not have been unwelcome.

4. Budget Report

Minuteman bill is getting paid mostly from the revolving fund.

5. **Director's Report**

Videos are now 7 day returns

6. **Old business**

a. **Children's position update**

Have 12 applicants, hope to get more next couple days

7. **New Business**

a. **Library happenings**

Lightning hit Friday (July 2nd). Blew out 2 of the 3 fire control panels.

Other events may be found at: [Event Keeper](#)

b. **Summer Reading**

c. **Library Cards**

Must have to check out books

8. **Other**

a. **Next Meeting Aug 3, 2004**

9. **Adjournment 7:40PM**

Motion to adjourn: (MAC1, DC2) passed unanimously

Director's Report

7/6/04 Trustees Meeting

(June 2004 activity)

- 6/1/04 Meet with Diane Burstein regarding summer program Yoga Pajama Party.
- 6/2/04 Sally Nolan's last day of work. Ms. Nolan is using vacation for the rest of June until her retirement day of July 2, 2004.

- 6/3/04 Backflow device testing. Library passed. (no pun intended)
- 6/4/04 Attend Friends Annual dinner.
- 6/8/04 Shifted browsing/ new materials around.
- 6/9/04 Finally figured out how to change heating units to be cooling units. Library is a much more comfortable place after today.
- 6/11/04 Briefly meet with Dave Damico of DPS to sign work order to change some lighting in library. Town has had Nstar do a survey of all town buildings and library came out pretty good. If we do work now, Nstar picks up 80% of cost. Library cost is \$454 with projected savings of \$506 per year in electric bills.
- 6/11/04 Arrival of CD's from state lawsuit. Anyone for 6 copies of the Three Mo Tenors CD?
- 6/14/04 Union meeting at Town Hall.
- 6/16/04 Membership meeting at Minuteman. Carol Caro is retiring and has been replaced as Executive Director by Susan McCallister.
- 6/18/04 ARIS workshop at SEMLS.
- 6/18/04 Minuteman asked Medway to be a test site for new DNS entries. Minuteman is switching their Internet provider and all DNS entries must be switched.
- 6/23/04 Meet with representative from Ingram. Library retailer similar to Baker and Taylor.
- 6/24/04 State elevator inspection. Library passed.
- 6/28/04 Union Meeting at Town Hall.
- 6/30/04 Trip to New England Mobil Bookfair for end of year purchases.
- Orders completed for CD's, Books on CD, Books on Tape, Large Print, DVD's, Videos and Books.
- Have been working the Tuesday night shift while the children's position remains vacant.
- Summer reading planning has been done throughout June and kick off will be on Thursday, July 8, 2004.

June has been an active month at the library. Staff have said goodbye to a longtime colleague. With many vacations and openings, all the staff have been great at filling in and adding on to their already very full plates. I thank them all for their hard work and dedication.

Two community people have asked the library to assist them with projects. First, the library will be selling copies of *Images of America: Medway* for the Historical Society. We are hopeful that the authors will hold a book signing at the library sometime this summer.

Lisa Hofer is doing a Girl Scout project by collecting worn out U.S. Flags for a retirement ceremony to be held in August. She has asked if the library could be a drop off location. A bin has been placed by the back door for this purpose.

The summer reading program will kick off on July 8th. This year's theme is Explore Other Worlds @ Your Library. Medway is having a reading challenge to see how many hours a child can read a week. Program will run for 6 weeks and the library will host a number of events.

Finally, the end of the fiscal year brings all the usual fun. The State will be looking for the ARIS report by the end of August. Before that, the library will be closing it's books with the Town Accountant. This year there is the added bonus of finding a new Children's Librarian.

Respectfully submitted,

Patrick W Marshall

Budget Report (As of 6/23/04)			
Medway Public Library			
Trustees Meeting 7/6/04			
Account	Start Balance	Expen. to date	End Balance
Longevity	\$900.00	\$900.00	\$-
Salaries Full Time	\$151,511.00	\$125,822.52	\$25,688.48
Salaries Part Time	\$110,129.00	\$139,577.34	\$(29,448.34)
Electricity	\$14,000.00	\$13,720.77	\$279.23
Heating Fuel	\$6,200.00	\$7,041.30	\$(841.30)
Water & Sewer	\$670.00	\$486.41	\$183.59
Trash	\$2,400.00	\$1,287.11	\$1,112.89
Miscellaneous	\$6,000.00	\$6,107.59	\$(107.59)
Telephone	\$1,900.00	\$1,749.27	\$150.73
Stamps	\$1,200.00	\$888.00	\$312.00
Other Purchased Services	\$5,600.00	\$1,778.58	\$3,821.42
Supplies	\$9,900.00	\$5,242.15	\$4,657.85
Supplies Books /periodicals	\$46,000.00	\$44,205.21	\$1,794.79
Supplies Media Materials	\$6,200.00	\$10,280.34	\$(4,080.34)
Dues and Subscriptions	\$1,050.00	\$644.60	\$405.40

In State Travel	\$1,000.00	\$495.81	\$504.19
Total	\$364,660.00	\$360,227.00	\$4,433.00
Revolving Fund			\$26,293.78
Memorial Donations			\$5,560.84
Free Public Library			\$61,152.29