

Medway Board of Library Trustees Meeting
Sept 7, 2004

7:00 p.m.

Attendees:

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

Minutes:

1. **Approval of Sept 7, 2004 agenda**

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

2. **Secretary's report**

Speed reading takes 2 weeks, not 1 as reported in the August minutes.

Motion to approve August minutes with that change. (MAC1,DC2) passed unanimously

3. **Citizens Speak**

None in the flesh. Got a nice thankyou letter from Lisa Hofer.

4. **Budget Report**

Targeted lightning strikes and air conditioning repairs have burned through our misc. budget line item. We've got \$600 left for the rest of the year.

5. **Director's Report**

6. **Old business**

- Saw what the bookmarks to be provided by RE/MAX Real Estate Agency will look like. We didn't want a coupon on the back as that would amount to the library promoting the business.
- Cooling still in flux. The service firm decided it was best to repair the compressor rather than replace it, saving us a bundle.

The meeting room and circ room still have no air conditioning. This is either because of a bad board (diagnosis of one service man) or because its the incorrect thermostat (diagnosis of another service man).

Patrick is in discussion with the service company and has expressed his displeasure. We don't know what's covered by our preventive maintenance contract, we don't know when their service men are coming or going or what they're doing.

Patrick is going to have a meeting with the owner of the company. We're interested in what's covered by their full service contract and what would be it's cost.

7. New Business

8. Next Meeting Oct 5, 2004

The December meeting will likely be the second Tuesday.

Budget season is looming. Have to start on it next month

9. Adjournment

7:58. Motion to adjourn. (MAC1, DC2) Unanimous.

Director's Report

9/7/04 Trustees Meeting

(August 2004 activity)

- 7/28/04 - Host Historical Society book signing. 22 people attended.

- 7/28/04 – Complete final breakdown of FY05 budget for Town Hall.
- 7/29/04 – Hold 2 sessions of Sidewalk Chalk Drawing.
- 7/30/04 – Assist with Harry Potter Party conducted by our esteemed Trustee Chairwoman.
- 8/2/04 – Union Negotiation meeting.
- August Book order completed.
- ARIS report completed by 8/11/04
- 8/12/04 – Metrowest budget committee meeting.
- 8/13/04 – Fire box again hit by lighting. Repairs completed.
- 8/13/04 – Electrician arrives to fix ballasts over stairwell.
- 8/13/04 – Meet with Empire Book Sellers regarding potential Friends fundraiser.
- 8/13/04 – Meet with Nina. She will start after Labor Day but wished to start organizing her office.
- 8/18 – 8/25 Off Vacation
- 8/26/04 – Assist Bill with setting up his new computer.
- 8/31/04 – Smoke alarm / fire alarm inspection (thankfully, no lighting today)

As we wind up a very busy summer here at the library, the staff looks forward to getting a breather as we prepare to be at full strength. The staff worked very hard throughout the summer months and I think the library continued to provide quality service despite the staff shortage.

Heating/ Cooling issues as well as Thunderstorms continue to quickly eat away our miscellaneous budget. This is the line item I use for repairs and it has been just about exhausted as of the end of August. I am hopeful that nothing else breaks in the library for the rest of the fiscal year but have brought in a roll of duct tape from home just in case.

The following is a breakdown of Summer Reading activity at the library.

275 Children signed up for the summer reading program.

134 Attended Steve Rudolph Magic Show

16 Children participated in the rain delayed Sidewalk Chalk Drawing.

220 Attended the Rainforest reptile Program

22 Children attended the Garden Craft Time

46 Attended the Ben Rudnick Concert

150 Attended the Elaine Kessler Story Hour

20 Children attended the Harry Potter Party

115 Attended the Pumpnickel Puppets

75 Attended the Activated Storytellers Program

35 Children, on average, attended the weekly Yoga pajama party.

All of this made for one busy summer at the Medway Public Library.

Respectfully submitted,

Patrick W Marshall

Budget Report (as of 8/28/04)			
Medway Public Library			
Trustees Meeting 9/7/04			
Account	Start Balance	Expen. to date	End Balance
Longevity	\$900.00	\$900.00	\$-
Salaries Full Time	\$157,622.00	\$14,422.60	\$143,199.40
Salaries Part Time	\$114,174.00	\$22,242.17	\$91,931.83
Electricity	\$13,600.00	\$3,813.60	\$9,786.40
Heating Fuel	\$6,200.00	\$100.16	\$6,099.84
Water & Sewer	\$500.00	\$48.49	\$451.51
Trash	\$1,100.00	\$-	\$1,100.00
Miscellaneous	\$5,000.00	\$4,396.48	\$603.52
Telephone	\$1,650.00	\$268.53	\$1,381.47
Stamps	\$650.00	\$-	\$650.00
Other Purchased Services	\$3,300.00	\$-	\$3,300.00
Supplies	\$6,000.00	\$1,474.53	\$4,525.47
Supplies Books /periodicals	\$48,000.00	\$6,790.57	\$41,209.43
Supplies Media Materials	\$6,950.00	\$662.78	\$6,287.22
Dues and Subscriptions	\$350.00	\$-	\$350.00
In State Travel	\$550.00	\$-	\$550.00
Total	\$366,546.00	\$55,119.91	\$311,426.09
Revolving Fund			\$6,670.31

Memorial Donations			\$5,660.84
Free Public Library			\$50,546.32