

**Board of Library Trustees Meeting
September 1, 2009**

7:00 p.m.

[Medway Public Library](#)

Attendees:

Trustees:

Carol Brown
MaryAnn Cabibbo, Vice Chair
Ed Duggan
William Roberts, Secretary
Wendy Rowe, Chair

Others:

Margaret Perkins, Assistant to Director

Minutes:

A. Approval of agenda

Motion to approve agenda: WLR1, MAC2, passed unanimously

B. Secretary's report (August 4)

Motion to approve the August 4 minutes: WLR1, CB2, 4 aye, MaryAnn abstained.

C. Citizens Speak

D. Budget Report

- o Trustees review bills

An email alert will be sent when bills are ready (twice a month) and Trustees will come scurrying from hither and yon to sign them. They need

to be signed within a couple days. The first scramble will be shortly after Labor Day.

Ed would like it if the Budget Report could be emailed prior to the meeting. The report and other supporting materials will help everyone prepare for the meeting.

There was a desultory discussion of the 2 Tuchinsky lines in the budget report. In particular, does the fund Principal line include the Interest line? If not, how did the Principal grow from the initial \$102,000 when the interest is supposed to go into the "separate" Interest line. There was a general unease about our lack of understanding.

E. Assistant to the Director's Report

- ARIS report submitted

There's a new "beta" online thing for entering the data which shows last year's stats. Any large variance is supposed to be accompanied with a comment.

- union/HR issues

The situation vis-a-vis part timers and holiday/vacation accrual is up in the air, with the union contract and the town's own personnel policies saying one thing and the town accountant saying another. The town's lawyer is looking into it.

F. Trustee Chair's Report

- New Acting Director Appointment

Wendy is stepping down as Acting Director and Felicia Oti is stepping up. To make it official:

Motion to appoint Felicia Oti, Franklin Library Director, as our Acting Director, effective August 28th. CB1, MAC2, passed unanimously

Wendy will email the staff and sundry parties explaining that Felicia is our Acting Director and that Margaret, as our Assistant to the Director, will handle the day to day operating issues.

We don't have a copy of Felicia's resume and so we don't have a record of her education and experience (as we've had for prior directors).

Motion to have Wendy, as Chairman of the Trustees, request a copy of Felicia Oti (Acting Director of the Medway Public Library and Director of

the Franklin Public Library)'s resume for our records. MAC1, ED2, passed unanimously.

- Tech Services waterproofing completed
- no word yet from Franklin re drainage and downspout clearing
- maintenance needs: ballasts, downspouts (Franklin?); replacement coco mat(s)
- still fine-tuning cleaning, probably need to pay for more than current 6hrs/wk (our regionalization budget can afford it)
- annual elevator inspection failure, 90 day retest due after fix
- cable TV line discontinued
- annual piping backflow test completed successfully
- Country Gazette stack will be delivered weekly for library distribution
- Big Hearted Books (formerly Community Book Drops) gave and took lots.

G. Regionalization Report

- Felicia will be at our October meeting with a survey draft for our input

Various flavors of the survey will be geared for the various population groups (students for example)
- Felicia will bring Franklin's Fall program list to publicize in-house and on our website (Wendy will web it).

H. Old business

I. New Business

- Gift policy review, including book donation / bookplate policy

J. Fundraising

- Isabella Stewart Gardner museum pass purchase is in process (thanks to Middlesex Bank donation); Roger Williams to run all of 2010.
- Nov/Dec B&N fundraiser; Martha Matsuda to coordinate
- Odd Fellows roast beef dinner

K. K. Next Meeting Oct 6 2009

Motion to adjourn (8:30), MAC1, CB2, passed unanimously