

Board of Library Trustees Meeting
August 2, 2005

7:00 p.m.

[Medway Public Library](#)

Attendees:

Trustees:

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

Citizens:

Joseph Dziczek, Medway Selectman
Carol Hladik
William Hoffman
Claire Quinn
Raphaela Rozanski, Medway Selectman
Glenn Trindade, Medway Selectman
Danielle Williamson, Milford Daily News

Minutes

1. Approval of Aug 2, 2005 agenda

Motion to approve the agenda. (MAC1, WLR2) passed unanimously.

2. Secretary's report

Motion to approve the minutes for the June 21 Trustees Meeting, (MAC1, WLR2) passed unanimously.

3. Citizens Speak

There was such a crush of citizens (see above) that some had to sit on the shelf with the library memorabilia.

- Carol Hladik described how she and her family were so upset to learn of the library's potential closure she got together the Town Meeting booklet and the library handout and sent them to Senator Kennedy's office.

One of the Senator's staff contacted her this week and expressed shock that a Massachusetts Public Library could find itself such straits. The staff person asked how much the library needed and when told \$300,000 [the actual number is less as the town did appropriate \$240,000] was not fazed in the least and felt said number was entirely doable. The staff person then suggested that Carol get in touch the appropriate town officials.

Carol talked to Patrick yesterday (August 1) and he suggested she attend the Trustees meeting. Patrick will call Senator Kennedy's office tomorrow and pursue the matter

Raphaella said that it should be the town administrator, the Library Trustees and Patrick who are involved.

Wendy pointed out that care needs to be taken in how any money gets to the Library. In order to help with certification, money has to be appropriated by the town. It needs to be donated to the town (without strings) and the town then needs to appropriate it in the normal way through a Town Meeting

Carol is very much to be thanked.

- Bill Hoffman expressed distress about an article that appeared in the Globe Metrowest Section. He said that the staff provides a great part of the library experience that patrons cherish. Patrick reiterated this view later in the meeting.
- We received a letter from the Metrowest Library Network thanking Nina for a presentation/workshop she gave on weeding collections.

4. [Expense Report](#)

5. [Director's Report](#)

We've received the FY06 Minuteman Contract. This needs to be signed by Wendy.

The annual [ARIS](#) report is due Sept 1. This consists of library statistics and other information for 2005 (the past year). It is one component in the State Certification process. We're fine with this one.

The Cole Room AC is still not working properly.

6. Old business

A. FY 06 Budget

i. Budget

Patrick presented a revised [budget](#) for FY07. He emphasized that the June 21st budget was balanced and that the library could operate using it. However, it spent down not only all of our State Aid savings, but all the interest that has accrued in the Tuchinsky fund. This would leave us much more exposed to problems next year.

His proposal, the dread [Column 5](#), can be found below. He expressed distress that he is in the inescapable position of presiding over the dismantling of the library.

He pointed out that with the reduction in staff, the Tech Services Librarian, the Children's Librarian, and the Library Director would all be spending significant time at the circulation desk, checking out books at the cost of their normal tasks. Further the library's outreach activities (delivering books to those who are unable to get to the library because they are sick or infirm) will also have to be curtailed or eliminated as Bill Hoffman our outreach librarian will also have to spend much more time at the circulation desk.

The library may have to be closed to patrons for a couple hours one morning a week to allow the staff to concentrate on the backlog of important tasks, further curtailing our availability to the public.

Patrick pointed out that the library schedule will have to make sure that 3 staff are allocated at all times. If an employee is sick or on vacation we need to insure that there are 2 employees in the building when we are open to the public. There is the very real possibility that the library will close because one person is on vacation and someone else is sick.

Joe Dziczek asked if we make use of the Senior Tax Relief Program. Patrick assured him that we do and are very grateful for their efforts. This doesn't change the need to have 2 library employees present when the building is open to the public.

