

**Board of Library Trustees Meeting  
March 2, 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

Others:

Cindy Dobrzynski, Chair, Franklin Library Board of Directors  
Monique Doyle, member of Franklin Library Board of Directors  
Susan Ellis, Medway Human Resources Director  
Felicia Oti, Acting Director  
Margaret Perkins, Assistant to Director

**Minutes:**

A. Approval of agenda

Motion to approve the agenda. (WLR1, MAC2) passed unanimously

B. Secretary's report (January and February)

Deferred these

C. Citizens Speak

D. Budget Report

- [FY10](#)

- FY11 level service, with request for extras

Suzanne Kennedy (the town administrator) asked for a budget that covers everything the Town paid for last year, including cost increases needed to provide the same level of service (e.g. payroll step increases, service contract cost increases).

E. [Assistant to the Director's Report](#) - Margaret

F. F. Regionalization

Ed would like for us to have a joint meeting with the Selectmen to find out what their thoughts and plans are for next year concerning Regionalization.

- Interim Director's report - Felicia

G. Trustee Chair's Report - Wendy

- approve [ATM warrant articles](#) reauthorizing 2 revolving accounts

As always the revolving fund amounts may be changed before the Town Meeting

Motion to approve the ATM warrants: WLR1, CR2. passed unanimously

- 2009 Annual Report draft to discuss/approve for submission by Fri March 5

The report was actively edited and revised.

Motion to approve report as revised: CB1, WLR2. passed unanimously

H. Old Business

I. New Business

J. Fundraising

- Southern Rail Bluegrass Sunday March 21 2-4pm

Will get a poster to Franklin in case there are any Bluegrass fans in its more southern regions.

- Chuck suggested a joint endeavor with the Lion's Club

Suggested an auction. It's a lot of work but he's done them in the past

- Chuck will talk to the Odd Fellows to arrange another dinner

K. Next Meeting April 6 2010

- L. Executive Session (not to return to open session) Medway HR Rep Sue Ellis to review revised job description drafts for our discussion/approval

Motion (8:08): To enter executive session for the purpose of contract negotiations.  
WLR1, CR2. Unanimous

Motion to adjourn (9:00), MAC1, CR2, passed unanimously

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## **Warrant Articles**

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

1. The fund would be used for public copy machine and printer expenses.
2. The revenue from the fund would come from printer use collections and public copy machine revenues.
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 \$2500.

Or to act in any manner relating thereto.

## **BOARD OF LIBRARY TRUSTEES**

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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 \$6000.

Or to act in any manner relating thereto.

## BOARD OF LIBRARY TRUSTEES

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Assistant to the Director's Report

3/2/10

**FY11 Budget:** Originally, Suzanne Kennedy had asked all departments to enter a budget reflecting a 2.24% decrease. Since the Governor's budget included more funding than expected for Medway, Suzanne requested that departments submit a level services budget instead. I computed the salary budget including anticipated step increases and entered data into MUNIS

The one time allocation of \$8,200 in FY10 was in order to cover costs that had been paid for from the Tuchinsky Fund, specifically Repairs and Maintenance. For FY11, Wendy and I moved \$2200 from Repairs and Maintenance into the water and sewer accounts, which leaves only \$1562 in Repairs and Maintenance.

**Budget Meeting:** Suzanne Kennedy, Felicia Oti, Melanie Phillips, Sue Ellis, and I met on 2/19 to discuss the budget. Funding from the state is still very much up in the air – Suzanne said our final budget could be more, less, or the same as the submitted level services budget. As she requested at the meeting, I submitted the following formal request for additional funding:

“We would like to request a one-time allocation of funds in the amount of \$1500 for Library Supplies, and an additional \$13,600 for Library Repairs and Maintenance, so that these line items in the FY11 Library budget would be supported by General Funds rather than paid from the Tuchinsky Fund.”

Suzanne also suggested:

- promoting library events on cable television
- broadcasting Library Trustee meetings on cable
- adding a coffee shop to the library

Sue Ellis had questions concerning the roles of the Acting Director and the Assistant to the Director, and this was discussed at length. We also discussed ways of publicizing that programming open to non-residents that is taking place in area libraries.

