

**Board of Library Trustees Meeting  
January 5, 2010**

**7:00 p.m.**

[Medway Public Library](#)

**Attendees:**

Trustees:

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

Citizens:

Margaret Perkins

**Minutes:**

A. Approval of agenda

Motion to approve the agenda: MAC1, CB2, unanimous

B. Secretary's report

The December minutes had the wrong date and did not capture the discussion about Job Descriptions correctly. So: Motion to defer approval of the December minutes: WLR1, MAC2

In the discussion of the December minutes flaws, MaryAnn said that it was unclear what Felicia's responsibilities are and that the draft December minutes did not mention the concerns MaryAnn raised at the meeting. Originally Felicia was to work on the long range plan and regionalization planning, but MaryAnn says that seems to be changing. MaryAnn says now Felicia is talking about changing job descriptions and preparing the budget, and MaryAnn does not believe this is what we intended. She reminded us that Ed also expressed concern as to whether

Felicia is addressing the planning and regionalization issues we think she should. Maryann wants the minutes to reflect those concerns.

There's also a question about whether job descriptions are part of the union contract which would mean that any discussion of them would need to be happen in executive session, without Margaret who is in the union. Wendy will try to ask Town Counsel about this.

C. Citizens Speak

D. [Budget Report](#)

Margaret's finished the reconciliation.

Ed will talk to the town treasurer to try to find out how the Tuchinsky fund is invested.

The library restitution fund must be spent on book (materials) replacement.

Direct Energy now agrees that we are tax exempt and they're giving back what they overcharged. As their rates are now in line with NStars' there's no reason to switch.

We have yet to hear anything from the town about the upcoming fiscal year's budget, but expect an across the board 2.4% reduction (which will be across the board affecting all departments).

- Trustees review bills

4 Trustees reviewed and signed the warrants. We'll continue with this system despite the snafu over the holidays (the trustees were off merrymaking and were not available for mundane tasks like warrant signing, this is of course the exception as the trustees are not a notoriously merry bunch).

E. Assistant to the Director's Report - Margaret

A check-out machine will shortly be in use in Holliston. We'll find out how it works there.

A patron fell while in the library. She was alright. There was the question of incident reports and sending them to Town Hall. It was agreed that such a report should be filed. There probably is a form for this in the Director's office.

F. Regionalization

- Survey begins

It's on the website and available at the desk. Felicia is going to push it around town.

- One Book, Two Communities

[Sea Biscuit](#) is the lucky book

- Received Q1 Franklin invoice, as expected - Wendy

#### G. Trustee Chair's Report - Wendy

Wendy was asked by Suzanne (Town Administrator) and Richard Dunne (Selectman and our liason) how things were progressing vis-a-vis regionalization. Wendy told them there was progress, but that some of Medway's Trustees are uncomfortable because we did not go through the normal diligence to hire Felicia and she's only in Medway for 4 hours a week on Fridays. Wendy, Rich and Suzanne agreed that none of us knows just what regionalization would look like.

All town employees, including Trustees, must take an online ethics course due to new state regulations. Library employees were notified, but Wendy didn't receive anything about it for the Trustees. MaryAnn and Carol have taken it so far. There are 25 questions about various scenarios and you get to keep trying answers until you get them right.

Ed wondered about the financial impact of regaining certification. We get \$7200 in state aid (we don't get the full state aid amount because we only partially meet our requirements). The staff have more work because of the extra circulation. We also have to meet minimum materials requirements as well as the minimum hours open.

#### H. Old Business

- Job descriptions

Wendy says Felicia has put this on the back burner, so we don't need to discuss them at this meeting.

#### I. New Business

- Recertification - budget impact? (Ed's question)
- Ideas on regionalization - [Ed's list](#)

Ed felt we should be discussing regionalization in a more general regional context, not just Franklin & Medway

Some state law changes are needed

Sharing more services makes sense

- Hours of supervision (Ed's topic)

Ed would like clarity on who's in charge, as the official supervisory sorts (the Acting Director and Assistant to the Director) are often not around.

