

Board of Library Trustees Meeting  
Aug 3, 2004

7:00 p.m.

**Attendees:**

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

**Minutes**

**1. Approval of Aug 3, 2004 agenda**

*Motion* to approve agenda (MAC1, DC2) passed unanimously

**2. Secretary's report**

*Motion* to approve minutes of July 6 meeting. (MAC1, DC2) passed unanimously

**3. Citizens Speak**

None present. According to hearsay, mothers like time based accounting for summer reading.

**4. Budget Report**

Gave town back \$48 dollars at end of fiscal 2004 because of a bill mistakenly paid twice.

**5. Director's Report**

**6. Old business**

- a. Children's position update

Have hired a children's librarian. She starts after Labor day.

## 7. New Business

- a. Next Meeting Sep 7, 2004
- b. RE/MAX Real Estate Agency is sponsoring bookmarks.
- c. Patrick is going to start a speed read category. Will order extra copies of new books. They'll go out for 2 weeks, no renewals, holds barred.
- d. We currently have no liaison with the school board
- e. Holiday Hours

*Motion* to close Friday Dec 24th and 31st. (DC1, MC2) passed unanimously

*Motion* to close Thursday Dec 23rd at 5. (MAC1, DC2) passed unanimously

- f. Air Conditioning
  - i. Need \$500 board for upstairs
  - ii. No air conditioning in basement. Blown compressor.
  - iii. To patch it would cost \$2000-\$3000. You get a 1 year warranty.
  - iv. To replace would cost \$6000 or so. Sentiment generally was: replace it, plus frustration that even though we've maintained the thing and spent continually on the air conditioning, it only lasted 6 years. Some question of whether we should continue with the same company. Patrick liked the person who came out and estimated the work and wants to make sure that the same person comes back to do the job. Patrick is also going to find out what Town Hall does (as temperatures generally run high over there, not much hope is held out for this one). He thinks it might be a good idea to get a maintenance contract. That's what Foxboro does

8. **Adjournment 7:47** (DC1, MAC2) passed unanimously

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## Director's Report

### 8/3/04 Trustees Meeting

#### (July 2004 activity)

- 7/1/04 - New Fy 05 begins. Books balanced for fy04.
- 7/2/04 - Firebox hit by lightning. Simplex came and repaired box. 3 of 5 panels blown out.
- 7/2/04 - Minuteman down all morning.
- July book order done. Ordering is about a month behind but is slowly being caught up.
- 7/8/04 - Steve Rudolph Magic show opens up the Summer Reading Program.
- 7/13/04 - Lantini Electric here to fix ballasts blown in men's room and downstairs hall. Also looked at lights over the spiral stairs.
- 7/14/04 - 1 interview for Children's position.
- 7/15/04 - Rainforest Reptiles program. Very popular. (Director gets to hold the Alligator – big highlight for him)
- 7/15/04 - Proctor for student taking college entrance test.
- 7/15/04 - 1 interview for children's librarian.
- 7/16/04 - 3 interviews for children's position.
- 7/19/04 - 2 interviews for children's position
- 7/20/04 - Garden craft conducted by Director. Found materials messier than glitter – dirt.
- 7/21/04 – Minuteman Membership meeting
- 7/22/04 – Library given level 3 sex offender posters to put up. Law requires posters placed where children are present. Nothing more needs to be done.
- 7/22/04 – Meet with Town Accountant regarding FY 05 budget. Items clarified for Director.
- 7/22/04 – 1 interview conducted.
- 7/23/04 – Rise Engineering starts project of replacing exit signs and other lights as part of electricity saving measures.
- 7/23/04 – 2 interviews conducted.
- 7/26/04 – Metro-west Budget Committee meeting – I have been asked to be on the budget committee for the region.
- 7/27/04 – Rise engineering finishes work
- 7/27/04 – Keyes North Atlantic here to fix heating/ cooling system. 1 Compressor is broken and 1 panel board is bad. Will have to be back to complete the job. Have called company to discuss recurring problem of zones not heating or cooling.

- 7/27/04 – Last interview conducted.
- 7/27/04 – Meet with Police Chief regarding sex offender posters and what library needs to do.
- 7/27/04 – Elaine Kessler program.

July has seen business increase dramatically at the library and the staff is feeling the pressure. The summer reading program has so far seen roughly 300 children take the challenge of reading and programs are pulling in over 100 people each. Being down a position has meant the staff has had to increase their output in an effort to provide the service that residents have come to expect from our library.

Numerous repairs listed above are also straining the budget so early in the year. The fire box repair was over \$2,000 and the heating cooling repair guys were here from morning until evening which does not excite me with what that bill will look like.

Interviews for the children's position have gone well. 11 Candidates have been interviewed with several promising prospects. It is hoped that an offer will be made and accepted by the first week of August.

Finally, a special thank you must go out to the staff of the library for all that they do. As mentioned earlier, business at the library is hopping requiring a lot more from each and every employee. They have also had to put up with a Director that may be considered a tad zealous in his planning for the Summer Reading Program bringing in more children at a time when we are without a Children's librarian. Staff members seem to take all this in stride and continue to provide quality service to the community.

Respectfully submitted,

Patrick W Marshall

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Budget Report (Final FY 04)
Medway Public Library

Trustees Meeting 8/3/04

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	\$503.31	\$166.69
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	\$3,101.53	\$2,498.47
Supplies	\$9,900.00	\$6,049.93	\$3,850.07
Supplies Books /periodicals	\$46,000.00	\$45,581.54	\$418.46
Supplies Media Materials	\$6,200.00	\$10,729.86	\$(4,529.86)
Dues and Subscriptions	\$1,050.00	\$1,019.60	\$30.40
In State Travel	\$1,000.00	\$531.81	\$468.19
<b>Total</b>	\$364,660.00	\$364,611.48	\$48.52
Revolving Fund			\$26,293.78
Memorial Donations			\$5,560.84
Free Public Library			\$58,283.06