Joe Dziczek asked for a definitive explanation of the [waiver process](#). Here it is from Patrick:

- The Library provides the ARIS form in September. This details the library's 2005 operations (what we did last year). As we were funded at certification levels last year, this is OK.
- Towards the middle of October the library provides its Financial data for Fiscal 2007 (this year).

At their meetings in November, December, and January, the state Board of Library Commissioners review the submissions from the various Public Libraries. Those that meet the certification requirements get certified (basically in the same order the paperwork was received).

- The library state aid is sent shortly after a library has been certified.
- After all the libraries in good standing have been processed, the BOLC turns its attention to the remainder, thus giving communities every chance to find more money.
- The town officials (selectmen, town administrator, treasurer) of those communities whose libraries experienced more than a 5% cut must turn up in person to explain and plead their cases.
- The BOLC then makes their determination.
- If you get a waiver, but do not meet the hours open requirement (as would be our case if we get waived), the state aid is reduced by a formula (if you're open 80% of the required hours, you get 80% of your state aid).
- Once you lose your certification, it takes 2 years to get it back.

Each Trustee was asked their opinion of the proposed budget. Phyllis expressed deep reservations as she feels that the town (especially in light of the health insurance matter) is very likely to be further short. She is upset that the town's funding for the materials (books, etc) budget is so minuscule. The library will be spending all its state aid savings for materials (state aid doesn't come from the municipal budget).

The selectmen present expressed the view that we have no choice but to act as if the amount of money appropriated at Town Meeting is the amount we're actually going to get.

The rest of the Trustees generally felt that the proposed budget had the dubious distinction of being best of a bad lot. It has the virtue of leaving the Tuchinsky Fund alone (thus giving us something to fall back on next year --- which is unlikely to be any better).

Motion: With great reluctance the trustees move to accept the [Column 5](#) budget. (DC1, MAC2). passed. Ayes - Wendy, Bill, Chuck, David, MaryAnn. Abstained: Phyllis.

ii. [Further Funding](#)

The question of further funding was discussed. There is some money coming from back taxes on a property. There is some chance of further state aid as well. Little was said about the union re-negotiations which featured so prominently in the Library discussions at Town Meeting.

Wendy asked the Selectmen present if there were any plans for a special town meeting. If there were to be any extra funds made available to the library they would have to be appropriated at such a meeting. We would need 2 warrant articles. One to appropriate the money and a second to raise the ceiling on our revolving fund.

There are no current plans for a Special Town Meeting.

Glenn Trindade reiterated that for himself, if there's additional money, he will support getting it to the library. He did point out that there are other needy town departments.

It was suggested that we get the warrants to the Selectmen so they can be checked for correctness and so we wouldn't need to scramble. Thus:

Motion: To submit to the Board of Selectmen the following 2 warrants in anticipation of a Special Town Meeting:

1. To see if the Town will vote to transfer from any available source of funds a sum of money to be added to the Medway Public Library budget for the fiscal year ending on June 30, 2006, or to act in any manner relating thereto.
2. To determine whether the Town will vote to re-authorize the revolving fund for the Medway Public Library as provided for in M.G.L. Chapter 44, Section 53E-1/2. Said fund to have the following restrictions:

- a. The fund would be used for library automation and public copy machine expenses.
- b. The revenue from the fund would come from charges for lost or damaged library materials, charges for lost or damaged library cards, meeting room use fees, printer use collections, public copy machine revenues, and from fines for overdue library materials.
- c. The Board of Library Trustees would administer the fund and authorize the expenditure of monies in the fund.
- d. The limit on the amount to be expended from the fund would be \$28,000.

Or to act in any manner relating thereto.

(MAC1, DC2) passed unanimously.

B. FY 06 Service Hours

Patrick has not yet had a chance to work out a proposal for the Library's fall schedule. The schedule is of course dependent on the budget approved above. The notes accompanying the budget proposal offer a [taste](#).

7. New Business

. A. Memo regarding reduction of PT hours

Shortly after the last Trustees Meeting, Patrick received a memo from the outgoing Town Administrator, Greg Balukonis, requesting that the hours of those part time library employees working over 20 hrs be reduced to under 20 hours. Thus making them ineligible for benefits.

