

**Board of Library Trustees Meeting
March 1, 2005**

Medway Public Library

7:00 p.m.

Attendees:

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

Minutes

1. Approval of Mar 1, 2005 agenda

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

2. Secretary's report

Patrick verified that our proposed budget really comes to \$404 grand.
Motion to approve February minutes: (MAC1, MC2) passed
unanimously

3. Citizens Speak

None

4. Budget Report

Medway continues to distinguish itself as a community above debasing
monetary considerations. Yet another month with no statements from the
Accountant's office.

5. Director's Report

- Public Computers

All the public computers are configured the same. None have word processing at the moment. If anyone complains, Patrick plans to put word processing on all of them to make management of access easier. We no longer have Fortress and so can't keep people from accessing floppies anyhow.

To date no one has complained or asked for word processing

- Networking Brouhaha

Minuteman has been having problems with large amounts of internal traffic on its network. They have identified Medway and 5 others libraries as the culprits. After grunging around in the bowels of our LAN, attempting to locate dusty long forgotten IP addresses, 3 computers including 2 on the circ desk were fingered. These are now off line causing considerable grief to the staff (checking in and out materials is now more difficult). After updating virus software, etc at the behest of Minuteman's Network Cops, the problem persists.

- Department Head's Meeting

Selectmen's meetings on the budget start this Friday afternoon

Town has \$830,000 in new revenue. This needs to cover \$1.1 mil. in required new spending (union contract, etc), \$1.1 mil. in extra school requests, \$1 mil in new town requests, \$800 grand in CIPC costs.

Town Administrator wants to have the submitted department budgets reflect the real department needs (not what we think we might get). This is what the schools do and it serves them well.

Patrick is going to meet with Marguerite Monahan our Fincom rep this Friday morning. Will ask for \$396 thousand.

- Staff Assignments

Patrick plans to rethink staff assignments so that there is a clear distinction between the Librarian & the Library Assistant positions. At the moment it's blurred.

- **Old business**

- a. **FY 06 Budget update**

- b. **Town Report submission**

Patrick provided a draft of the Town Report. It was reviewed. He's going to email the corrected version and then submit to town without further adieu.

Motion to accept report with changes as discussed: (DC1, MC2) passed unanimously.

The town report as submitted is included below.

- c. **Director's Review**

Patrick vamoosed after allowing that he'd be happy to have his review take place at our next scheduled meeting (rather than enjoy the honor of a special meeting).

Wendy then presented the munged trustee evaluations. These were discussed and corrected. Wendy will prepare the final evaluation draft and get it out to the trustees before our next meeting.

Motion to approve Director's review with corrections as discussed: (MAC1, DC2) passed unanimously

- **New Business**

- a. **Presentation from Town Moderator by Phyllis Cerel**

Phyllis presented on behalf of her husband, Mark Cerel (our Town Moderator), 2 copies of the latest edition of the hard to get *Town Meeting Time, the Parliamentary Authority for New England Town Meetings*. These are the rules of order in effect at Medway's Town Meeting (they differ somewhat from *Robert's Rules of Order*). One copy is donated in memory of the Moderator's father, Stanley Cerel, and the other in memory of his mother, Ruth Q. Cerel.

As Mark requested, one copy will be held in the reference collection, the other will circulate.

This donation was much appreciated by all.

b. Legislative day and breakfasts

March 4 breakfast at Wellesley Public Library.

Legislative day is April 6. Chance to mingle with a crowd of library supporters at the state house. Relive the activist 1960s and have a nice lunch.

- **Next Meeting Apr 5, 2005**
- **Adjournment 8:52**

Motion to adjourn: (MAC1, DC2) all were in favor.

Director's Report

3/1/2005 Trustees Meeting

(February 2005 activity)

- 1/26/05 – Close at 5 for snow.
- February book order completed.
- 2/3/05- Staff luncheon/ Patriots Day.
- 2/4/05 – Gas Company digging in parking lot. Annual look at meter. (They found our water shut off)
- 2/5/05 – Attend Economic Value Of Public Library seminar in Boxboro. Function sponsored by MBLC.
- 2/7/05 – Meet with Marguerite Monahan regarding FY 06 budget.
- 2/9/05 – Meet with Marguerite Monahan again.
- 2/9/05 – Attend, with Wendy, Finance Committee meeting.
- 2/10/05 – Keyes N/A in to do quarterly maintenance.
- 2/11/05 – 2/18/05 Director on vacation.
- 2/11/05 – Alarm sounded. Police say somebody tried to open door in morning.
- 2/20/05 – Set up 4 new public Internet terminals.
- 2/23/05 – 6 month evaluation for Nina done, as per contract.

The FY 06 Budget took center stage this month as work on it began in earnest. I am very concerned about what our expense budget will be for the next year. Already we have seen our Expenses cut from \$101,000 in FY 03 to \$93,000 in FY 06. This has to be increased next year in order to have any semblance of a somewhat realistic budget. As of the end of February, I am not encouraged by what the Finn Com has been saying. It is my belief that if increases are not made, some decisions will need to be made regarding services offered. The staff is already stretched thin creating an unhealthy environment.

