

Board of Library Trustees Meeting
Oct 4, 2005

[Medway Public Library](#)

Attendees:

Trustees:

MaryAnn Cabibbo, Vice Chairman
Phyllis Cerel
Patrick Marshall, Director
William Roberts, Secretary
Wendy Rowe, Chairman

Minutes:

1. Approval of Oct 4, 2005 agenda

Motion to approve agenda. (MAC1, BR2), Passed unanimously

2. Secretary's report

Motion to approve September minutes. (MAC1, BR2) Passed unanimously with 1 abstention (Phyllis).

3. Citizens Speak

No citizens present for a change. We are reverting to our true boring nature. One sent a letter to Patrick asking how to help, he sicked them on the Selectmen.

4. [Expense Report](#)

5. [Director's Report](#)

Good news of an ironic sort on the accreditation front. Since the town moved a cool million solid waste dollars into an enterprise fund, when the Town Accountant filled out the MBLC paper work, lo and behold, the library does not show as having been cut disproportionately. Miraculously, a waiver should be almost automatic and the town officials will not need to appear before the MBLC.

Patrick contacted James Lonergan, State Aid Specialist at the MBLC (james.lonergan@state.ma.us) to verify this. We do indeed appear to be creditable. However, per Mr Lonergan, we will be in trouble next year if funding is not restored in fiscal 2007 since the MAR (Municipal Appropriation

Requirement) will be based on what we should have gotten (the average of 3 years funding needs to go up).

Mr. Lonergan reminded us of the materials and hours open requirements. We should be OK on these.

A friendly power outage on September 29th disclosed that 4 emergency lights had burned out. This is being remedied.

The people counters are counting people. 300/400 a day with twice as many coming in by the upstairs (back?/front?) door as the downstairs (front?/back?) door.

6. **Old business**

a. **Audio Material Holds**

The library network has a new delivery vendor. Books on tape are sloshing about Metrowest once more. Videos are still not requestable from other libraries. We've had some issues with our new driver.

b. **Library Schedule**

The library schedule has been working. There was a tight moment when Bill was on vacation and Nina was sick.

7. **New Business**

a. **Desk Schedule**

Patrick has published a circulation desk schedule. This makes it clear when the technical staff is out front.

b. **Video/ DVDs**

Patrick would like to allow renewals on Videos (VHS & DVDs both). There was a question of what other libraries do, some allow renewals, some don't. Amusingly it turns out that the savvy patron can already renew them using the Web interface.

After some discussion:

Motion to allow renewals on Videos and DVDs with same rules as other materials. (MAC1, BR2) passed unanimously

c. **Computers**

Patrick's moved the computer sign-up sheet to the desk and put up signs to inform patrons of the change. This gives the staff a way to adjudicate disputes and to bung out squatters.

The printer has been turned around so that patrons must get printer output from the staff and pay the staff for it, since the honor system hasn't been working well enough.

d. Millenium 05 release 10/10/05

There's a new circulation client which evidently doesn't fix anything we cared about.

e. FY 07 budget

Have heard nothing. Patrick is happy to concentrate on library chores for a change.

f. Other

8. Next Meeting Nov 1, 2005

9. Adjournment - 8:07

Motion to adjourn. (MAC1, BR2) unanimous.

Director's Report

Oct 4, 2005 Trustees Meeting

(Aug/ Sept 2005 activity)

- 8/2/05 - Cole Room A/C still not operating, call Keyes N/A
- 8/3 – 8/5/05 Meet with individual staff members regarding budget situation and layoffs.
- 8/9/05 – Meet with Town Administrator regarding insurance issue for part timers. She is not going to implement Greg's memo of June 05.
- 8/10/05 - MetroWest Budget Committee Meeting.
- 8/12/05 - Fire alarm Testing done.
- 8/12/05 – People counters installed at both entrances.
- August book order completed.
- 8/19/05 – Meet with Paul Davis – Sales Rep.
- 8/23/05 – ARIS forms completed.
- 8/23/05 – Keyes NA in to repair Cole Room AC
- 8/25/05 – Meet with Nina Regarding Summer Reading.

