

**Board of Library Trustees Meeting
July 11, 2006**

7:00 p.m.

[Medway Public Library](#)

Attendees:

MaryAnn Cabibbo, Vice Chairman
Phyllis Cerel
Meena Jain
Nina Hunt, Acting Director
William Roberts, Secretary
Chuck Rockwood (arrived shortly before adjournment)
Wendy Rowe, Chairman

Citizens:

Richard Dunne, Selectman
Judith Moffatt

Minutes:

A. Approval of agenda

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

B. Secretary's Report

Motion to approve June 27 minutes: (WLR1, PC2) passed unanimously

C. Citizens Speak

D. Budget Report

- Warrants to sign
 - 4 trustees signed the warrants
- Possible sources of income

Will be cutting back on magazine subscriptions

Suggestion by patron Michelle Cuff to start a donation tree to pay for magazines; Michelle offered to set it up. Nina will make a list of the magazines in jeopardy.

The Friends are going to meet to discuss regular monthly support. They are currently paying bills when asked. Bought anti-fatigue mats to go behind the circulation desk because it's always been hard on the staff and now they have to spend longer timespans on the desk.

Wendy plans to add a Pay Pal Button to the donations page on the website due to requests, if it's OK with the Friends. She needs Friends' permission to set up a Friends account with PayPal first, which includes giving PayPal their bank routing/account info.

Chuck's made progress with the appeal letter he has been working on.

We need to reevaluate how many Minuteman connections we need. Reducing the number would reduce our bill somewhat.

- Necessary expenditures
- Prioritizing uses of donations

E. [Director's Report](#)

Just as busy as before the cutbacks, with obviously less than half the staff and half the hours.

The scaled-back summer reading program is progressing nicely

F. Old Business

- Chuck's fundraising

G. New Business

- VIPs

Governor hopeful Chris Gabrielli and former Sen. David Magnani are planning a visit on Thursday.

- 7/13 School Committee meeting

Custodial help plea and let them know that we need \$88K more from Town Meeting before the end of September to keep open the possibility of certification

- Wendy and Nina are planning to meet with Suzanne on 7/25 about a certification budget

Per the MBLC we need to bring our municipal budget up to \$250K to have a hope. The MBLC does consider health insurance appropriations to be part of the library budget if they are listed in a separate line item approved by Town Meeting. Doing this moves us 33k in the right direction thus the remainder needed is 88K.

For it to be possible to be certified with a waiver we need:

- to have at least \$250K in the municipal budget
 - to be open at least 32 hours, 80% of our required 40 hours. This would result in 80% of our state aid. To maintain full state aid we need to be open 40 hours.
 - budget \$40K on materials (this does not need to come from the municipal appropriation)
 - to have the revolving fund re-affirmed by town meeting.
 - These need to be in place by the end of September
- Volunteers

H. Next Meeting is August 1

I. Adjournment: 8:15

MEDWAY PUBLIC LIBRARY

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Acting Director Fax: (508) 533-3219

Directors Report

July 11, 2006

It's been an exciting, frustrating, tiring, exhilarating two weeks. So much is going on at the library with losing staff and changing hours.

Some of the positives:

- We have had several donations by patrons totaling almost \$600.
- We continue to serve approximately the same number of people as they adjust to the new hours.
- The Summer Reading program appears to be a hit even without the performers, something I was concerned about.

Some of the negatives:

- Katherine is having difficulty finding time to get downstairs to catalog which is creating a small backlog.
- Because of the small staff and no decrease in patronage, everyone is on the desk. We are struggling to keep up with the massive amounts of returns along with the customer needs.

As a staff, we are working out the kinks. Like everything, it just takes time.

Sincerely,

Nina M. Hunt

Acting Director & Children's Librarian