

**Board of Library Trustees Meeting
June 27, 2006**

7:00 p.m.

[Medway Public Library](#)

Attendees:

MaryAnn Cabibbo, Vice Chairman
Phyllis Cerel
Meena Jain
Patrick Marshall, Director
William Roberts, Secretary
Chuck Rockwood (arrived late)
Wendy Rowe, Chairman

Citizens:

Dawn Rice-Norton, School Committee liason to Library Trustees

Minutes

1. Wendy presented Patrick with some quality farewell gifts. They'll come in particularly handy when he decides to knock off work early and go to the beach.

2. Approval of June 27, 2006 agenda

Motion to approve the agenda: (WLR1, MJ2) passed unanimously

3. Secretary's report

4.

A. Approval of June 13, 2006 minutes and any other outstanding minutes

Motion to approve the minutes from June 6, June 9, June 12, and June 13. (WLR1, PC2) 5-0-1.

5. Citizens Speak

Our liaison with the School Committee, Dawn Rice-Norton, was present. They are going to discuss custodial sharing at their next meeting (July 13). Say Phyllis can go, and if she can't Meena will go. We'll gladly take any help.

6. Budget Report

Fiscal 2006 zeroed out. Fiscal 2007 not far behind.

7. Director's Report

The rump week of Fiscal 2006 turned into a scheduling meltdown.

- several of the laid off staff used their vacations and so didn't come in
- Claire's child got sick so she didn't come in
- Patrick was out on a long standing commitment.
- There's no money left in Fiscal 2006 to pay Bill or Katherine for extra time, even if they were available.
- Nina only staff person in the building.
- Per instructions from Patrick and Trustee policy, Nina closed the library.
- Wendy came in and showed Harry Potter.
- Wendy talked to patrons who came to the door and knocked. Most were understanding.

This situation will improve come the first week of July when our new limited schedule geared to our staff of 3 takes effect. However this kind of thing will inevitably occur again, all it'll take is a scheduled vacation for one and a sickness or emergency for another and we'll be down to 1 staff person.

8. Old business

. **Signing of Warrants**

4 Trustees signed the warrants. Since we reorganized we need to re-iterate that the Chairman may sign the things between meetings so:

Motion to authorize Chairman to sign warrants in absence of Trustees.
(PC1, MAC2). Unanimous

A. FY 07 Budget wrap up

B. Hours of operation

Our staff of three is willing to work 2 nights so will be open Tuesday and Thursday evenings. Opening later on Mondays to handle flood of returns from the weekend.

C. Fundraising

Chuck has letter all but ready to go.

Wendy made and Bill Hoffman will attach a donate button for the website. Goes through an e-comm site geared for non-profits. 3% of a donation goes to them (some of which goes on to the credit card company).

Wendy's sent a fundraising blurb to the newspapers and radio.

D. Volunteers

Need some organization here. Going to keep a book (later revised to a box of index cards to make contact information more private) of volunteers. They will need to have some training and oversight from the staff. Would like them to be able as well as "reliable".

9. New Business

. Little Footprints Daycare Space Rental

There were various issues. The killer was that to lease part of the building we need to get leasing concept approval at Town Meeting then need to advertise for Requests for Proposals.

A. Trustee Meeting Schedule

10. Other Business

11. Next Meeting

Next meeting is July 11.

12. Adjournment - 8:37

Motion to adjourn, (PC1, MJ2) passed unanimously

Medway Public Library					
27-Jun-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	\$125,562.77	\$31,181.23	80.11%
Salaries Part Time	5111	\$83,545.00	\$106,082.70	\$(22,537.70)	126.98%
Electricity	5211	\$14,600.00	\$14,975.49	\$(375.49)	102.57%
Heating Fuel	5212	\$8,000.00	\$9,891.64	\$(1,891.64)	123.65%
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	\$7,007.83	\$(7.83)	100.11%
Telephone	5341	\$1,850.00	\$1,464.47	\$385.53	79.16%
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	\$2,654.21	\$845.79	75.83%
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	\$275,934.11	\$8,791.89	96.91%
		Start Balance	Expen. To date	Income to date	Account Bal
Revolving Fund	4773	\$28,968.44	\$22,500.00	\$18,808.29	\$25,276.73
Memorial Donations	6011	\$3,949.10	\$4,533.17	\$2,458.00	\$1,873.93
Free Public Library	2017	\$52,730.48	\$44,954.13	\$31,001.39	\$38,777.74
Tuchinsky Fund	as of 2/28/06	\$33,319.30	\$-	\$342.44	\$33,661.74