- 8/25/05 – Conversation with Sen. Kennedy’s office. Jay McCarthy will send me a form to fill out and they will see what they can do.
- Weeding of Mystery collection ongoing.
- 8/29/05 – Lorie plants marigolds out by downstairs door. Unfortunately they become victims of hot dry summer.
- 9/1/05 – Library received delivery for first time in 3 days. New delivery company contracted by MetroWest.
- 9/6/05 – Keyes NA in again to finish Cole Room and work on another problem. I’ve called company to talk to manager about ongoing issues with Keyes NA.
- 9/7/05 – Department Head meeting at Town Hall.
- 9/19 – 9/26/05 – Director off
- 9/28/05 – Complete State Aide Form.
- 9/29/05 – Power outage – Library closed from 4 to 5.
- 9/29/05 – Library staff meeting.

The two month period covering August 1 to September 30, 2005 have been difficult times here at the library. The elimination of 3 positions has been a great loss to the staff and to the community. Muriel Bulman, Renee Hake and Sandra Faist all provided top-notch service to the people of Medway. Their having to leave the library’s employ creates a hole that just can’t be filled.

The remaining staff members have worked well in adjusting to the huge changes taking place at the library. The library has reduced hours and changed schedules in an effort to provide the highest level of service with the limited resources available.

The summer reading program ended on a successful note. 250 children signed up for the summer reading program with many attending the various programs held at the library. Mrs. Hunt is gearing up for the fall with story hour programs as well as a book cooks program for children and parents.

Respectfully submitted,

Patrick W Marshall

Budget Report					
Medway Public Library					
October 3, 2005 (FY 06)					
Account	Acct #	Start	Expen. to	End Balance	% Spent

		Balance	date		
Longevity	5150	\$500.00	\$-	\$500.00	0.00%
Salaries Full Time	5110	\$156,744.00	\$31,950.57	\$124,793.43	20.38%
Salaries Part Time	5111	\$83,545.00	\$34,093.80	\$49,451.20	40.81%
Electricity	5211	\$14,600.00	\$4,667.09	\$9,932.91	31.97%
Heating Fuel	5212	\$8,000.00	\$137.64	\$7,862.36	1.72%
Water & Sewer	5231	\$350.00	\$21.31	\$328.69	6.09%
Trash	5232	\$1,200.00	\$1,765.18	\$(565.18)	147.10%
R &M Miscellaneous	5240	\$7,000.00	\$1,264.11	\$5,735.89	18.06%
Telephone	5341	\$1,850.00	\$324.73	\$1,525.27	17.55%
Postage	5343	\$450.00	\$-	\$450.00	0.00%
Other Purchased Services	5380	\$1,500.00	\$1,071.00	\$429.00	71.40%
Supplies	5400	\$3,500.00	\$390.54	\$3,109.46	11.16%
Books /Periodicals	5521	\$3,137.00	\$2,247.67	\$889.33	71.65%
Media Materials	5427	\$1,000.00	\$601.07	\$398.93	60.11%
Dues, Subscriptions, Meetings	5730	\$500.00	\$117.50	\$382.50	23.50%
In State Travel	5710	\$850.00	\$-	\$850.00	0.00%
	TOTAL	\$284,726.00	\$78,652.21	\$206,073.79	27.62%
		Start Balance	Expen. To date	Income to date	Account Bal
Revolving Fund	4773	\$28,968.35	\$22,500.00	\$4,912.15	\$11,380.50
Memorial Donations		\$3,949.10	\$-	\$309.00	\$4,258.10
Free Public Library		\$52,730.48	\$10,858.33	\$-	\$41,872.15
Tuchinsky Fund					\$-