

**Board of Library Trustees Meeting  
June 7, 2011**

**7:00 p.m.**

[Medway Public Library](#)

**Attendees:**

Trustees:

Carol Brown  
MaryAnn Cabibbo  
Ed Duggan  
Chris Monahan  
William Roberts  
Wendy Rowe

Citizens:

Margaret Perkins, Assistant to the Director

**Minutes:**

Margaret called the meeting to order at 7:05 and took nominations for chair:  
Motion to nominate Wendy as Chair, MAC1, ED2. As there were no other nominations, Margaret brought it to a vote and Wendy was elected unanimously.

Wendy took over and asked for nominations for Secretary.  
Motion to nominate Bill as Secretary: MAC1, CB2. Again as there were no other nominations, Bill found himself elected unanimously,

Lastly Wendy asked for nominations for vice-chair:  
Motion to nominate Carol Brown as Vice Chair, MAC1, BR2. With no further nominations Carol was elected by universal acclamation

So the Trustee officers are:

Wendy Rowe, chair,  
Carol Brown, vice-chair  
Bill Roberts, secretary

Wendy's first act after all that was to welcome Chris, our newly elected Trustee.

A. Approval of agenda

Motion to approve the agenda. (MAC1, BR2) passed unanimously

B. Secretary's Report (Feb 7 w/BOS; April, May)

Motion to approve the Secretary's reports for April and May: (MAC1, CB2), passed 5-0-1, Bill abstained as he missed one of the meetings and most of the other.

C. Citizens Speak

D. [Budget Report](#)

We're on target to zero out our budget lines

The union approved the contract

E. Director's Report

Wendy will remove the website stuff mentioning Franklin after June 30.

The Southwick's Zoo tickets bought by the Friends are selling well.

We have the school summer reading list

Have a new bar code reader. This is for materials circulating to other libraries, it does away with the need for transit slips. We need to get bar codes on the outside of the materials, but can do it gradually.

We have mice again, one with possible criminal intent as it likely set off the burglar alarm. Franklin was called about this.

Cocoa matts are being purchased with this year's money.

Air conditioning repairs are in abeyance, we're waiting to hear status from the DPS. 2 units aren't working.

Wendy relayed thanks from Felicia to the Board.

2 interns from Simmons will be with us for the summer. 1 will work on children's programming such as 4-H, stories, etc. Lorie has ideas. The other will work on the archival management of recent documents (not what's in the historic room). They will each work 10 hours a week, without pay. When Margaret is not around, Katherine and Lorie will watch out for them.

The Friends are eager to get more involved. Ed attended their meeting and encouraged them to come and talk.

#### F. Old Business

- IMA phaseout: educating the public, handling the transition
- Museum Passes coming online; Friends selling discount Southwick Tickets
- Facilities Use Policy

Deferred

#### G. New Business

- Discussion & vote required regarding Trustees position on BOS-sponsored Special Town Meeting (Mon June 13) article to fund Library self-checkout using transfer from unused Regionalization funds

There is a Special Town Meeting warrant to make some of the money from the Municipal Agreement available to acquire a self-checkout station.

It would be put in the children's disused checkout area.

It would not be coupled with self-serve access to one's reserved materials, these will remain behind the desk for the time being.

Ed questioned how much staff time it would save, he felt it would come nowhere near replacing a person.

Motion to support Article 4 of the Special Town meeting (the self checkout transfer) (CB1, CM2) passed unanimously

- Need for a meeting with the Selectmen

Fincom opposed the Town Meeting library warrant article which would have started the process to change the town charter primarily because they felt that the Library Trustees and the Selectmen had not met and discussed it

Wendy felt we needed to talk to them.

MaryAnn questioned what it would accomplish.

Ed thought it should be a special round table meeting, not part of a regular Selectmen's meeting.

Carol said that the agenda of the meeting should be Library Planning.

Wendy will start the process of arranging such a meeting, perhaps in July.

- Looking Ahead:

- Are our hours open the best we can do with our FY12 staffing levels?

Margaret presented her thoughts on increasing hours.