Patrick quickly responded expressing serious concerns. Without further communications to Patrick, Greg set the reduction in motion.

At a Selectmen's meeting in July, it was decided to put this action on hold until September 1, to allow the new Town Administrator a chance to review it. There being questions about the wisdom and legality of the action.

Patrick has met once with the new Town Administrator, Suzanne Kennedy. He will be in touch with her again shortly on the matter as it is pressing.

If come August 18 nothing is done, in order to meet the September 1 deadline, Patrick will have to send notification of a reduction of hours to the 2 employees affected.

8. Next Meeting Aug 23, 2005

We need to meet before September to discuss the library's schedule. Patrick needs to work out what the hour'll be. The schedule included in the budget proposal was just a quick illustration of what swell things we have to look forward to.

Keep Sep 6, 2005 open as may have more to do then.

9. Adjournment: 9:22

Motion to adjourn: (MAC1, DC2) passed unanimously

Director's Report

Aug 2, 2005 Trustees Meeting

(July 2005 activity)

- 6/30/05 Receive memo calling for reduction of all part time positions to 19 hours a week. Meet with W Rowe, Town Accountant and Town Hall Union Rep.
- 7/1 – 7/5/05 Off Vacation.
- 7/6/05 Meet with D Damico (Acting Town Administrator) to discuss memo. Meet with B Hoffman.
- 7/6/05 – Keyes NA in to fix AC in Cole room.
- 7/8/05 – Meeting with D Damico and Union reps in morning. Meet with Board of Selectmen Chairman K Scott and later with G Trindade.
- 7/11/05 – Attend Selectmen's meeting. Selectmen agree to postpone implementation of memo until September so that directive can be looked at more closely.
- 7/14/05 – Close out FY 05 bills. Paperwork sent to Town Accountant's office.
- 7/15/05 – Work on computers in my office for repair.
- 7/18/05 – Department head meeting at Town Hall
- 7/18/05 – Meet with new Town Administrator S Kennedy regarding library issues.
- 7/19/05 – Keyes NA returns to again look at Cole Room and see why not working.
- 7/19/05 – Cole room walls covered in Mold due to lack of A/C. Director cleans walls for program.
- 7/20/05 – Meet with Town Administrator to discuss library budget issues.
- 7/21-7/22 – Off Vacation.
- 7/25/05 – W Mahoney back from vacation. Scrubs down walls and ceilings in Cole Room to remove Mold. Mr. Mahoney and myself bring in dehumidifiers to control problem.
- 7/27/05 – M Bulman announces retirement. Her last day will be August 17, 2005.

- 7/28/05 – Keyes NA in again to fix Cole Room.
- 7/29/05 – Minuteman temporarily stops all non-print holds in system. Delivery company is in a state of chaos and the Network is hoping that a slowdown in the amount of materials being sent in delivery will assist in clearing up the backlog.

Budgets and Air conditioning were the problems of choice for July. Keyes North Atlantic has been back three times to fix the AC in the Cole Room. I have called them a number of times and had a conversation with their Assignment Manager (?) regarding the issues the library has had. My disappointment in the company was expressed and the fact that perhaps it is time the library severs its relationship with them. Our contract runs until March of 2006 at which time I hope to have another company in line to call for Heat/AC problems.

The budget has been another major issue this past month. The Town Administrator’s memo to reduce hours, given without warning, has really made for low morale. The uncertainty of the library’s and staff situation has made it difficult to plan for the upcoming fall/winter season. It is hoped that, whatever the outcome, the situation will resolve itself soon.

Finally, Muriel Bulman announced her retirement after 17 years of dedicated service to the residents of Medway. All the staff wishes her the best though she will be greatly missed at the library. Her last day will be August 17, 2005.

