

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

7:00 p.m.

[Medway Public Library](#)

Attendees:

Trustees:

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

Citizens:

Margaret Perkins, Acting Director

A. Approval of Agenda

Motion to approve agenda: CB1, CM2, passed unanimously

B. Secretary's Report

Motion to approve Feb 5 report as amended: CB1, DB2, passed unanimously

C. Citizens Speak

D. [Budget Report](#)

○ FY13 budget

Margaret will move the public fax phonenumber bills from the Phone account to the revolving fund account. She will add a "monthly expended" line on the budget report, per Ed's request.

○ FY14 budget

We have not yet been contacted re a date to meet with the Selectmen and/or FinCom. What we submitted (attached) is what's going in the budget book, Margaret was told. Wendy and our BoS liaison John Foresto were supposed to meet today (before or at this meeting) but he had to postpone; she will follow up next week.

E. [Director's Report](#)

The program "It's Not About the Hike" got rave reviews and 70 attendees. We're still receiving compliments about it.

F. Old Business

- Medway 2020

The re-upholstered chairs are back and seem good. Artwork is Diane's next priority. Wendy still plans to investigate lighting improvements for the shadowy Conference Room walls.

- Medway 300
- Opt-in patron email for announcements/information

Chris will make a form and instructions and will invite Trustees to test it. Ideally, most patrons will register online for the group none of us will have to decode written email addresses and add them to the list manually. Chris can copy event information from the website. We want this list established in time to get budget information out to patrons prior to Town Meeting.

G. New Business

- Imminent retirement of Circulation Librarian Bill Hoffman

Bill Hoffman's last day is this Friday, March 8. He has worked for Medway Library for over 15 years.

Motion to thank Bill Hoffman for his many years of dedicated service, from Outreach Librarian through Circulation Librarian, bringing his diligence, flair, and constant support to Medway patrons and the entire library community: CB1, ED2. passed unanimously

Margaret will distribute Bill's tasks among staff members (including her), similarly to what we did when he was out this summer. We will also need coverage (through current staff or else subs) for the 10 hours per week he's scheduled on the desk (including one Saturday per month). Margaret has found more willing subs from Holliston Library. One holds an MLS,

which is not required for this position but means she could provide trained Reference service while she's here. None of the subs would work more than a few hours weekly. Margaret would like to be able to offer MLS/MLIS holders more than the \$13.72 subs are paid currently.

Motion to authorize a differential up to and including \$5/hour for any sub with an MLS/MLIS: CB1, CM2. passed unanimously

Wendy explained that our Circulation Librarian position used to be 30 hours/week, but we bumped it up to 35 hours/week when we had layoffs then lost our Director then Acting Director. At that time, we also bumped Tech Services from 35 to 40 hours, to capture hours and expertise in our few remaining positions.

Different libraries structure the Circ Lib position differently, Margaret explained. Holliston's works 25 hours/week (5 hours/day, 5 days/week).

Discussion ensued as to whether we'd be better off cutting the Circulation Librarian's position to part-time/non-benefitted, and shifting the money (and Town's benefit cost) to fund a full-time Library Director position. We would still be looking for a budget increase to cover the net cost of whatever we determine should replace Bill's position. Finding a full-time Library Director would take longer than just replacing the Circulation Librarian. Margaret believes we'll do OK filling in with staff and subs for a while.

Motion: It is the Board's intent to modify our staffing to convert the part-time Director position and full-time Circulation Librarian position to a full-time Director position, and to allow the full-time Director to determine how to fill the Circulation Librarian position: CM1, CB2. passed unanimously

- Annual Town Election: Carol Brown is running, Bill Roberts is not.

H. Special Programs, Fundraising, Sponsorships

I. Adjournment; next meeting April 2

Motion to adjourn: ED1, CB2, passed unanimously. 9:04PM

Medway Public Library

Director's Report

March 3, 2013

Staff

Bill Hoffman announced his retirement. His last day will be March 8th. We would like to thank him for his many years of dedicated service to the library.

Another staff member will be out due to illness for several weeks. Three staff members from the Holliston Public Library have expressed interest in substituting at the Medway Public Library, and I am hoping to hire them soon.

