

**Board of Library Trustees Meeting
April 5, 2005**

Medway Public Library

7:00 p.m.

Attendees:

Phyllis Cerel
David Cole, Vice Chairman
MaryAnn Cabibbo
Madalyn Corbett --- Free once more as this was her last meeting and she'll
be missed
Patrick Marshall, Director
William Roberts, Secretary
Wendy Rowe, Chairman

Minutes

1. Approval of Apr 5, 2005 agenda

Motion to approve agenda, (DC1, MC2), passed unanimously

2. Secretary's report

It was mentioned that the staff consider the minutes a little odd. The Secretary wants to say that he doesn't intend to offend anyone and that while he does sometimes get carried away when writing things up, he does take his job and the library seriously.

Motion to approve March Minutes. (MAC1, MC2) passed unanimously.

3. Citizens Speak

None

4. Budget Report

Got statement from town. Reconciling was straight forward.

5. Director's Report

Cole room's heat is on the fritz again. It seems to work when the heating repairman comes to look at it which is of course nice for him.

The Newton Library is going to provide reference training to the staff one morning here in Medway. Patrick and Nina will work the circulation desk.

6. Old business

a. FY 06 Budget update

FinCom says that the budget will be tight. The best that can be expected is level dollars.

b. Director's Review

The Director was given an Outstanding rating in his review and was thanked for a job well done.

7. New Business

a. Director's renewal

The Board signified its intent to renew the Director's contract; the Chair will supply an updated draft to be signed by July 1.

8. Next Meeting May 10, 2005

Next meeting is May 10 rather than May 3rd to allow Wendy and Bill to attend a no-doubt desperate Charles River Chorale rehearsal. Concert is that Saturday.

9. Adjournment 7:40PM

Motion to adjourn. (MAC1, DC2) passed unanimously

Director's Report

April 5, 2005 Trustees Meeting

(March 2005 activity)

- 2/28/05- Minuteman calls to report 3 of our computers (all circulation) are corrupted and need to be brought down. Staff able to shift 2 computers from elsewhere to cover circulation functions. 3 computers put back online on 3/3/05
- 3/1/05 – Department Head meeting to discuss FY 06 budget.
- 3/2 – 3/3/05 – Update Word on all public computers.
- 3/4/05 Meet with Marguirite Monahan regarding FY 06 budget.
- 3/7 – 3/8/05 – Director out.
- 3/8/05 – Library closes at 8 due to snow.
- 3/9/05 – \$200 donation to library from Susan York in memory of Ruth York
- 3/9/05 – FinComm meeting.
- 3/12/05 – Close at noon – snowstorm
- 3/14/05 – Attend MetroWest budget committee meeting.
- 3/16/05 – Customer Service Grant application sent.
- 3/16/05 – Membership Meeting at MinLib.
- 3/17/05 – Staff St. Patrick’s Day spirit contest.
- 3/18/05 – Patron compliment verbally given regarding Nina’s programs.
- 3/22/05 – Staff meeting – library opens at noon.
- 3/23/05 – FinComm meeting
- 3/25/05 – Bay State Gas in to replace meters.
- 3/28/05 – Department reconciliation sheets given to us from Accountant’s office.
- 3/30/05 – FinComm. Meeting.
- March book orders completed
- Music CD order completed

The FY 06 budget continues to take center stage for me. Early indications are that the next fiscal year is not looking great. No official decision has been made by the Finance Committee regarding next year’s budget. It is safe to assume though that the best we will get is level funding.

All of us on the staff meet on March 22nd for a good staff meeting. Because of the Trustees willingness to allow us to open at a later time, a number of issues were covered.

Michelle Mahoney has started to come in for a few hours a month to help with cleaning the library. Michelle will clean areas that Walter is unable to get to during his shift. This is a large building for one 30 hour a week person to keep up with all the dirt that settles into the various nooks and crannies and I think Michelle will help us out a lot.

Finally, the Customer Service grant application was submitted to the MBLC by the given deadline. The library asked for \$7,000 to cover staff training, library promotion and customer appreciation. I’m not sure when word will come on whether we get funded or not but, any programs wouldn’t begin until September of 05.

Respectfully submitted,

Patrick W Marshall

Budget Report (as of 3/26/05)					
Medway Public Library					
Trustees Meeting 4/5/05					
Account	Start Balance	Expen. to date	End Balance		
Longevity	\$900.00	\$800.00	\$100.00		
Salaries Full Time	\$157,622.00	\$84,437.29	\$73,184.71		
Salaries Part Time	\$114,174.00	\$108,236.53	\$5,937.47		
Electricity	\$13,600.00	\$11,528.79	\$2,071.21		
Heating Fuel	\$6,200.00	\$5,917.28	\$282.72		
Water & Sewer	\$500.00	\$346.90	\$153.10		
Trash	\$1,100.00	\$1,178.54	\$(78.54)		
R &M Miscellaneous	\$5,000.00	\$5,295.98	\$(295.98)		
Telephone	\$1,650.00	\$1,235.15	\$414.85		
Postage	\$650.00	\$444.00	\$206.00		
Other Purchased Services	\$3,300.00	\$1,858.66	\$1,441.34		
Supplies	\$6,000.00	\$3,983.57	\$2,016.43		
Books /Periodicals	\$48,000.00	\$32,073.80	\$15,926.20		
Media Materials	\$6,950.00	\$7,342.22	\$(392.22)		
Dues, Subscriptions, Meetings	\$350.00	\$846.50	\$(496.50)		
In State Travel	\$550.00	\$412.74	\$137.26		
Total	\$366,546.00	\$265,937.95	\$100,608.05		
	Start Balance	Expen. To date	Income to date	Account Bal	
Revolving Fund	\$26,293.78	\$22,500.00	\$18,433.31	\$22,227.09	
Memorial Donations	\$5,560.84	\$1,327.40	\$325.00	\$4,558.44	
Free Public Library	\$58,283.06	\$14,216.48	\$16,692.97	\$60,759.55	