

**Board of Library Trustees Meeting
December 2, 2008**

7:00 p.m.

[Medway Public Library](#)

Attendees:

Trustees:

MaryAnn Cabibbo
William Roberts, Secretary
Wendy Rowe, Chair

Citizens:

Minutes:

A. Approval of agenda

Motion to approve agenda: MAC1, WLR2, Unanimous (or all 3)

B. Secretary's report

Motion to approve the November Secretary's Report: MAC1, WLR2, Unanimous

C. Citizens Speak

D. Budget Report

E. Acting Director's Report

- o Heating system problems

Library had to close for a day because of heating issues. It was fixed Monday. Cost at least \$500 in parts and labor. May need to pay \$600 more for an igniter.

F. Assistant to the Director's Report

G. Old business

- Donation receipt policy

Motion to remove the steps requiring a an itemized list of the materials donated, stating instead that the library will provide a tax donation letter, but is unable to place a monetary value on the materials received. MAC1, WLR2. Unanimous.

H. New Business

- Holiday hours/closings

After some discussion it was decided that we would close early on Wednesday Dec 24th (be open from 2-5), be closed Friday, and similarly close at 5 on the 31rst

Motion to effect that: WLR1, MAC2, Unanimous.

I. Fundraising

J. Next Meeting Jan 6 2009

Motion to adjourn (8:27), MAC1, CR2, passed unanimously