The answer is that either Bill or Katherine, the full-time senior members of the staff, are almost always present when the Library is open to the public. The other members of the staff know to go to them with problems and questions when Felicia and Margaret are not there.

Ed felt that there should be an officially designated technical supervisor present.

Margaret said that she'd talked to the staff and that they are not confused about who to go to with problems and questions.

- Thanking Wendy

Ed felt that the board should recognize all Wendy's efforts.

MOTION: We, the Medway Board of Library Trustees, want to commend Wendy Rowe for her dedication in time and effort in the pursuit of the Medway Library Recertification as it is through her efforts it has become a reality. (ED1, MAC2) Aye - 5, Abstained - 1 (Wendy)

#### J. Fundraising

#### K. Next Meeting Feb 2 2010

Motion to adjourn (8:45), MAC1, CR2, passed unanimously

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Account	Acct #	Start Balance	Expen. To Date	End Balance	% Spent
Salaries - Full Time	5110	\$78,926.00	\$37,144.80	\$41,781.20	47.06%
Salaries - Part Time	5111	\$64,565.00	\$29,205.27	\$35,359.73	45.23%
Longevity	5150	\$600.00	\$600.00	\$0.00	100.00%
Electricity	5211	\$17,173.00	\$7,072.37	\$10,100.63	41.18%
Heating Fuel	5212	\$8,222.00	\$1,027.77	\$7,194.23	12.50%
Trash/Water & Sewer	5232/5231		\$978.29		
R & M Miscellaneous	5240	\$11,962.00	\$7,496.44	\$4,465.56	62.67%

Telephone	5341	\$1,150.00	\$622.60	\$527.40	54.14%
Supplies & Postage	5400/5343	\$252.00	\$527.46	(\$275.46)	209.31%
OPS - (Minuteman bill)	5380	\$19,892.00	\$19,831.39	\$60.61	99.70%
<b>TOTAL - GENERAL FUND</b>		\$202,742.00	\$104,506.39	\$98,235.61	51.55%

		Start Balance	Expen. To Date	Income to Date	Account Bal
Memorial Donations	5400	\$49,688.54	\$14,180.80	\$1,104.82	\$36,612.56
Tuchinsky Fund Interest		\$39,525.94	\$1,530.33		\$37,995.61
Tuchinsky Fund Principal		\$102,869.11		\$351.84	\$103,220.95
Library Restitution Fund	024-610-706-4773	\$12,827.98	\$23.42	\$591.46	\$13,396.02
Copier & Printer Rev. Fund	024-610-722-4840	\$1,436.39		\$405.25	\$1,841.64
Meeting Room Rev. Fund	024-610-723-4840	\$964.18		\$290.00	\$1,254.18
Free Public Library	2017	\$0.00			\$0.00
<b>TOTAL - OTHER FUNDS</b>		\$207,312.14	\$15,734.55	\$2,743.37	\$194,320.96

Ed's Regionalization of libraries list

Define briefly “regionalization” and the overall objective? Are these objectives consistent with the governing body in within the individual towns? Would regionalization possibly result in a new political and financial division?

What benefits would it be to Medway? Costs and services. What would be the disadvantages?

What benefits would it be to Franklin? Cost and services. What would be the disadvantages?

Does Medway and Franklin appear to be a good fit and why? How about other local libraries and should any dialogue be instituted with them?

What State laws or regulations would have to be modified for regionalization? Who to contact, which organizations, and sequence for contacts.

What Medway or Franklin laws and regulations would have to be modified for regionalization?

How do you envision working with the two towns having Union and non-union organizations?

What issues must be resolved with the regional Minuteman library services and expenses?

Presently we have two sets of Trustees, one elected and one appointed. Would these roles have to be changed? In Medway, the Director reports to the Trustees; in Franklin the Director reports to the Town Administrator.

How do you address the “Friends of Library” groups in each town? The people, the events and the monies contributed to the library.

All considerations cannot be done simultaneously, what are the steps to go forward with an ultimate goal of regionalization? Written plans, meetings or setting up and organizing a task force. What are the first few steps that must be undertaken or have they already been performed?

Can each library maintain its own identity under regionalization? Can regionalization be a pick and choose selection based upon the desires of each town?