Respectfully submitted,

Patrick W Marshall

Budget Report				
Medway Public Library				
End of FY 05				
Account	Start Balance	Expen. to date	End Balance	
Longevity	\$900.00	\$800.00	\$100.00	
Salaries Full Time	\$157,622.00	\$116,973.11	\$40,648.89	
Salaries Part Time	\$114,174.00	\$148,761.09	\$(34,587.09)	
Electricity	\$13,600.00	\$14,025.29	\$(425.29)	
Heating Fuel	\$6,200.00	\$7,820.62	\$(1,620.62)	

Water & Sewer	\$500.00	\$604.44	\$(104.44)		
Trash	\$1,100.00	\$1,178.54	\$(78.54)		
R &M Miscellaneous	\$5,000.00	\$5,871.98	\$(871.98)		
Telephone	\$1,650.00	\$1,862.06	\$(212.06)		
Postage	\$650.00	\$444.00	\$206.00		
Other Purchased Services	\$3,300.00	\$3,088.48	\$211.52		
Supplies	\$6,000.00	\$5,678.57	\$321.43		
Books /Periodicals	\$48,000.00	\$47,260.08	\$739.92		
Media Materials	\$6,950.00	\$10,304.50	\$(3,354.50)		
Dues, Subscriptions, Meetings	\$350.00	\$846.50	\$(496.50)		
In State Travel	\$550.00	\$1,023.84	\$(473.84)		
Total	\$366,546.00	\$366,543.10	\$2.90		
	Start Balance	Expen. To date	Income to date	Account Bal	
Revolving Fund	\$26,293.78	\$22,500.00	\$25,174.57	\$28,968.35	
Memorial Donations	\$5,560.84	\$2,653.44	\$1,041.70	\$3,949.10	
Free Public Library	\$58,283.06	\$23,220.40	\$17,667.82	\$52,730.48	

Proposed Budget

The table below represents a starting point for discussion regarding the FY 06 budget. Column 1 lists the account line items. Columns 2 and 3 list actual expenses from FY's 04 and 05. Column 4 shows the Trustee's approved FY 06 budget from June 21, 2005 meeting and the final column provides one thought for Final FY 06 budget.

Column 1	Column 2	Column 3	Column 4	Column 5
<i>Total Salary (FT, PT) *</i>	\$265,400	\$265,734	\$251,776**	\$240,289
Account	Expen FY 04	Expen FY 05	Fy 06 Jun 05	FY 06 Aug 05
Longevity	\$ 900.00	\$ 800.00	\$ 800.00	\$ 500.00

Salaries Full Time	\$125,823.00	\$ 116,973.00	\$ 156,744.00	\$156,744.00
Salaries Part Time	\$139,577.00	\$ 148,761.00	\$ 95,032.00	\$ 83,545.00
Electricity	\$ 13,721.00	\$ 14,025.00	\$ 13,600.00	\$ 14,600.00
Heating Fuel	\$ 7,041.00	\$ 7,821.00	\$ 6,200.00	\$ 8,000.00
Water & Sewer	\$ 503.00	\$ 604.00	\$ 250.00	\$ 350.00
Trash	\$ 1,287.00	\$ 1,179.00	\$ 1,100.00	\$ 1,200.00
R &M Miscellaneous	\$ 6,108.00	\$ 5,872.00	\$ 5,000.00	\$ 7,000.00
Telephone	\$ 1,749.00	\$ 1,862.00	\$ 1,650.00	\$ 1,850.00
Postage	\$ 888.00	\$ 444.00	\$ 450.00	\$ 450.00
Other Purchased Services	\$ 3,102.00	\$ 3,088.00	\$ 1,500.00	\$ 1,500.00
Supplies	\$ 6,050.00	\$ 5,679.00	\$ 500.00	\$ 3,500.00
Books /Periodicals	\$ 45,582.00	\$ 47,260.00	\$ 500.00	\$ 3,137.00
Media Materials	\$ 10,730.00	\$ 10,305.00	\$ 500.00	\$ 1,000.00
Dues, Subscriptions, Meetings	\$ 1,020.00	\$ 847.00	\$ 350.00	\$ 500.00
In State Travel	\$ 532.00	\$ 1,024.00	\$ 550.00	\$ 850.00
Total	\$364,613.00	\$ 366,544.00	\$ 284,726.00	\$284,726.00
	Start Balance			
Revolving Fund	\$ 28,968.35			

