

**Board of Library Trustees Special Meeting
May 9, 2006**

7:00 p.m.

[Medway Public Library](#)

Attendees:

Phyllis Cerel
Meena Jain
Patrick Marshall, Director
William Roberts, Secretary
Wendy Rowe, Chairman

1. Library Trustee Reorganization

Old organization remains in effect until next month.

2. Approval of May 9, 2006 agenda

Since time is pressing and Wendy and Patrick need to get to the Selectmen's meeting which is happening simultaneously:

Motion to postpone all business except for the Director's contract and the consideration of the failing Condensing Unit. (WLR1, PC2) passed unanimously.

The Secretary intends to remember this one for use in happier times, many a meeting can be greatly improved by a timely motion to shift everything to the next month.

3. Secretary's report

Postponed.

A. Approval of April 4 and April 25, 2006 Meetings

4. Citizens Speak

None, though many have been writing letters.

5. [Budget Report](#)

Postponed

6. [Director's Report](#)

Because of Walter's retirement, there's a little extra salary money. Patrick gave Lorie a couple extra hours.

7. Old business

A. FY 07 Budget update

Postponed

B. Long Range Planning

Postponed

C. Director's Evaluation

Moot

8. New Business

A. Signing of warrants

Postponed

B. Director's Contract

Patrick is effectively leaving on July 7th, (he will be taking 1 week of vacation, thus his official last day is July 15th).

Motion to accept Director's resignation and extend the Director's contract through July 15 at same pay rate, but with no vacation accrual or sick days. (WLR1, PC2) passed unanimously

C. Director's Search

Patrick said that under no circumstances should we be without a Director. He again recommended Bibliotemps.

D. Keyes NA repair of A/C

There are three options here:

- i. Repair existing unit

Existing unit is over 8 years old and is being phased out to boot. There would be no guarantee on other parts in the unit which may break momentarily.

This option would cost \$2060.

- ii. Replace existing condenser with most equivalent unit.

This would cost roughly \$4000. The equivalent unit which could be fit into the A/C is also being phased out. Due to a new type of coolant.

- iii. Replace the A/C unit.

Costs \$4815. Is more likely to last and has more of a guarantee and is what Keyes recommends.

Motion to pick option 3. (WLR1, PC2) passed unanimously

E. Other Business

postponed

F. Next Meeting June 6, 2006

G. Adjournment: 7:30

Motion to adjourn, (PC1, MJ2) passed unanimously

Director's Report

May 9, 2006 Trustees Meeting

(April 06 activity)

- 4/3/06 – RE Lyons in to conduct fire extinguisher inspection.
- 4/4/06 – Keyes North Atlantic in to do quarterly inspection and maintenance of AC/ Heating unit. Have discovered that a compressor has blown in one of the outdoor condenser units. Unit is over 8 years old and is being phased out in the industry. Options for repair/ replacement were given and I will give at the May meeting.
- Weeding of the 600s continued throughout the month.

- 4/3 – 4/7 – Library appreciation week. 14 people of all ages entered our essay contest on “What the Library Means To Me”. All participants received prizes.
- 4/10/06 – ComCast installs hook up for wireless access.
- 4/19/06 – Membership meeting at Minuteman.
- 4/19/06 – Attend Finance Committee with Wendy R to go over FY 07 budget.
- 4/20/06 – Give resignation to Trustee Chair. The staff is notified.
- 4/21/06 – Customer Service Workshop at MetroWest.
- 4/28/06 – NELA planning committee meeting in Burlington VT.

A number of exciting things have happened to the library in April, with perhaps the biggest being the start of the Long Range Planning Committee. The first meeting was held April 20th and kicked things off to a great start. When all is said and done, the library Board and Staff will have a solid view of what the community would like them to focus. It will also allow everyone to be on the same page as to where the library goes from here.

Also in April, Comcast set up the drop for Wireless access. It is my hope to have wireless access available by late spring. This will also coincide with the unveiling of downloadable audio books, which was mentioned at last month’s meeting.

Finally, it is only after much thought and consideration that I announced my resignation to the Board in April to take on a job closer to home. It is a bittersweet moment for me as I look forward to the challenges ahead but will most certainly miss the friends that I have made in Medway. It has been one heck of a ride these past couple of years and I appreciate the support and assistance the Board has given me.

Respectfully submitted,

Patrick W Marshall

1-May-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	\$108,114.47	\$48,629.53	68.98%
Salaries Part Time	5111	\$83,545.00	\$95,408.85	\$(11,863.85)	114.20%
Electricity	5211	\$14,600.00	\$12,636.05	\$1,963.95	86.55%
Heating Fuel	5212	\$8,000.00	\$9,012.78	\$(1,012.78)	112.66%
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	\$6,239.83	\$760.17	89.14%
Telephone	5341	\$1,850.00	\$1,439.27	\$410.73	77.80%
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	\$2,379.23	\$1,120.77	67.98%
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%
TOTAL		\$284,726.00	\$243,525.48	\$41,200.52	85.53%

		Start Balance	Expen. To date	Income to date	Account Bal
Revolving Fund	4773	\$28,968.44	\$22,500.00	\$16,324.30	\$22,792.74
Memorial Donations	6011	\$3,949.10	\$4,481.46	\$1,883.00	\$1,350.64
Free Public Library	2017	\$52,730.48	\$42,395.98	\$31,001.39	\$41,335.89
Tuchinsky Fund	as of 2/28/06	\$33,319.30	\$-	\$342.44	\$33,661.74

