

Board of Library Trustees Meeting
Aug 23, 2005

[Medway Public Library](#)

Attendees:

Trustees:

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

Citizens:

Lorie Brownell
Joanne Cutler
William Hoffman
Nina Hunt
Claire Quinn
Danielle Williamson, Milford Daily News

Minutes:

1. Approval of Aug 23, 2005 agenda

Motion to approve agenda: (DC1, WLR2) passed unanimously

2. Secretary's report

Motion to approve August 2 minutes: (DC1, MAC2) passed unanimously

3. Citizens Speak

Citizens were taciturn during this segment of the meeting. Became voluble later on.

4. [Expense Report](#)

5. Director's Report

The Town Administrator told Patrick she will not implement the out-going Town Administrator's reducing hours memo.

The Cole Room air conditioning is partially fixed. It's limited to 1 stage at the moment.

The Friends have purchased people counters for the library's doors. Walter installed them a week ago. Folks are coming in at a 350 per day clip. More patrons are using the front doors than Patrick expected.

Patrick has a town Department Heads meeting tomorrow (Wednesday, Aug 24) morning.

Patrick is on vacation 9/19 through 9/25.

6. Old business

A. FY 06 Budget

B. FY 06 Service Hours

Patrick presented [3 options](#) for service hours. He refrained from offering an opinion, preferring to let the Trustees make up their own minds.

The meeting recessed at 7:24 so the Chairman could call Trustee Phyllis Cerel, who indicated at the 8/2 meeting that she would be able to attend tonight. The meeting was called back to order at 7:26 after the Chairman left a message on her answering machine.

Wendy then went around the room asking the Trustees what they thought.

David felt offering Saturday and evening hours were worth the tight scheduling and the risk of having to close the library because someone was sick. His preferences were for options [3,2](#), then [1](#).

Bill & Wendy liked Saturdays but felt that schedule was too aggressive. They felt evening hours were important enough to warrant the risks of [Option 2](#). Thus they were for [option 2](#), then [1](#).

MaryAnn and Chuck were worried about stress and the risks of unexpected closings and went for [Option 1](#).

In discussion, the staff present (ie. the [Citizens](#)) expressed strong preferences for [Option 1](#). This generally led David, Bill and Wendy to reluctantly favor [Option 1](#) as well.

In order to preserve the glimmer of the possibility of a waiver, Option 1's hours were stretched to 40 (from 38) by opening at 10:30 2 days and opening at 12 instead of 1 Tuesday.

The second evening open was switched to Thursday from Wednesday.

Chairman wants to revisit the scheduled hours later in the year to see if with experience we can't open a 3rd evening.

Motion: Effective Sept 6 library hours will be: Monday 10-5:30, Tuesday 10-8, Wednesday 10-5:30, Thursday 12-8, Friday 10-5. (DC1, CR2) passed unanimously.

There was a brief discussion of meetings. Patrick and Walter will cover those meetings in September affected by the above schedule. After September we will only book meetings on Tuesday and Thursday. A 7 o'clock meeting can only last til 7:45. This will inevitably lead to a great increase in meeting efficiency.

7. New Business

8. Next Meeting Sep 6, 2005

Will leave Sep 6 posted. Likely will not need it. Next meeting date after is unclear as SOME lucky Trustees are vacating the town in early October, for Hawaii and England.

9. Adjournment 8:33 PM

Motion to adjourn: (MAC1, DC2) passed unanimously.

Suggested Service Hours Medway Public Library 2005							
The following hours are presented to the Board of Trustees for consideration.							
Option 1	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
	Put together by Library Staff						Total Hrs
	10-5	10-8	1-8	10-5	10-5	Closed	38
Pros	Least disruptive with absenses, Staff put this together, Full service						
Cons	Below required 40hrs, no Saturdays						
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
Option 2	Put together by Director						Total

							Hrs	
	10-5	1-8	10-8	10-8	10-5	Closed	41	
Pros	Open required 40 hrs, open 3 eves							
Cons	Only 2 staff per eve so if one out, coverage may be hard/ No Saturdays							
Option 3	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
	Put together by Director							Total Hrs
	10-5	10-8	10-5	1-8	10-5	10-2	42	
Pros	Open required 40, open Saturdays (Oct - May)							
Cons	Major staff upheaval, either short staff on Sat or short staff during week as need to have Saturday staff take time off during week							
NOTE	If open Saturdays, request to be open from Columbus Day weekend until Memorial Day Weekend. Also, closed Dec 24 and 31, 2005. Please note also that Saturdays have been short staffed for years with only 2 people working circulation is too busy for that now. Minimum of 3 people needed which will result in serious staff shortages during week as staff working Sat must take time off during the week. (Years past, salary funding included addtl Sat hours)							

Budget Report				
Medway Public Library				
FY 06				
Account	Start Balance	Expen. to date	End Balance	
Longevity	\$500.00	\$-	\$500.00	
Salaries Full Time	\$156,744.00	\$17,329.29	\$139,414.71	
Salaries Part Time	\$83,545.00	\$21,246.29	\$62,298.71	
Electricity	\$14,600.00	\$2,265.62	\$12,334.38	
Heating Fuel	\$8,000.00	\$91.40	\$7,908.60	
Water & Sewer	\$350.00	\$12.12	\$337.88	
Trash	\$1,200.00	\$-	\$1,200.00	
R & M Miscellaneous	\$7,000.00	\$314.04	\$6,685.96	
Telephone	\$1,850.00	\$161.62	\$1,688.38	
Postage	\$450.00	\$-	\$450.00	
Other Purchased Services	\$1,500.00	\$264.00	\$1,236.00	
Supplies	\$3,500.00	\$189.66	\$3,310.34	

Books /Periodicals	\$3,137.00	\$-	\$3,137.00	
Media Materials	\$1,000.00	\$-	\$1,000.00	
Dues, Subscriptions, Meetings	\$500.00	\$-	\$500.00	
In State Travel	\$850.00	\$-	\$850.00	
Total	\$284,726.00	\$41,874.04	\$242,851.96	
	Start Balance	Expen. To date	Income to date	Account Bal
Revolving Fund	\$28,968.35	\$22,500.00	\$2,551.66	\$9,020.01
Memorial Donations	\$3,949.10	\$-	\$200.00	\$4,149.10
Free Public Library	\$52,730.48	\$6,874.44	\$-	\$45,856.04
Tuchinsky Fund				\$-