Memorial Donations	\$ 3,949.10	
Free Public Library	\$ 52,730.48	

- * Note: Total salary line is included to show total salary picture. Some years the Circulation Librarian falls under the Part time salary line item, other years full time. It's the overall salary amount that is important here.
- ** Note that in Column 4 the part time salary account did not include 34 hours of Library Assistant Hours as the Board agreed to fund that money (\$28,200) from Tuchinsky Fund.

Background: - On June 21, 2005, the Board of Trustees voted a balanced FY 06 budget (Column 4) based on comments made by the Board of Selectmen and Finance Committee that the library was a top priority for any additional revenues to the Town's Budget. The approved budget included use of earnings from the Tuchinsky Fund to cover \$28,200 worth of employee salaries. It also included use of funds in the Free Public Library Account to purchase library materials and supplies. This budget would essentially wipe out all library savings in both funds. A review of the Town's financial situation and how it affects the library would be done in August/ September.

Present: - As of August 2, 2005, no word has come down from Town officials regarding any increased revenue nor any dates for Fall Town Meeting. The uncertainty created by the current budget situation helping to make an already difficult situation even worse. As a result, I am presenting a completed FY 06 budget as a starting point for discussion on how best to proceed for the rest of FY 06. My goal is to place the library in the strongest possible position for next year while providing the highest quality service to Medway Residents. The above budget (Column 5) represents the following:

1. Reduces staff by 3 positions as of September 3, 2005. M Bulman has retired. The other positions eliminated include R Hakee (20 hour library assistant) and S Faist (12 Hour library position). This eliminates the 34 hours being funded by Tuchinsky as well as 20 additional staff hours to cover other expenses to be explained below.

2. The 3 employees will each have worked 9 weeks by September 3. This represents salary expenses of \$7,750. This money is factored into the part time salary line item in column 5 above. There is also an \$8,000 deficit in operational line items above (heat, electricity, trash, etc) when compared to prior fiscal years. In the budget previously passed by the Board, this deficit was covered by the Free Public Library account.

3. As you can see above, there are some additional funds placed into the media and books line items. It represents only a tiny fraction of the nearly \$65,000 we need to spend on materials. Under this budget proposal, Free Public Library would still be the primary source for materials expenditures.

NOTE: Please note the following regarding the proposed FY 06 budget under discussion.

1. The reduction in staff reduces the number of hours open from the current 44 hours to 38 hours. **THIS IS BELOW THE 40 HOURS REQUIRED BY THE STATE FOR FULL CERTIFICATION.** There are also no Saturday hours for next year. One schedule put together had the library open Mon, Tues, Fri from 10-5, Wed from 1-8 and Thursday from 10-8.

2. Materials are essentially completely funded by Free Public Library. This account will be nearly spent by the end of FY 06.

3. Because of the 22% reduction in our budget, the Town must apply for a waiver from the Board of Library Commissioners. There are only 65 waivers allowed this year. It is a tossup whether we receive a waiver or not. **IF WE DO NOT RECEIVE A WAIVER, WE WILL NOT RECEIVE STATE AIDE FOR 2 YEARS.** (We would be uncertified for 2 years as you must be in compliance for 1 year before reapplying.) We have used this money heavily the past few years to fund what the Town has not.

4. At the end of FY 06, we will only have Tuchinsky money in savings to cover an expected tough FY 07.

5. Every dollar the Board wishes to save in State Aide for next year is a dollar that must be taken from salaries. It will mean further staff reductions and further service hours open.

6. Revolving fund is used to pay for Minuteman membership and all copier related items. This includes are repair and maintenance contract with North Eastern Copiers.

7. Memorial fund monies are used for materials but many of them have restrictions on what can and cannot be purchased.