Budget

MUNIS has been updated with the current FY14 budget figures. I have made a couple of edits to the accompanying text.

Programs

The adult/family program, It's Not about the Hike, was a huge success. Approximately 70 people attended. The audience loved it, and several people asked me if we offer similar programs regularly.

About 50 children and 15 adults had a wonderful time at the yarn doll workshop during February school vacation.

I gave a tour of the library, which included a scavenger hunt, to a group of Cub Scouts working on their "Books, books, books" achievement.

The Rye Straw workshop for adults and children from 6th grade up will be held on March 14th.

We will have a NASA Science4Girls and their Families program on March 20th, with a presenter from NOVA at WGBH, for Women's History Month. The Sisters in Crime author panel on writing mystery novels is coming up on March 26th.

David Brownell from the Medway Energy Committee contacted me to talk about a contribution of books on energy conservation, and possibly a presentation on a related topic. These will be greatly appreciated by our patrons.

Technology

Ryan Kennedy (Town IT Department) finished installing the patron computers upstairs and in the lounge. I discovered that the computer in the Cole Room did not have a wireless adapter, and requested one from Richard Boucher, since apparently the distance is too great for them to run Ethernet cable. They plan to add a wireless access point, since Internet access in the Cole Room is poor.

The computer/projector setup in the Cole Room is still having problems. The screen does not descend reliably unless the whole setup is turned on. Last week, Friends Co-Chair Diane Busa, Chris Monahan and I spent quite a while trying to figure out why the computer and the projector were not communicating. After a phone call with Richard Boucher and after some trial and error, power-cycling one of the boxes fixed the problem -- fortunately with several minutes to spare before a presentation to a group from the schools was due to commence. I am going to train the staff, who are understandably not yet very comfortable with providing patron support for the equipment, on its idiosyncrasies -- at least the ones I have encountered so far.

Building Maintenance

We have added signage alerting the patrons to presence of security cameras.

Statistics

Medway added 52 new patrons in January, more than did Holliston, Medfield, or Millis.

We are number 8 in the network in percent increase in circulation from FY11 to FY12, out of 35 public libraries. Only 11 libraries had an increase.

-Margaret Perkins

Budget Report

Account	Acct #	Start Balance	Expen. To Date	End Balance	% Spent
Salaries - Full Time	5110	\$82,173.00	\$57,178.78	\$24,994.22	69.58%
Salaries - Part	5111	\$70,845.00	\$55,232.08	\$15,612.92	77.96%

Time

Longevity	5150	\$1,350.00	\$1,350.00	\$0.00	100.00%
Electricity	5211	\$19,956.00	\$12,040.01	\$7,915.99	60.33%
Heating Fuel	5212	\$7,900.00	\$3,582.13	\$4,317.87	45.34%
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	\$7,577.95	(\$2,166.95)	140.05%
Telephone	5341	\$1,300.00	\$713.59	\$586.41	54.89%
Supplies	5400	\$1,600.00	\$1,764.32	(\$164.32)	110.27%
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)	
TOTAL - GENERAL FUND		\$216,618.00	\$163,987.39	\$52,630.61	75.70%

TM: Books and Materials	5521	\$20,000.00	\$14,207.73	\$5,792.27	71.04%
TM: Library Initiatives	5200	\$23,150.00	\$4,856.66	\$18,293.34	20.98%

		Start Balance	Expen. To Date	Income to Date	Account Bal
Memorial Donations	5400	\$18,389.74	\$10,154.13	\$1,466.36	\$9,701.97
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	\$450.23	\$1,073.26	\$1,429.64
Copier & Printer Rev. Fund	024- 610- 722- 4840	\$3,766.28	\$726.00	\$975.25	\$4,015.53
Meeting Room Rev. Fund	024- 610- 723-	\$2,242.20	\$496.44	\$195.00	\$1,940.76

	4840				
Free Public Library	2017	\$9,070.35	\$6,984.89	\$5,011.53	\$7,096.99
TOTAL - OTHER FUNDS		\$178,038.91	\$18,811.69	\$8,890.08	\$168,117.30