The four public Internet computers have been replaced with new (to us) computers running Windows 2000. I have been working to add various items to them (like Adobe) as patrons make requests. So far they seem to be working out well.

Finally, February 23rd marked 1 year for me as Director here in Medway. It is time that has gone by fast and has been enjoyable. I look forward to the next year working with the staff and board members.

Respectfully submitted,

Patrick W Marshall

Budget Report (as of 2/25/05)			
Medway Public Library			
Trustees Meeting 3/1/05			
Account	Start Balance	Expen. to date	End Balance
Longevity	\$900.00	\$500.00	\$400.00
Salaries Full Time	\$157,622.00	\$74,988.19	\$82,633.81
Salaries Part Time	\$114,174.00	\$96,524.62	\$17,649.38
Electricity	\$13,600.00	\$10,645.80	\$2,954.20
Heating Fuel	\$6,200.00	\$4,652.61	\$1,547.39
Water & Sewer	\$500.00	\$327.21	\$172.79
Trash	\$1,100.00	\$1,178.54	\$(78.54)
R &M Miscellaneous	\$5,000.00	\$5,295.98	\$(295.98)
Telephone	\$1,650.00	\$1,077.51	\$572.49
Postage	\$650.00	\$-	\$650.00
Other Purchased	\$3,300.00	\$1,679.26	\$1,620.74

Services					
Supplies	\$6,000.00	\$3,613.74	\$2,386.26		
Books /Periodicals	\$48,000.00	\$28,877.47	\$19,122.53		
Media Materials	\$6,950.00	\$7,260.31	\$(310.31)		
Dues, Subscriptions, Meetings	\$350.00	\$846.50	\$(496.50)		
In State Travel	\$550.00	\$412.75	\$137.25		
Total	\$366,546.00	\$237,880.49	\$128,665.51		
	Start Balance	Expen. To date	Income to date	Account Bal	
Revolving Fund	\$26,293.78	\$22,500.00	\$15,540.94	\$19,334.72	
Memorial Donations	\$5,560.84	\$1,327.40	\$125.00	\$4,358.44	
Free Public Library	\$58,283.06	\$13,350.83	\$16,692.97	\$61,625.20	

Report of the Medway Public Library 2004

The Medway Public Library was a very busy place in 2004. Nearly 160,000 items were circulated, of which 30,000 were DVD's and videos. Our meeting rooms were used 370 times by various community groups such as Girl Scouts, Medway Community Education and the Medway Players. Our Internet computers were used over 100 times a week. All of this activity continued to show that the Library is a major part of the cultural, educational and recreational life of Medway residents.

Programs proved to be very popular this past year. Over 3,000 children participated in the 112 programs held at the Library while 275 children participated in the summer reading challenge. Some of the programs held at the Library included pre-school story time, yoga story time with Diane Burstein, Rainforest Reptiles and sidewalk chalk drawing. All of the programs proved successful with parents and children alike.

The Library continues to provide outreach service to the members of the community. All Library materials are available to homebound/ shut-in Medway residents. Weekly deliveries are also made to the Housing Authority and Senior Center. Please call the Library for details.

Major staffing changes took place during the past year. Patrick Marshall was hired in February to replace Susan Brennan as Library Director. In July, Children's Librarian Sally Nolan retired after twenty-two years of dedicated service to Library users and Medway residents. Nina Hunt began work in September filling that position.

The Friends of Medway Library once again provided a large amount of support to the Library and its staff. Most of the funding for Library programming as well as the discount museum passes comes from the Friends. Other activities sponsored by this group included a welcome reception for the Director, staff appreciation lunches, and special library materials. The Friends are a vital part of the Library organization and their support is much appreciated.

Library services are greatly enhanced by a strong group of volunteers and senior volunteers. As business increased and staffing levels remained unchanged, these 15 dedicated people provided over 1200 hours of service to the Library. Tasks included shelving of materials, copying, story hour and craft preparation, and many other day-to-day tasks that staff could not always accomplish. We thank these people whole-heartedly for their assistance.

A couple of problems ate through our repair and maintenance budget this past year. Lightning struck the building twice during the summer causing us to replace our fire alarm. Ongoing heating and air-conditioning problems also had to be handled.

Finally, a big thank you must go to the Library staff for all their hard work and dedication. Despite continuing budget difficulties combined with increasing user demands, each and every member of the staff continues to provide quality service to the Medway community. When users comment about their positive experiences using the library, much of this feeling can be attributed to the staff and their efforts. In addition, the Trustees add their thanks for the excellent job Patrick has done in his first year as Library Director. We are fortunate to have such a creative, motivated team supporting our Library.

Please visit the Library to browse the collection, use the computers, do research or just relax. Our website address is www.medwaylib.org and many of our

online services are available via the web. Your comments and suggestions are always appreciated. Share them with Library staff or by email the Library at mwdir@minlib.net.

Respectfully submitted,

Patrick W Marshall – Library Director

Wendy Rowe – Chair, Board of Library Trustees