

**Board of Library Trustees Meeting
October 6, 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:

Cynthia Carle, new Medway FinCom member
Cindy Dobrzynski, Chair, Franklin Library Board of Directors
Felicia Oti, Acting Director
Margaret Perkins, Assistant to Director

Minutes:

A. Approval of agenda

Motion to approve the agenda: CB1, WLR2, passed unanimously

B. Secretary's report (September 1)

Motion to approve the Secretary's report, MAC1, WLR2, passed unanimously

C. Citizens Speak

- Cynthia Carle, new Medway FinCom member
She is our liaison to the FinCom
- Cindy Dobrzynski, Chair, Franklin Library Board of Directors

D. [Budget Report](#)

E. Trustees review bills

4 trustees reviewed and signed the bills

F. Assistant to the Director's Report

Have not received the reconciliation from the town for August or September.

G. Trustee Chair's Report

Some patrons have mentioned that Franklin librarians told them that they needed to return materials to Franklin themselves, rather than dropping the stuff off at the Medway Library. Felicia explained that the message was supposed to be worded as a suggestion. Felicia said that the Metrowest delivery system is overloaded and in danger of collapse and that all libraries should request that patrons return materials to the originating library where convenient.

- Franklin replaced ballasts.
- Standard cleaning going fine
- downspouts supposedly cleared by Franklin's company; no problems yet

H. Regionalization Report

- Status meeting this Friday 10/9 with Felicia, Wendy, Jeff & Suzanne
- Interim Director's report - Felicia
- survey planning discussion - Felicia

Felicia emphasized that Medway has a very good master plan. The library's long term plan should be in harmony with it and contribute to its advancement. In particular she recommended that the Trustees review the results of the survey that is part of the master plan.

She presented the "Planning Time Line" for the Long Term Plan along with an outline of the "Where the community is now" and "Where the library is now" SWOT Analyses. She would welcome comments by the next meeting.

There was a discussion of the Long Term Plan and how far it commits us. If we don't meet the goals that it lays out, what then? Felicia said that it is not binding. That the library needs to evaluate itself against the plan and delay the goals as need be. It's more of a statement of desire and intent.

Ed asked how it relates to the state's plan and the answer is that it doesn't really.

- research update - Ed

There's only one "regionalized" library in Massachusetts and that's where 2 towns share a single common library as opposed to trying to keep separate facilities.

Ed said that the selectmen's primary goal is reducing costs.

There's some chance that the state would help with costs, but they're looking at big reductions too

Should try to present it as a positive opportunity. A chance to improve service.

Ed's is worried about the pace of the regionalization planning and that the Trustees should perhaps take on more of the burden.

The meeting this Friday (10/9) with the town administrators will move the process along.

Felicia foresees a drawn out transition period as the regionalization gets implemented.

I. Old business

Have not heard from the Medway High School 1 town 1 book coordinator. Wendy took down the signage. We're looking forward to the 2 towns 1 book event.

The Medway Community Ed yoga class showed up for classes without reserving the Cole room for the season. There are a few conflicts, but they can use the children's room in those cases.

Ed mentioned that we don't have Felicia's resume as requested. She said she'd get it to us when she next updates it.

J. New Business

- Library will be closed Sat Oct 10 and Mon Oct 12 for Columbus Day
- Programs here and in Franklin ?
- Gift policy review, including book donation / bookplate policy

Discussion was postponed.

- Overdrive Audio Books
 - New offering through Minuteman from [Overdrive Audio Books](#)
 - Patrons need to download some software then they can listen to the audio book on their mp3 players, Ipods, whatever.
 - Patrons are not allowed to download them in the library.
 - There's information from Minuteman about it [here](#)
 - There's a limit of one checkout for a title over Minuteman at a time.
- Fundraising
 - Barnes & Noble Bellingham Book Fair on Columbus Day Oct 12
 - Friends booksale members Fri Oct 16 7-9pm, public Sat Oct 17 10-2
 - Friends "\$5 a bag" booksale Sat Oct 24 12-2
 - Odd Fellows roast beef dinner? (Chuck!)
- Next Meeting Nov 3 2009

Motion to adjourn (8:35), MAC1, WLR2, passed unanimously

Budget Report Medway Public Library 9/30/09

Account	Acct #	Start Balance	Expen. To Dat	End B
Salaries - Full Time	5110	\$78,926.00	\$19,010.88	
Salaries - Part Time	5111	\$64,565.00	\$14,802.19	
Longevity	5150	\$600.00		
Electricity	5211	\$17,173.00	\$3,800.63	
Heating Fuel	5212	\$8,222.00	\$142.58	
R & M Miscellaneous	5240	\$11,962.00	\$3,363.50	
Telephone	5341	\$1,150.00	\$83.93	
Supplies		\$252.00	\$44.99	
OPS - (Minuteman bill)	5380	\$19,892.00	\$19,831.39	
TOTAL - GENERAL FUND		\$202,742.00	\$61,080.09	

Start Balance Expen. To Dat Incom

Memorial Donations	5400	\$49,683.38	\$9,689.03
Tuchinsky Fund Interest		\$29,719.68	\$1,530.33
Tuchinsky Fund Principal		\$133,780.39	
Library Restitution Fund	024-610-706-4773	\$12,809.69	\$14.36
Copier & Printer Rev. Fu	024-610-722-4840	\$1,413.49	
Meeting Room Rev. Fund	024-610-723-4840	\$964.18	
Free Public Library	2017	\$0.00	
TOTAL - OTHER FUNDS		\$228,370.81	\$11,233.72