

**Board of Library Trustees Meeting  
Jan 4, 2005**

**Medway Public Library**

**7:00 p.m.**

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

**Minutes**

**1. Approval of Jan 4, 2005 agenda**

Motion to approve agenda: (MAC1, MC2) passed unanimously

**2. Secretary's report**

Motion to approve Dec. Minutes: (MAC1, DC2) passed unanimously

**3. Citizens Speak**

none present

**4. Budget Report**

The word "supplies" should be removed from the "Books/Periodicals" and the "Media Materials" line titles since it is a bit misleading. These are our reasons for being and shouldn't be confused with pencils.

The revolving fund will be used to pay the bulk of the Minuteman bill.. The "Free Public Library" will be used to bring our materials spending up to 16%, this will absorb about \$10,000. Shortfalls in the Repairs & Maintenance and the Dues and Subscription lines and any other overruns

(expected to be another \$10,000) will also come from here. We got \$16,700 in state aid this year.

Patrick is going to meet with our Fincom rep, Marguerite Monahan, tomorrow (Wednesday the 5th) to discuss the repercussions of a possible .5% budget cut and to start the FY 06 budget process.

Patrick said that if there were to be a 0.5% cut, he'd reduce that "Book/Periodicals" line. This would be then made up by dipping yet more into our "Free Public Library" account. There was some discussion (reducing the actual "supplies" line was suggested), but we ended in agreement that the materials line was indeed better.

5. **Director's Report**

It was pointed out that a lamp by the back door flickers and goes out at random, leaving patrons and staff in the dark going to their cars at night.

There's another Department Heads meeting this week. Maybe we'll find out more about how the Town plans to deal with its deficit. More likely not.

6. **Old business**

- a. FY 05 Budget
- b. FY 06 Budget update

7. **New Business**

- a. Deadline for the Town Meeting Warrants is Feb 14. Wendy will get our revolving fund warrant to Patrick.
- b. Al Pater is the new town treasurer
- c. Director's review

Wendy explained the process:

- She sends the trustees a ghastly form
- Trustees fill the thing out
- Wendy merges and cajoles for more comments and for justifications for the Trustees' bizarre ratings

- Wendy sends out merged draft for the Trustees to read and cogitate
- We meet and discuss the merged draft, revising it as needed then approving it or deciding it needs more work - - iterate this step as necessary (usually once is enough)
- Final document miraculously illuminates the Director's strengths and weaknesses.

MaryAnn felt the form could use some streamlining. Wendy will welcome comments on the thing. Thus adding another step or two in the above process.

d. Election

Wendy and Mady are up for re-election. Wendy is running. Mady is not so sure.

**8. Next Meeting Feb 1, 2005**

**9. Adjournment 8:10**

Motion to adjourn: (DC1, PC2) passed unanimously.

**Director's Report**

**1/4/2005 Trustees Meeting**

**(December 2004 activity)**

- Weeding of Fiction collection completed.
- 12/15/04 – Attend Membership Meeting
- December book order completed
- 12/17 – 12/26/04 Director on Vacation
- 12/22/04 Problems with lock to Tech Services Room. Walter replaces lock and new keys issued to staff. (Appears lock had worn down so some keys fit and some didn't. All keys work now)
- 12/24/04 Library closed at 1 today as all town offices were closing at half day. Town does not notify library until that morning.
- 12/27/04 – Library opened at 11 today due to snowstorm.
- 12/28/04 – Patron acts strange to Katherine. Police notified. (see below)
- 12/29/04 – Police talk to patron and then Director (see below)

On Tuesday, December 28<sup>th</sup> a patron walked into the tech services room to give Ms. Buday a gift. This patron has acted strange to certain staff members at other times and had created a sense of unease. Police were notified and I discussed with them my concern with them about this patron. Officers Brennan and McGrauis thought it best to have library staff call the station when this patron came back to the library so that one of them could talk to him. I stated to the officers that I, along with the staff, agree that the patron had done nothing wrong to warrant expelling him from the library but that certain actions were creating an uncomfortable situation.

On Wednesday, December 29<sup>th</sup> the patron came into the library and staff called the police. Officer Brennan returned with a colleague that had dealt with this patron before. They informed the patron that he needed to come to the library, do his business and leave without bothering staff or other library users. The patron responded that he was only trying to be friendly but was informed by the officers that people were not interpreting his actions in that manner. Officer Brennan felt that the patron was responsive to the discussion but that if staff had any further problems to call the station immediately.

Because of this incident, I have asked staff to take some extra precautions as we deal with the public. Since everyone has a key, the Tech Services room door is to be locked at all times. I have also purchased an intercom system to be placed by Ms. Buday's desk (with the other radio located at the circ desk) so that she can easily call upstairs. I have also asked that staff walk out together in the evening and be sure that vehicles are going before leaving the parking lot. It is my hope that these actions will make everyone feel comfortable while working at the library.

The only other issue to mention is the continued lack of communication between Town Hall and the Library. Despite my inquiries before my vacation (where I was told that Thursday the 23<sup>rd</sup> was a normal workday for the town) the library received notice on the 23<sup>rd</sup> that town offices were open only a half day per the Union Contract. This, naturally, has created a mix up with leave time requests as well as a lack of time to alert the public that we were closing at 1 and not 5 that day. I'm not sure what the answer is to this problem but it is certainly something to be aware of.

<b>Budget Report (as of 12/31/04)</b>			
Medway Public Library			
Trustees Meeting 1/4/05			
Account	Start Balance	Expen. to date	End Balance
Longevity	\$900.00	\$500.00	\$400.00
Salaries Full Time	\$157,622.00	\$56,126.83	\$101,495.17
Salaries Part Time	\$114,174.00	\$73,737.00	\$40,437.00

Electricity	\$13,600.00	\$8,914.52	\$4,685.48
Heating Fuel	\$6,200.00	\$992.02	\$5,207.98
Water & Sewer	\$500.00	\$77.82	\$422.18
Trash	\$1,100.00	\$-	\$1,100.00
R &M Miscellaneous	\$5,000.00	\$5,295.98	\$(295.98)
Telephone	\$1,650.00	\$875.89	\$774.11
Postage	\$650.00	\$-	\$650.00
Other Purchased Services	\$3,300.00	\$737.85	\$2,562.15
Supplies	\$6,000.00	\$2,533.85	\$3,466.15
Supplies Books /periodicals	\$48,000.00	\$21,163.58	\$26,836.42
Supplies Media Materials	\$6,950.00	\$5,713.19	\$1,236.81
Dues and Subscriptions	\$350.00	\$846.50	\$(496.50)
In State Travel	\$550.00	\$248.18	\$301.82
<b>Total</b>	\$366,546.00	\$177,763.21	\$188,782.79
Revolving Fund			\$14,958.19
Memorial Donations			\$4,333.44
Free Public Library			\$65,066.79