It can't be managed with a 2 person schedule. Any sensible additional hours will require that the staff take a lunch or dinner break and so 3 are needed. 4 if we have a story hour or other event.

If we are open 4 extra hours, we get an additional \$1400 in state aid (as things stand), being open 8 extra hours would get us our full state aid (\$2800 more).

Extending the hours into the evenings is easier and would also make the meeting rooms more attractive. However 8-9pm is traditionally one of the lightest usage times. Mornings would be better for the patrons.

Any additional hours should be consistent so as to be easy to remember.

The suggestion is to add additional part time library assistant time. The added cost, after subtracting the increased State Aid from the added salary cost, would be roughly \$2500 for 4 additional hours, \$5000 for 8 hours. This would be paid for by using more of the Tuchinsky interest for materials thus freeing up the Town's money to pay the additional staff time.

The Trustees all felt that this was worth pursuing

Motion: To open an additional 4 hours a week by taking up to \$2500 from the Tuchinsky interest to allow us to pay for additional library assistant hours from the Municipal Appropriation. (MAC1,

WLR2). After some discussion, it seemed a reasonable thing to table the motion till July to give Margaret more time to come up with a detailed plan.

Motion to table above (CB1, MAC2): 5-1, Ed opposed, feeling that we ought to approve it now.

- How could we encourage more stakeholding in the the Young Adult Room?

Deferred

- How could we increase programs using volunteers?

Deferred

#### H. Fundraising

- How could we encourage legacies (estate planning)?

Deferred

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

Motion to adjourn (8:15PM) (MAC1, CB2), passed unanimously

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### Budget Report

Account	Acct #	Start Balance	Expen. To Date	End Balance	% Spent
Salaries - Full Time	5110	\$78,926.00	\$70,116.55	\$8,809.45	88.84%
Salaries - Part Time	5111	\$65,236.00	\$57,758.22	\$7,477.78	88.54%
Longevity	5150	\$850.00	\$850.00	\$0.00	100.00%
Electricity	5211	\$16,756.00	\$12,250.97	\$4,505.03	73.11%
Heating Fuel	5212	\$8,543.00	\$7,708.75	\$834.25	90.23%
Trash	5232	\$1,800.00	\$1,677.75	\$122.25	93.21%
Water & Sewer	5231	\$400.00	\$705.95	(\$305.95)	176.49%
R & M Miscellaneous	5240	\$1,562.00	\$7,632.65	(\$6,070.65)	488.65%
Telephone	5341	\$1,150.00	\$1,096.10	\$53.90	95.31%
Supplies	5400	\$10,001.00	\$1,616.29	\$8,384.71	16.16%
Postage	5343	\$264.00	\$264.00	\$0.00	100.00%
OPS - (Minuteman	5380	\$22,664.00	\$22,667.00	(\$3.00)	100.01%

bill)

Media	5427	\$1.00
Books	5521	\$1.00
Travel	5710	\$1.00

<b>TOTAL - GENERAL FUND</b>	\$208,155.00	\$184,344.23	\$23,810.77	88.56%
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		Start Balance	Expen. To Date	Income to Date	Account Bal
Memorial Donations	5400	\$23,244.12	\$30,727.20	\$16,372.62	\$8,889.54
Tuchinsky Fund Interest		\$39,447.11	\$1,746.94	\$1,127.69	\$38,827.86
Tuchinsky Fund Principal		\$102,869.11			\$102,869.11
Library Restitution Fund	024- 610- 706- 4773	\$13,195.47	\$3,304.36	\$1,148.64	\$11,039.75
Copier & Printer Rev. Fund	024- 610- 722- 4840	\$2,399.74	\$366.95	\$936.08	\$2,968.87
Meeting Room Rev. Fund	024- 610- 723- 4840	\$1,574.18		\$540.00	\$2,114.18
Free Public Library	2017	\$3,500.63	\$3,418.34	\$8,642.23	\$8,724.52
<b>TOTAL - OTHER FUNDS</b>		\$186,230.36	\$39,563.79	\$28,767.26	\$175,433.83

\* received credit  
from EBSCO of  
\$220.58