

**Board of Library Trustees Meeting  
Apr 4, 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

**1. Approval of April 4, 2006 agenda**

Motion to approve the agenda: (DC1, CR2) passed unanimously

**2. Secretary's report**

**a. Approval of March 7, 2006 minutes.**

Motion to approve the March 7 minutes: (MAC1, DC2) passed unanimously

**3. Citizens Speak**

**4. [Budget Report](#)**

We're going to be discussed at the April 19 FinCom meeting. Suzanne is trying to present the town departments as a unified front. She is pushing for a middle of the road budget (the middle option in last March's minutes).

Patrick sent her the library's fact sheet.

**5. [Director's Report](#)**

**6. Old business**

- a. **FY 07 Budget update – Fin Com April 19, 2006**
- b. **Walter’s retirement – Interim period**

Walter's replacement's pay will come out of the Misc. line item. We will be able to move money from salaries to cover it. Walter's retirement frees up the needed money.

John Bouchard will be working 15 hours a week.

There was some inconclusive discussion of what sort of gift Walter would appreciate. A donor has offered to pay for a plaque from the Trustees.

Motion to give Walter something from the Trustees that commemorates his 21 years of service. (CR1, MAC2) passed unanimously.

The Chair will use her discretion as to the form of the gift.

- c. **Long Range Planning**

Set up a committee consisting of 3 trustees (Wendy, Bill & MaryAnn), 2 staff members, Patrick and a Friend.

There was a discussion of the process, doing a survey, the options for that (Foxboro used a professional service for instance), etc.

First meeting will be Thursday a week. (April 7)

- d. **Director’s Review**

Patrick's review was discussed.

Motion to accept review as rewritten. (PC1, DC2) passed unanimously.

It seemed like a good idea to let Patrick see the review prior to our next meeting so he'd have some time to reflect upon it

Motion to give Patrick the written review at the Chairman's discretion. (CR1, PC2). Passed unanimously

## 7. **New Business**

- a. **[ATM Warrant article – Revolving Fund](#)**

Motion to place warrant article before town meeting. (DC1, MAC2).  
passed unanimously

**b. Director's contract renewal**

Motion to authorize Chairman to renew the Director's Employment Agreement with a 3% raise. (CR1, DC2) passed unanimously

**8. Other Business**

Coffee, Chuck suggested that coffee be served in either the Cole Room or the Children's Room. It was generally felt that the Children's room made more sense as it has a sink. It might broaden the audience for the children's programming as well.

Motion to approve the idea of coffee, (PC1, CR2). passed unanimously

**9. Next Meeting May 2, 2006**

Due to a conflict in the Chair's and Secretary's schedules, the May meeting will be on the second Tuesday, May 9

**10. Adjournment 8:50**

Motion to adjourn. (WLR1, MAC2)

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**Director's Report**

**April 4, 2006 Trustees Meeting**

**(March 06 activity)**

- Large DVD Order completed.
- Large book order completed
- Large Audio Book order completed.
- Large music CD order completed.
- 3/9/06 – 3 staff members out sick. Director runs the library in evening with Walter as backup.
- 3/10/06 – NELA conference planning meeting in Wellesley.
- 3/14/06 – Library appreciation week activities planned.
- 3/17/06 – Dept Head meeting at Town Hall
- 3/22/06 – Director teaches Brownie troop class about looking up things in library.
- 3/23 – 3/24/06 – Nina and I attend Public Library Association Conference in Boston.
- 3/27/06 – Metrowest budget committee meeting at Metrowest.
- 3/28/06 – Wireless application sent to Comcast
- 3/30/06 – Attend Friends meeting
- 3/31/06 – Walter's Last day. His start date was March 6, 1985.

March was a month of ordering. I spent a good amount of time trying to replenish our best sellers, videos, music and large print materials, some of which hadn't seen a new item since fall. I have also agreed to order downloadable audio books. Recorded Books is giving the Minuteman network a great deal on their collection as long as 20 or more libraries order. To do this, I'm looking to start weaning us off of the books on tape. Although they continue to go out frequently, circulation is not increasing as rapidly as the books on cd. I also believe that the downloadable items represent the new trend for audio books.

I attended the PLA conference in Boston at the end of March and attended a number of good programs. Most were centered on redefining the library for today's customer needs. It's important that we look for what our customers want and provide for their needs. Speakers from the Denver Public Libraries and North Richmond, British Columbia explained how they transformed their libraries to appeal to their clientele. I was also able to spend a fair amount of time with the vendors in the exhibit halls looking at new products and seeing what may and may not work here in Medway. In all, I would say it was a very positive experience for me attending PLA.

Library Appreciation Week is April 2 – 8 and the library is celebrating in style. The Friends are supporting an essay contest "What the library means to me" where individuals may write in 250 words or less, what the library has meant to them. There are three age categories to enter: Under 12, 12 – 18 and over 18. Prizes include Barnes & Noble gift certificates for the under 12s and over 18s while teens are vying for movie tickets. Library appreciation bookmarks and book bags are also available.

I have also done up a worksheet showing the value of the library. This is similar to the one the Milford Town Library had in the Milford Daily News back in January. Copies are available at the circulation desk for the public.

Respectfully submitted,

Patrick W Marshall

Budget Report
Medway Public Library
1-Apr-06

Account	Acct #	Start Balance	Expen. to date	End Balance	% Spent
Longevity	5150	\$500.00	\$500.00	\$-	100.00%
Salaries Full Time	5110	\$156,744.00	\$95,829.97	\$60,914.03	61.14%
Salaries Part Time	5111	\$83,545.00	\$88,104.61	\$(4,559.61)	105.46%
Electricity	5211	\$14,600.00	\$11,558.72	\$3,041.28	79.17%
Heating Fuel	5212	\$8,000.00	\$7,699.35	\$300.65	96.24%
Water & Sewer	5231	\$350.00	\$407.58	\$(57.58)	116.45%
Trash	5232	\$1,200.00	\$1,765.18	\$(565.18)	147.10%
R &M Miscellaneous	5240	\$7,000.00	\$4,753.29	\$2,246.71	67.90%
Telephone	5341	\$1,850.00	\$1,278.88	\$571.12	69.13%
Postage	5343	\$450.00	\$444.00	\$6.00	98.67%
Other Purchased Services	5380	\$1,500.00	\$1,605.90	\$(105.90)	107.06%
Supplies	5400	\$3,500.00	\$1,820.78	\$1,679.22	52.02%
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	\$450.40	\$399.60	52.99%
	<b>TOTAL</b>	\$284,726.00	\$219,340.60	\$65,385.40	77.04%
		Start Balance	Expen. To date	Income to date	Account Bal
Revolving Fund	4773	\$28,968.44	\$22,500.00	\$14,597.41	\$21,065.85
Memorial Donations	6011	\$3,949.10	\$4,471.22	\$1,883.00	\$1,360.88
Free Public Library	2017	\$52,730.48	\$37,964.20	\$30,741.67	\$45,507.95
Tuchinsky Fund					\$-

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.

1. The fund would be used for library automation and public copy machine expenses.

2. 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.
3. The Board of Library Trustees would administer the fund and authorize the expenditure of monies in the fund.
4. The limit on the amount to be expended from the fund would be \$22,500.

Or to act in any manner relating thereto.

**BOARD OF LIBRARY TRUSTEES**