

**Board of Library Trustees Meeting  
February 5, 2013**

**7:00 p.m.**

[Medway Public Library](#)

**Attendees:**

Trustees:

Carol Brown, Vice Chair  
Diane Burkhardt  
Ed Duggan  
Chris Monahan  
William Roberts, Secretary  
Wendy Rowe, Chair

Citizens:

Margaret Perkins, Acting Director

A. Approval of Agenda

Motion to approve agenda: DB1, CM2, passed unanimously

B. Secretary's Report

Motion to approve Jan 8 report: CB1, WLR2, passed unanimously

Motion to approve Jan 17 report: CB1, CM2, passed unanimously

Motion to approve Cable Meeting (Jan 30): CB1, WLR2. 4-0-2 WLR and CB abstained.

C. Citizens Speak

D. [Budget Report](#)

- o FY14 budget

E. [Director's Report](#)

Ed asked about the monitor cameras that have been installed. There's a website where what they see can be accessed, but we don't know how to use it yet. Ed wants an ongoing monitoring screen at the Library. They are (or will be) viewable in the Police station.

The staff has expressed a patron privacy concern as the camera behind the circ desk. Privacy is protected because there's insufficient resolution to read the screen.

The Morse Institute (Natick Public Library) has a much prettier library card than we do. They're cheaper even. Margaret will pursue this.

The town Cable will broadcast our upcoming programs if we get them powerpoint slides.

#### F. Old Business

- Medway 2020

Diane has investigated re-upholstering 4 chairs used downstairs. We'll go with Alexon's Upholstery who were the low bid and did good work for Framingham Library. This will cost about \$1700. We will try to substitute in a chair in rougher shape (currently out of sight in the back room).

We now have frames to make the posters we got through a grant a few years ago easier to display.

- Medway 300

The Middle School art teachers and principal like the idea of displaying student art during the arts weekend. They'll come and scope out the display space. We may incorporate the Elementary schools and even maybe the High School.

#### G. New Business

- Annual Town Report (calendar year 2012)

Motion to accept the annual report as amended: CM1, CB2. Passed unanimously

- Annual Town Meeting Warrant Articles

Added the Fax to the printer/copier article. Bumped the other to a \$1000 limit.

Motion to approve the ATM Warrant Articles: CB1, CM2. passed unanimously

#### H. Special Programs, Fundraising, Sponsorships

- Opt-in patron email for announcements/information

Chris valiantly volunteered to set up a google group for the library. The purpose is to allow patrons to opt-in and get a monthly calendar of upcoming events and announcements. This is specifically not a newsletter.

#### I. Adjournment; next meeting March 5

Motion to adjourn: CM1, DB2, passed unanimously. 8:47PM

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Medway Public Library

Director's Report

February 5, 2012

### **Budget**

I met with the Town Accountant and Town Treasurer. They asked me to redo the FY14 budget reflecting the current service level, and indicating from which budgets (Tuchinsky, Memorial Donations, State Aid) the shortfalls would have to be paid in order to maintain the current service level. I submitted a draft of the revision to Carol Pratt on 2/1/13.

### **Programs**

The Baby and Toddler Lap Sit program with Amy Kaufman is going very well. There are now two storytimes, at 10:30 and 11:00 on Wednesday.

### **Technology**

The security cameras have been installed on the first and second floors and in the back parking lot. The video goes to the Police Station, but apparently at this time it is not monitored in real time.

Ryan Kennedy (Town IT Department) is in the process of installing new computers. He is working with Minuteman Library Network to resolve an issue with Deep Freeze, the software that wipes data from the patron computers with every reboot.

We lost wireless, and Comcast had to replace the box in the data closet in the basement.

Both the Medway and Holliston Public Libraries have signed up for Zinio, the magazine subscription service, which, after a few glitches were worked out, is now live. Medway subscribes to about 50 magazines, including *Rolling Stone* in Spanish and *Readers' Digest* in French. I plan to contact the foreign language departments at the high school to let them know that these are available.

### **Building Maintenance**

There have been continuing problems with the heat, most recently with a sensor that is part of Howse Company's computerized monitoring system. Howse initially believed it was a problem with the heating unit itself, but when Keyes came out they found nothing wrong. I called Howse and had the Keyes repairman talk to them directly. Howse overrode the sensor, and plans to repair/replace it.

