

**Board of Library Trustees Meeting
Jan 3, 2006**

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

Minutes

1. Approval of Jan 3, 2006 agenda

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

2. Secretary's report

Motion to approve Dec minutes. (MAC1, DC2), passed unanimously

3. Citizens Speak

None

4. [Budget Report](#)

Town Warrants have gone bi-weekly. Wendy as Chairman will be signing them when their submission timing doesn't fit with Trustee meetings.

Town still hasn't closed 2006 so nothing beyond dread is doing on 2007. One has to out the old before one can in the new.

5. [Director's Report](#)

Patrick will be at Sunday's booksale and bluegrass concert. Will open the library in advance of the throngs.

6. Old business

BLC is meeting this Thursday. May or may not get to waivering Medway.

7. New Business

Chuck suggested doing something in memory of [Fran Donovan \(Medway History\)](#). We could feature his books synchronized with the Selectmen declaring a day or week in his honor. MaryAnn suggested a Medway history scavenger hunt. Chuck suggested something involving Pride Day maybe.

Alas, David is not running for re-election. MaryAnn (the other trustee up) seemed willing.

Wendy reported that the Cultural Council had agreed to fund two of the Library's four submissions, and the Council contacted the Friends of the Library who expressed interest in funding the other two projects. The Friends might also be interested in funding a magic show at the Library for which the magician applied after speaking with Nina. One of the upcoming events is a cooking program (soup) which will happen in February.

We need to start thinking about Patrick's evaluation.

8. Next Meeting Feb 7, 2005

Maybe. Patrick will be off skiing. Week after is Valentine's day. Even though our first love is obviously the Library, eagerness wasn't evident. At the moment we're sticking with the 7th. May not need it at all if nothing is moving on the budget front.

9. Adjournment: 7:29

Despite best efforts, didn't quite fill up half an hour. Motion to adjourn: (MAC1, DC2) passed unanimously.

Director's Report

Jan 3, 2006 Trustees Meeting

(Dec 05 activity)

- Weeding of Nonfiction collection continues.
- 12/7/05 – Dept Head Meeting. Town Administrator has meeting with cable access reps. Plan is to highlight town departments in an effort to show the community what each department does for the town. Hope is to air beginning in February of 06.
- 12/8/05 – Attend Cybrarian meeting at Minuteman. Cybrarian is a computer signup/patron referee program already covered through membership fees. Contract with Minuteman expires in June so I am waiting to see if the network stays with this product or not. This would allow better control of public computers through signups, time management and statistics.
- 12/9/05 – Library closed due to storm.
- 12/13/05 – Meet with Millis Library Director. She wanted to see how our children’s area was organized.
- 12/14/05 – Department head meeting. Budget discussions though no further update at this time.
- 12/21/05 – Membership meeting.
- Book order for December completed.

As is usually typical, December was a quieter than normal month for the library. This was a help to us as many staff members took time off for the holidays. Potential budget issues in relation to FY 06 continue to create many rumors and stories causing stress among the staff. I am hopeful that the Town officials will get everything straight by the end of January so that we can end all the speculation. According to the Town Administrator, work on the FY 07 budget will not begin until FY 06 is cleared up.

The Town did adopt a bi-monthly payment process. The bill warrants will be due every other week. This may result in the full Board of Trustees not getting warrants to sign at the regular monthly meetings as it will depend on the due dates set by the town.

Respectfully submitted,

Patrick W Marshall

Budget Report					
Medway Public Library					
28-Dec-05					
Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Longevity	5150	\$500.00	\$200.00	\$300.00	40.00%
Salaries Full Time	5110	\$156,744.00	\$63,890.27	\$92,853.73	40.76%

Salaries Part Time	5111	\$83,545.00	\$60,329.43	\$23,215.57	72.21%
Electricity	5211	\$14,600.00	\$8,363.06	\$6,236.94	57.28%
Heating Fuel	5212	\$8,000.00	\$1,547.76	\$6,452.24	19.35%
Water & Sewer	5231	\$350.00	\$166.09	\$183.91	47.45%
Trash	5232	\$1,200.00	\$1,765.18	\$(565.18)	147.10%
R &M Miscellaneous	5240	\$7,000.00	\$3,057.90	\$3,942.10	43.68%
Telephone	5341	\$1,850.00	\$814.90	\$1,035.10	44.05%
Postage	5343	\$450.00	\$444.00	\$6.00	98.67%
Other Purchased Services	5380	\$1,500.00	\$1,179.00	\$321.00	78.60%
Supplies	5400	\$3,500.00	\$947.78	\$2,552.22	27.08%
Books /Periodicals	5521	\$3,137.00	\$2,403.37	\$733.63	76.61%
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	\$267.47	\$582.53	31.47%
	TOTAL	\$284,726.00	\$146,094.78	\$138,631.22	51.31%
		Start Balance	Expen. To date	Income to date	Account Bal
Revolving Fund	4773	\$28,968.44	\$22,500.00	\$9,738.69	\$16,207.13
Memorial Donations		\$3,949.10	\$4,224.91	\$1,683.00	\$1,407.19
Free Public Library		\$52,730.48	\$27,152.70	\$-	\$25,577.78
Tuchinsky Fund					\$-