

**Board of Library Trustees Meeting
February 3, 2011**

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:

Lu Sutherland, Medway Friends's Treasurer
Paul Marble, ex-fincom,
Julie Balise, Milford Daily news
Rondi Chapman, Fincom member responsible for the library budget
Cindy Dobrzynski, Chair, Franklin Library Board of Directors
Monique Doyle, member, Franklin Library Board of Directors

Minutes:

- A. Approval of agenda (available online through Trustees link)
- B. Secretary's Report (December & January)

Motion to approve the December minutes as amended. 4-0-2, Bill and Chuck abstained because they weren't there.

Motion to approve the January minutes as amended, 5-0-1, Chuck wasn't there.

- C. Citizens Speak

The Citizens Speak turned into a discussion of last month's decision to not renew the Inter-municipal Agreement with Franklin.

Cindy said she was astounded by the vote. She re-iterated that given the increasing unsustainability of Municipal services, that it was important to be foreword looking and look to regionalization. She felt that the Trustees had sabotaged the effort.

Monique Doyle agreed with Cindy. She said further that she had been surprised that the December meeting had turned into a job evaluation which wasn't on the agenda. She said that the December meeting was but one example of many vitriolic Trustee meetings she had attended.

MaryAnn responded that she had expected that regionalization would improve the Medway Library. She has not seen any benefit from it. She said we could better serve the community by using money as proposed at the January Trustee meeting.

Carol said she felt Medway had gotten what it'd paid for but the question now was whether we should continue with the Agreement

Paul (citizen) said that regionalization was coming but that the state hadn't moved forward. There are no grants or other incentives now. This could change in the future.

Ed questioned whether Medway was a good fit with Franklin and questioned what were the respective benefits for the 2 towns. He reiterated that he feels that Medway needs a full time Director.

There was a question what "Plan B" was if the request to fund a full time Director was turned down. The answer is that we would operate with a part time Acting Director as was the plan before the Regionalization attempt.

Carol said the regionalization effort had been approached backwards, starting with the director rather than working for a complete solution.

There was a question of who Felicia reported to. The agreement says to Franklin's town administrator only, not the Trustees.

Paul said that speaking as a citizen, he thought it was a bad idea to have an employee who didn't report to anyone in Medway.

There is unspent money in the Regionalization Budget. Some was rolled over from last year and this year's appropriation will not be fully spent. The left over money will be something like \$15,000. This money does not automatically revert to the general fund.

D. Budget Report

Rondi, our Fincom liason, would like our FY12 budget request via a spreadsheet. Evidently they only get it on paper. Wendy will provide.

E. Director's Report

Felicia is on vacation and will then be working on the Facilities Use Policy draft we need for discussion at our March meeting.

F. Old Business

G. New Business

- The Trustees will be presenting their opinions to the Selectmen at the Monday (Feb7) BOS meeting. Wendy will meet on Wednesday (Feb9) with the FinCom. She passed out a [page](#) with bullet points summarizing the justification for not renewing the inter-municipal plan, and the one-page budget impact summary from our approved budget narrative.

Rondi, our Fincom liason, suggested an abbreviated spreadsheet to highlight what we were proposing as well.

In response to the question of what impact adding the director's salary to the municipal budget (and thus it would come into play in the calculation for how much we must spend on materials), we spent \$24,000 on materials this year, paid for by donations. The required increase would be manageable. On the order of a couple thousand dollars.

Ed suggested that we make it clear that we did not need the agreement with Franklin to regain certification. We have a part-time employee with an MLS who would have become our Acting Director. Similarly we do not need the agreement to maintain certification, even if the proposal to hire a fulltime director doesn't fly.

There was a question of what our plan moving forward is. We're requesting that the money paid to Franklin for regionalization be repurposed into a full time (40hr) Library Director.

Ed pointed out that currently, since Margaret and Felicia's time overlaps, the library operates without supervision much of the time. This would not be the case with a 40hr director.

- [Annual Town Meeting warrant articles](#) (due Feb 11 1pm)

Motion to approve the warrant articles. MAC1, WLR2, passed unanimously

- Policy regarding lack-of-staff closing versus Tuchinsky hours/subs cost

Three subs have been trained. However we were expecting to use the regionalization money to pay for them. Since we voted not to renew the InterMunicipal Agreement with Franklin, that money is not available.

It would be nice to have the subs available for those times when a staff person is sick and the library would otherwise have to close. Should we dip into the Tuchinsky interest to pay for the subs in those conditions? The amount per year would be slight, on the order of \$400.

Motion. Authorize the use of Tuchinsky interest money to pay for external substitutes on those conditions when the Library would otherwise need to close. The annual total not to exceed \$500. ED1, CB2, passed unanimously

- Policy regarding non-profit fundraisers in Library

Wendy told a Girl Scout troop that it would be alright for them discretely sell Girl Scout cookies during the upcoming booksale. This is in contravention of our policy. We don't allow non profit groups to sell things at the library fundraisers (with the exception of the Medway Friends of course). The Girl Scouts hadn't known this and it was too late for them to change there plans.

