

**Board of Library Trustees Meeting  
Feb 6, 2007**

**7:00 p.m.**

[Medway Public Library](#)

**Attendees:**

Trustees:

MaryAnn Cabibbo, Vice Chairman  
William Roberts, Secretary  
Chuck Rockwood  
Wendy Rowe, Chairman

Citizens:

Margaret Perkins  
Bill Hoffman

**Minutes:**

A. Approval of agenda

Motion to approve the agenda: MAC1, WLR2, passed unanimously

B. Secretary's report (Jan 2 and Jan 30)

Motion to approve the above minutes: MAC1, WLR2, passed unanimously

C. Citizen Questioned

How much does Holliston spend on periodicals?  
Answer: \$3000-\$4000

D. Budget Report

- Submitted level FUNDED budget as instructed by town officials

Looks like we can survive another year and more at our current burn rate, using the rest of the trust fund interest and about half of the principle if level funded in FY08.

- We need to absorb the difference between FY07 and FY08 benefits (~\$5600)
- Need calculations on money needed to be recertified in FY09 or FY10

Wendy is communicating with the MBLC to determine the requirements.

#### E. Acting Director's Report

- Southern Rail concert successful
- Need to contact School Superintendent re buying summer reading books

If they change the reading lists, we will only buy 1 copy of books we don't hold. We're fine if they stick to golden oldies (in times gone by, we purchased multiple copies to serve student needs).

- 3 paintings donated by Gary Binder

Chuck will hang the one we want to keep (and another unhung painting) later in the week. The other 2 will be auctioned or raffled.

- Head school custodian Rob Smith cut back to 2hrs/wk by his boss
- Thanked temps Sandy Faist and Sarah
- medwaylib.org hosting switched to Wendy's server (free), ditched \$\$ calendar

#### F. Old business

- Museum Pass policy vote

After some discussion we decided that last meeting's straw poll indicating a desire for the Friends to not purchase passes was sufficient. The feedback from the Friends has been supportive of our position, wishing to focus the Friends' donations on actual materials.

- Replacement Trustee appointment status
- May Town Election (Bill Roberts and VACANT)
- Vote on Medway's Children's Librarian MLS requirement in job description

Turns out job description doesn't require an MLS after, already has the waffly "or comparable experience" kind of language. No need to change it.

- Increase for-profit room use fee as of July 1?
- Book Fair March 9-23

Suggestion of also establishing a "wish list" for donations through Amazon.

#### G. New Business

- ATM warrant articles (2) establishing revolving funds: Printer/copier, Meeting Room Use Fees

Bill suggested adding Computers to the copier/printer language in case we would like to charge for computer use and needed a place to park the money. No can do, even though the printer is connected to the computer by a wire, they cannot be tangled and conflated in a revolving fund. Would need a separate fund

There was a discussion of whether it would be a good idea to charge a fee for computer use. It was the sense of the trustees that for reasons of both practicality and principle this would be a bad idea. It's important to provide computer access to patrons who don't have them at home.

Then there was the question of why we need these revolving funds at all. The goal of a revolving fund is to allow you to carry money into the next year. As long as we spend the money quickly, there may not be a need for a revolving fund.

Wendy is going to check this out.

Just in case, so they can be handed over to the Selectmen if needed:

Motion to approve warrant articles: WLR1, MAC2, Passed unanimously

- Annual Report due by March 2

Wasn't time to read it. Wendy would like edits and suggestions quickly. Motion to accept Annual Report substantially as written: WLR1, CR2, passed unanimously.

- Lions club wants award plaques in Cole Room (they have no home base)

Motion to allow the Lions to put up their plaques: WLR1, CR2, passed unanimously

- BPL + Regional ILL service

Basically the Boston Public Library will continue to serve Medway Residents and it has agreed to provide InterLibrary Loan support directly (rather than forcing a redirect through Wellesley).

Medway residents can make use of the BPL in 2 ways. One is by getting a BPL card, making requests directly and picking the materials up at a BPL branch. The other is by making an ILL request through the Medway Library.

The latter means that our staff will have to fill out a form and email it to the BPL. The filled request will make it to Medway via the Metrowest delivery service so the patron can pick it up at the Medway Library. How long this will take, will obviously vary.

Some question of how much to publicize this.

It was pointed out that some time ago before web requests, users filled out ILL forms for Minuteman content and the library director purchased many directly, that was back when we actually had a materials budget.

- April featured artist wants to sell here, donate 30% to Library

The staff will do some of the selling and are OK with it.

Motion to allow the artist to sell with the understanding that there will be a 30% donation to the library: MAC1, WLR2. Passed unanimously

- Storytime proposal: parents/siblings browse upstairs in closed Library

This was generally thought to be a bad idea. It would disturb the staff who try to get work done before the library opens. It would look like the library was open to some but not all and cause unrest in those locked out, looking in with their noses plastered against the glass.

- Fundraising - Sept Ice Cream social? Silent Auctions of baskets etc?

H. Next Regular Meeting Tues Mar 6 2007

I. Blessed Adjournment at 8:45

Motion to adjourn, MAC1, CR2, passed unanimously

## **Printer/Copier Article**

Article A: To determine whether the Town will vote to authorize a 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 public copy machine and printer expenses.
2. The revenue from the fund would come from printer use collections and public copy machine revenues.
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 \$2500.

Or to act in any manner relating thereto.

### **Meeting Room Article**

Article B: To determine whether the Town will vote to authorize a 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 meeting room maintenance, repairs and upgrades.
2. The revenue from the fund would come from meeting room use fees.
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 \$6000.

Or to act in any manner relating thereto.