

**Board of Library Trustees Meeting
August 5, 2008**

7:00 p.m.

[Medway Public Library](#)

Attendees:

Meena Jain, Vice Chair
Margaret Perkins, Assistant to the Director
William Roberts, Secretary
Wendy Rowe, Chair

Citizens:

Minutes:

A. Approval of agenda

B. Secretary's report (July)

Secretary forgot to email them in time, so deferred till next month

C. Citizens Speak

None

D. [Budget Report](#)

We wound up owing the town \$7 for the last fiscal year

Grant is done, came within \$250 of spending it all

Grant enabled us to have adequate copies on hand of the school summer reading lists

We have our first [spreadsheet](#) in some time. Wendy will email the source of funds for the various line items

E. Acting Director's Report

- Area fee survey underway

Find out what neighboring libraries are charging so we can adjust our own

- Working out roles of Wendy/Margaret with staff (a work in progress)
- Disaster Recovery (FEMA)

Library will be a repository of disaster info (because as someone on the state committee said "Everyone knows where their local library is")

There are usually 2 designated disaster sites per county. The process for picking them is on-going.

- Alarm system broke & cost us \$200
- Certification

It's likely that our State Reps will submit a special bill to get us back our certification.

Will need a real director by next July

- New Databases

Margaret got us several new databases including Heritage.com & Ancestry.com

- Margaret is working on the ARIS Report

F. Old business

G. New Business

- Trustee Elliott Edwards resigned
- Trustee Chuck Rockwood will be able to attend meetings come Fall
- Friends projects (Meena)

Proposed projects include:

- October Membership drive
- Open house (in conjunction with same)

- Book sale, to be followed a week later by the buck a bag & a Halloween party
 - Logo contest
 - interest the schools in getting students involved
 - Prize would be a gift card
 - Books on wheels
 - Use booksale books to simplify (no anguish about returns)
 - Senior Bus
 - Friday after lunch (so won't be disturbed by library crawling with story hour kids in the morning)
- Fundraising
 - Next Meeting, Sept 2

Motion to adjourn (7:45), MJ1, WLR2, passed unanimously

Budget Report

Account	Acct #	Start Balance	Expen. To Date	End Balance	% Spent
Salaries - Full Time	5110	\$75,036.00	\$5,772.00	\$69,264.00	7.69%
Salaries - Part Time	5111	\$58,709.00	\$4,778.09	\$53,930.91	8.14%
Longevity	5150	\$600.00	\$0.00	\$600.00	0.00%
Electricity	5211	\$17,733.00		\$17,733.00	0.00%
Heating Fuel	5212	\$7,500.00		\$7,500.00	0.00%
R & M Miscellaneous	5240	\$10,553.00	\$451.00	\$10,102.00	4.27%
Telephone	5341	\$1,150.00	\$74.13	\$1,075.87	6.45%
OPS - (Minuteman bill)	5380	\$19,892.00	\$19,831.39	\$60.61	99.70%
TOTAL - GENERAL FUND		\$191,173.00	\$30,906.61	\$160,266.39	16.17%

		Start Balance	Expen. To Date	Income to Date	Account Bal
Memorial Donations	5400	\$48,608.10	\$1,593.29	\$46.20	\$47,061.01

Tuchinsky Fund Interest		\$38,141.13	\$27.15	\$38,113.98
Tuchinsky Fund Principal		\$102,869.11		\$102,869.11
Library Restitution Fund	024-610-706-4773	\$11,691.50		\$209.83 \$11,901.33
Copier & Printer Rev. Fund	024-610-722-4840	\$537.45		\$52.60 \$590.05
Meeting Room Rev. Fund	024-610-723-4840	\$489.18		\$489.18
Free Public Library	2017	\$1,609.29	\$1,609.29	\$0.00
TOTAL - OTHER FUNDS		\$203,945.76	\$3,229.73	\$308.63 \$201,024.66