

Board of Library Trustees Meeting

Oct 5, 2004

7:00 p.m.

Attendees:

Phyllis Cerel
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 agenda: (DC1, MC1) passed unanimously

2. Secretary's report

Motion to approve September Secretary's report: (DC1, MC2) passed unanimously

3. Citizens Speak

Once again there were none

4. [Budget Report](#)

5. [Director's Report](#)

Mystery book club is starting up again, 4th Tuesdays, [See event listing](#)

6. Old business

A. Dec meeting on the 14th

The SECOND monday in December

7. **New Business**

A. **All Boards Meeting**

Tedium was in order

Will get budget format and instructions on Nov 12. Budget is due Dec 13th (Note that Friday the 13th comes on a Monday in December). As this is the day before our Dec 14th meeting, we'll need careful footwork to avoid an extra meeting (need something to approve at Nov meeting).

B. **FY 06 Budget**

Patrick's first budget draft includes a new 19 hour library assistant position. This is to relieve staff stress and in fact allow us to provide a constant level of service.

He's tried to make the budget line items reflect reality (heating being an example). He's also budgeting in our 16 percent requirement.

Budget increase looks more than it really is since the FY05 budget does not yet include the increases that will retroactively descend upon us from the union contract negotiations

Nina has expressed an interest in attending conferences

The Metrowest sent out a breakout of the value of their services to Medway. For instance, we get \$59,000 worth of delivery services, and \$27,000 worth of databases. Total value to Medway:
\$106,577

C. **Director's salary**

For budgeting purposes, Patrick entered a 3.5 percent increase (in line with the union contract). We will need to discuss real amount

D. **Meeting Room use**

While preparing to book the Cole Room, Patrick and Wendy discovered that some meeting room reservations are now booked more than 6 months in advance. Apparently, the 6-month limit

was scrapped by Susan because it was causing big problems for the Girl Scouts holding weekly meetings at the Library. If you or your group needs to book the room, be aware there is no longer a 6 month limit.

8. Next Meeting Nov 2, 2004

Will want to change the refund policy, which currently says the patron can bring the book back for a refund if said patron finds the book after paying for it. But once a book is paid for, we don't keep the money in the library. Even if we haven't already bought a replacement, it's a hassle to get the money back from Town Hall. Patrick will collect staff input.

Patrick will get a "goals and objectives" document together. Current one dates to before the renovation. Need new one to get grants.

9. Adjournment at 7:56

Motion to adjourn, (DC1,MC2) passed unanimously

Director's Report

10/5/04 Trustees Meeting

(September 2004 activity)

- 9/2/04 Speak with Keyes North Atlantic about problems. They will be giving us a quote for contractual services to look over.
- Begin weeding fiction collection. Goal is to weed once a week.
- 9/5/05 Alarm goes off on Sunday of Columbus Day weekend. Everyone on list is called. Walter goes through building and finds nothing wrong. Believed to be from quick power outage.
- 9/7/04 Nina Hunt starts.
- 9/8/04 State Aid How To meeting held at SEMLS in Lakeville. Form has been completed and sent in.
- 9/10/04 Meet with Joanne Osbourne. Mrs. Osbourne wants to start up the Mystery Book Club again. Will be held monthly.
- 9/14/04 Book Drop lock is broken. Screw loose. Walter fixes it.
- 9/14/04 Minuteman Membership meeting.
- 9/14/04 Keyes North Atlantic replaces thermostat. Turns out, naturally, that it is the board after all that has to be replaced.
- 9/17/04 Off Personal Time
- 9/20/04 Attend Metrowest Budget Committee Meeting.
- 9/20/04 Union meeting.

- 9/23/04 Meet with Town Accountant regarding payroll. Payroll will now be turned in on Fridays.
- Book order for September completed.
- Video and Music orders completed for month.
- 9/28/04 Metrowest Youth Services consultant meets with Nina.

September has been a month of change at the library. Nina Hunt started as Children's Librarian and has begun to offer story hours and crafts. It has been great to have full staffing again and Nina seems to have already blended in with nicely with the staff.

Library staff have begun to shelf read once a week. This will hopefully get our shelves in better order and allow staff to learn the collection. Volunteers and others putting materials away have been shown how to file in a more exact order. I believe this will make the shelves more accessible and materials easier to find for our customers.

We continue to have ac issues. Keyes North Atlantic discovered that, after replacing the thermostat, that the Board actually is shot and will need replacing. This is also the reason why the Cole Room unit is not working.

Finally, the budget process will get underway on Monday October 4th as an all boards meeting will be held at Town Hall. I will attend the meeting and relay any information to all of you.

Respectfully submitted,

Patrick W Marshall

Budget Report (as of 8/28/04)			
Medway Public Library			
Trustees Meeting 10/5/04			
Account	Start Balance	Expen. to date	End Balance
Longevity	\$900.00	\$900.00	\$-
Salaries Full Time	\$157,622.00	\$22,922.87	\$134,699.13
Salaries Part Time	\$114,174.00	\$33,226.70	\$80,947.30

Electricity	\$13,600.00	\$5,708.87	\$7,891.13
Heating Fuel	\$6,200.00	\$145.32	\$6,054.68
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	\$291.92	\$1,358.08
Postage	\$650.00	\$-	\$650.00
Other Purchased Services	\$3,300.00	\$733.00	\$2,567.00
Supplies	\$6,000.00	\$1,665.05	\$4,334.95
Supplies Books /periodicals	\$48,000.00	\$9,179.61	\$38,820.39
Supplies Media Materials	\$6,950.00	\$841.53	\$6,108.47
Dues and Subscriptions	\$350.00	\$121.50	\$228.50
In State Travel	\$550.00	\$-	\$550.00
Total	\$366,546.00	\$80,181.34	\$286,364.66
Revolving Fund			\$8,873.65
Memorial Donations			\$5,660.84
Free Public Library			\$50,546.32