### **Meetings**

I participated in a focus group on the Massachusetts Library System Statewide e-book project on January 16<sup>th</sup>. This e-book platform would be in addition to Overdrive. MLS would provide the funding during the first year, but after that MLS envisions contributions from individual libraries. They hope to have this in place in a few months, but there seem to be many details that have not been nailed down.

The directors of the libraries in Minuteman voted to add \$10,000 to the Overdrive budget for purchasing additional e-books – always available Disney books and Lonely Planet guidebooks. Medway Library’s share of this additional cost works out to about \$130.

-Margaret Perkins

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## Budget Report

Account	Acct #	Start Balance	Expen. To Date	End Balance	% Spent
Salaries - Full Time	5110	\$82,173.00	\$47,741.77	\$34,431.23	58.10%
Salaries - Part Time	5111	\$70,845.00	\$48,025.50	\$22,819.50	67.79%
Longevity	5150	\$1,350.00	\$1,350.00	\$0.00	100.00%
Electricity	5211	\$19,956.00	\$10,101.65	\$9,854.35	50.62%
Heating Fuel	5212	\$7,900.00	\$2,204.93	\$5,695.07	27.91%
Trash	5232	\$1,717.00	\$835.66	\$881.34	48.67%
Water & Sewer	5231	\$880.00	\$128.08	\$751.92	14.55%
R & M Miscellaneous	5240	\$5,411.00	\$7,150.95	(\$1,739.95)	132.16%
Telephone	5341	\$1,300.00	\$651.51	\$648.49	50.12%
Supplies	5400	\$1,600.00	\$1,583.13	\$16.87	98.95%
Postage	5343	\$264.00	\$264.00	\$0.00	100.00%
OPS - (Minuteman bill)	5380	\$23,222.00	\$23,222.00	\$0.00	100.00%
Travel	5710		\$98.79	(\$98.79)	
<b>TOTAL - GENERAL FUND</b>		<b>\$216,618.00</b>	<b>\$143,357.97</b>	<b>\$73,260.03</b>	<b>66.18%</b>

TM: Books and Materials	5521	\$20,000.00	\$12,954.90	\$7,045.10	64.77%
TM: Library Initiatives*	5200	\$23,150.00	\$3,649.02	\$19,500.98	15.76%

		Start Balance	Expen. To Date	Income to Date	Account Bal
Memorial Donations	5400	\$18,389.74	\$9,536.22	\$1,553.36	\$10,406.88
Tuchinsky Fund Interest		\$40,894.62		\$168.68	\$41,063.30
Tuchinsky Fund Principal		\$102,869.11			\$102,869.11
Library Restitution Fund	024-610-706-4773	\$806.61	\$6.95	\$959.46	\$1,759.12

Copier & Printer Rev. Fund	024-610-722-4840	\$3,766.28	\$726.00	\$865.85	\$3,906.13
Meeting Room Rev. Fund	024-610-723-4840	\$2,242.20	\$496.44	\$50.00	\$1,795.76
Free Public Library	2017	\$9,070.35	\$6,984.89	\$5,011.53	\$7,096.99
<b>TOTAL - OTHER FUNDS</b>		<b>\$178,038.91</b>	<b>\$17,750.50</b>	<b>\$8,608.88</b>	<b>\$168,897.29</b>

\*Some expenditures currently in Library Initiatives need to be moved into other accounts.

## Annual Town Meeting Warrant Articles

Here is the proposed wording of the two articles. The allowed spending limit from the meeting room fees has been increased to \$1,000.

ARTICLE: To determine whether the Town will vote to re-authorize a revolving fund for the Medway Public Library as provided for in M.G.L. Chapter 44, Section 53E-1/2. Said fund to have the following restrictions:

1. The fund would be used for public printer, copier, and fax machine expenses.
2. The revenue from the fund would come from public printer, copier, and fax machine use fees.
3. The Board of Library Trustees would administer the fund and authorize the expenditure of monies in the fund.
4. The limit on the amount to be expended from the fund would be \$1,000.

Or to act in any manner relating thereto.

BOARD OF LIBRARY TRUSTEES

ARTICLE: To determine whether the Town will vote to re-authorize a revolving fund for the Medway Public Library as provided for in

M.G.L. Chapter 44, Section 53E-1/2. Said fund to have the following restrictions:

1. The fund would be used for meeting room maintenance, repairs and upgrades.
2. The revenue from the fund would come from meeting room use fees.
3. The Board of Library Trustees would administer the fund and authorize the expenditure of monies in the fund.
4. The limit on the amount to be expended from the fund would be \$1,000.

Or to act in any manner relating thereto.