**FY10 budget:** There were very few problems in the most recent reconciliation. The town is still working with Direct Energy on some billing questions.

**Building Maintenance:** Shortly after Keyes replaced the thermostat, the heat in that zone stopped working again. Keyes replaced the igniter, and although they determined that it had been necessary to replace the thermostat, they will send us a discounted bill.

The hinges on the door to the elevator room may need repair/replacement, because the door is supposed to close automatically.

**Medway Community Farm:** Lorie and I met with a representative of the Community Farm to discuss their proposed art show and display. The Farm later decided that they would not have an art show at this time. During the month of April, they will have a display on the bulletin board. I will create a display of related books, and there will also be a display in the glass case (including a farm building display that I will provide).

**One Book:** Ingrid Grenon will read her poetry and talk about horse care on March 20<sup>th</sup> and 27<sup>th</sup>. Bill created a nice flyer, and library patrons seem to be quite interested in these programs.

**Vacation/Personal/Sick leave reconciliation:** The staff recently received a summary of their leave amounts according to town records. In many instances, the town records do

not seem to match what was submitted to payroll, and I am working to resolve these discrepancies.

**Circulation Activity:** The number of items checked out by Medway patrons after recertification (January and February, 2010) at all libraries has increased by 6.3% compared to January and February of last year.

Account	Acct #	Start Balance	Expen. To Date	End Balance	% Spent	FY11- submitted
Salaries - Full Time	5110	\$78,926.00	\$52,325.28	\$26,600.72	66.30%	\$78,926.00
Salaries - Part Time	5111	\$64,565.00	\$40,734.42	\$23,830.58	63.09%	\$65,236.00
Longevity	5150	\$600.00	\$850.00	(\$250.00)	141.67%	\$850.00
Electricity	5211	\$17,173.00	\$8,930.70	\$8,242.30	52.00%	\$17,173.00
Heating Fuel	5212	\$8,222.00	\$4,316.57	\$3,905.43	52.50%	\$8,222.00
Trash	5232		\$817.09	(\$817.09)		\$1,800.00
Water & Sewer	5231		\$161.20	(\$161.20)		\$400.00
R & M Miscellaneous	5240	\$11,962.00	\$9,280.44	\$2,681.56	77.58%	\$1,562.00
Telephone	5341	\$1,150.00	\$929.72	\$220.28	80.85%	\$1,150.00
Supplies	5400		\$984.98	(\$984.98)		\$1.00
Postage	5343	\$252.00	\$218.00	\$34.00	86.51%	\$264.00
OPS - (Minuteman bill)	5380	\$19,892.00	\$19,831.39	\$60.61	99.70%	\$22,664.00
Media						\$1.00
Books						\$1.00
Instate travel						\$1.00
<b>TOTAL - GENERAL FUND</b>		\$202,742.00	\$139,379.79	\$63,362.21	68.75%	<b>\$198,251.00</b>

		Start Balance	Expen. To Date	Income to Date	Account Bal
Memorial Donations	5400	\$49,688.54	\$19,241.66	\$1,709.94	\$32,156.82
Tuchinsky Fund Interest		\$39,525.94	\$1,530.33		\$37,995.61
Tuchinsky Fund Principal		\$102,869.11		\$351.84	\$103,220.95
Library	024-	\$12,827.98	\$23.42	\$745.10	\$13,549.66

Restitution Fund	610-706-4773				
	024-				
Copier & Printer	610-722-4840	\$1,436.39		\$572.05	\$2,008.44
Rev. Fund	024-				
	610-723-4840	\$964.18		\$350.00	\$1,314.18
Meeting Room					
Rev. Fund					
Free Public	2017	\$0.00			\$0.00
Library					
<b>TOTAL -</b>					
<b>OTHER</b>		\$207,312.14	\$20,795.41	\$3,728.93	\$190,245.66
<b>FUNDS</b>					

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