Motion: Pending a review of the the policy, Wendy may make exceptions to the rule for groups such as the Girl Scouts as she sees fit. CB1, MAC2. passed unanimously

- Annual Report (due Mar 4)
- Nomination papers are now available for the Annual Town Election

H. Fundraising

- I. Adjournment, 10:10. ED1, MAC2 passed unanimously; Next meetings: Mon Feb 7 w/BOS Town Hall 7pm, Weds Feb 9 w/FinCom Town Hall 9pm, Tues Mar 1 Library 7pm

Motion to adjourn (10:10), MAC1, ED2, passed unanimously

Account	Acct #	Start Balance	Expen. To Date	End Balance	% Spent
Salaries - Full Time	5110	\$78,926.00	\$45,884.21	\$33,041.79	58.14%
Salaries - Part Time	5111	\$65,236.00	\$37,117.03	\$28,118.97	56.90%

Longevity	5150	\$850.00	\$850.00	\$0.00	100.00%
Electricity	5211	\$16,756.00	\$8,756.41	\$7,999.59	52.26%
Heating Fuel	5212	\$8,543.00	\$2,930.94	\$5,612.06	34.31%
Trash	5232	\$1,800.00	\$817.09	\$982.91	45.39%
Water & Sewer	5231	\$400.00	\$410.75	(\$10.75)	102.69%
R & M Miscellaneous	5240	\$1,562.00	\$2,717.00	(\$1,155.00)	173.94%
Telephone	5341	\$1,150.00	\$869.74	\$280.26	75.63%
Supplies	5400	\$10,001.00	\$836.81	\$9,164.19	8.37%
Postage	5343	\$264.00	\$264.00	\$0.00	100.00%
OPS - (Minuteman bill)	5380	\$22,664.00	\$22,667.00	(\$3.00)	100.01%
Media	5427	\$1.00			
Books	5521	\$1.00			
Travel	5710	\$1.00			
TOTAL - GENERAL FUND		\$208,155.00	\$124,120.98	\$84,034.02	59.63%

		Start Balance	Expen. To Date	Income to Date	Account Bal
Memorial Donations	5400	\$23,244.12	\$20,581.73	\$16,099.11	\$18,761.50
Tuchinsky Fund Interest		\$39,447.11	\$1,746.94		\$37,700.17
Tuchinsky Fund Principal		\$102,869.11		\$234.76	\$103,103.87
Library Restitution Fund	024-610-706-4773	\$13,195.47	\$1,494.23	\$933.00	\$12,634.24
Copier & Printer Rev. Fund	024-610-722-4840	\$2,399.74	\$360.00	\$562.58	\$2,602.32
Meeting Room Rev. Fund	024-610-723-4840	\$1,574.18		\$260.00	\$1,834.18
Free Public Library	2017	\$3,500.63	\$1,419.39	\$4,321.00	\$6,402.24
TOTAL - OTHER FUNDS		\$186,230.36	\$25,602.29	\$22,410.45	\$183,038.52

Draft ATM11 articles (this is the approved ATM10 wording):

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 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 \$1000.

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 \$500.

Or to act in any manner relating thereto.

BOARD OF LIBRARY TRUSTEES

Wendy's Summary for the Selectmen

SELECTMEN'S EXPECTED BENEFITS OF REGIONALIZING WITH FRANKLIN LIBRARY

(as cited in March 2009 when talks started)

- Franklin Director's expertise (\$37,000 for 14hr/wk)

- Library cleaning (\$16.50/hr, 6hr/wk) and maintenance on a fee-for-service basis by Franklin up to \$11,000

- These services would be paid for out of Medway's Operating Budget

- Franklin would serve Medway residents during our decertification

- Hope of future monetary savings from regionalization
- Hope of receiving credit and grants for being an early adopter of regionalization

TRUSTEE CONCLUSIONS REGARDING BENEFITS OF REGIONALIZING WITH FRANKLIN

(as cited in January 2011 Library Trustees meeting)

The dollars being spent are not commensurate with what could be accomplished under a more effective set of guidelines

- The Library needs a full time MLS-degreed administrator.

This does not need to be an \$82,000/year (plus benefits) person

- Franklin's cleaning costs \$5150/yr and there are deficiencies

- Medway can now provide Library maintenance without having to pay Franklin

- We are recertified. All libraries serve our patrons

- Libraries are already regionalized in most areas (e.g. interlibrary loan, IT centers, regional buying cooperatives)

- The State has offered no incentives for regionalization

Medway Public Library	

Budget
Comparison: FY12
budget proposal
versus cost if we
continue Franklin
IMA

Expense	FY11	FY12 Proposed	FY2012 if IMA	FY12 Difference	Impact Description
14hr Library Director Shared w/Franklin	\$37,000	\$0	\$37,000	(\$37,000)	Eliminated in proposal
19hr Assistant Director	\$27,681	\$0	\$27,575	(\$27,575)	Converted in proposal
40hr Library Director	\$0	\$58,000	\$0	\$58,000	Added in proposal
Cleaning through Franklin	\$5,148	\$0	\$5,148	(\$5,148)	Eliminated in proposal
Cleaning service	\$0	\$8,000	\$0	\$8,000	Added in proposal
Maintenance through Franklin	\$5,852	\$0	\$5,852	(\$5,852)	Eliminated in proposal
	\$75,681	\$66,000	\$75,575	(\$9,575)	

Even with the added cost of health insurance for the Full Time Library Director, we save money without the IMA.

