

**Board of Library Trustees Meeting
May 1, 2012**

7:00 p.m.

[Medway Public Library](#)

Attendees:

Trustees:

Carol Brown, Vice-chair
Ed Duggan
Chris Monahan
Wendy Rowe, Chair

Citizens:

A. Approval of Agenda

Motion to approve the agenda: (CB1, CM2) passed unanimously.

B. Secretary's Report

Motion to approve the Secretary's report: (CM1, CB2) passed unanimously.

C. Citizens Speak

Wendy heard from a citizen distressed that there were "No Parking" signs in front of the Library during a large funeral (one of the largest ever in Medway, per the citizen) recently, with old people straggling up the hill from their on-street parking. The signs were not the Library's doing, and apparently there was some confusion as to what had been discussed. Someone from the church had called Margaret asking if we'd be open during the large funeral service, Margaret said yes, and the church contact said then they wouldn't park there; grapevine rendered that as the Library having told the church not to use the parking lot. The Trustees directed Wendy to talk with the Community Church pastor.

D. [Budget Report](#)

We received notification that the second half of our State Aid is on the way and is the expected amount (\$4314.37).

E. [Director's Report](#)

The Trustees were unanimous in their endorsement of Margaret's having a position on the Minuteman Board of Directors.

Margaret missed information about an IT training because she does not get invited to the Department Head meetings. She should attend the meetings, since she is a Department Head.

Wendy pointed out that the very popular astronomy program was Margaret's suggestion when Wendy asked for Cultural Council grant application ideas.

Consensus was that if the Town isn't interested in doing CORI checks on existing employees, we don't need to push for it.

F. Old Business

o Medway 2020

The new room has been patched and painted, and is already being used for meetings (two Cole Room folding tables with chairs). Wendy proposed taking the four best folding tables and using them in that room with conference room chairs plus others, rather than moving the existing conference room table as planned. If we choose this option, we'd retire the existing conference room table and would buy lightweight sturdy plastic folding tables (like the ones at the Senior Center) to replace the heavy folding tables when we need more. The Trustees favored the more configurable option of using multiple tables in the new room.

Wendy got quotes for carpet cleaning. Trustees directed her to include the lower level lobby along with the stairs and meeting rooms. Revolving funds will pay for the meeting room work.

Trustees have heard of some staff concerns re supervision of patrons when we have more use of more meeting rooms. Wendy will check with BOS Chairman John Foresto regarding our request for a more extensive security camera setup.

There is interest in allowing more community use of the Story Room. Margaret discussed it with staff, and the concern is that nothing prevents people from using the Library's craft supplies in the open cabinets and drawers. The Trustees directed Wendy to pursue using Revolving funds to

have lockable cabinet doors installed so we can allow more use of that room by community groups.

There has been some interest in borrowing our folding tables for community events. Margaret suggested we barcode some and let people check them out. The Trustees agreed that would be a reasonable solution.

Two sections of shelving have been moved from the basement to the YA room, and two more are on order.

Chris noticed that a meeting (adults and younger) was apparently taking place in the YA room. He felt like he was intruding when he went into the room, so he suspects YAs might feel the same. He asked whether the staff could suggest they use a meeting room instead. Wendy will let Margaret know about the issue.

Margaret would like to get a train table (donated) for the Library. Trustees liked the idea, as long as it won't be too noisy.

Margaret also suggested getting a local company to install and maintain a donated fishtank in the Library. Trustees liked the idea.

- Medway 300

Ed met with Medway 300's Carole Bernstein. They have ideas, but not a lot of concrete plans yet. He will give her the list of the events we proposed (in our Medway 2020 Initiatives) for Medway 300.

- Annual Town Election May 22

Library Trustee candidates (for 2 slots): Ed Duggan, Diane Burkhardt

- Program Registration Policy

Draft proposal deferred until next meeting.

G. New Business

- Annual Town Meeting May 14: Library articles

Library articles: 1 (Operating), 3 (Capital), 4 (IT), 18 (Revolving Accounts), and 20 (Appropriation: Books & Materials).

Article 1 is the "regular" budget; amounts aren't listed in the posted warrant, but from what we've been told our proposal is for level funding with contractual obligated salary increases.

Article 3 has the money for our proposed furnishings and equipment to complete the "repurposing" of rooms downstairs. This includes turning the existing Conference Room into a lounge and the old Periodicals Backfile room into a Conference / Quiet Study room with wired internet computer access as well as wireless.

Article 4 has the money for our replacement computers (10, if they all made the cut); these will enable us to upgrade some and add a couple upstairs and downstairs.

The fax machine is not mentioned in their Article 18, even though it was in our submission this year. We should check before ATM to have FinCom add the wording.

The Board has serious reservations about Article 20, given that we've heard that Suzanne said it's separate from our regular budget and hence won't count as part of our MAR. Trustees think the MBLC will count it as part of our municipal appropriation. The other special appropriations are capital, so they won't count towards the MAR. Margaret, who also has concerns, said earlier that she would send the article wording to MBLC State Aid Specialist Dianne Carty so we'll have the definitive answer before ATM. Even if it counts and raises our MAR, losing it next year would mean we'd need a waiver but shouldn't jeopardize our certification.

We should make sure Library supporters know they should come to ATM to support our articles.

Trustees feel strongly that the Library should be on the list of places the Constables place Town Meeting warrants. Ed got a printout and brought it to the Library.

H. Fundraising & Program Sponsorship

I. Adjournment; next meeting June 5

Motion to adjourn, (8:29PM), ED1, CM2, passed unanimously.

Director's Report

Medway Public Library

Director's Report

April 27, 2011

Building Maintenance

The cable equipment has been installed in the Cole Room, including a ceiling-mounted projector, a new screen, a blu-ray player, and high quality speakers. Thanks to Bob O'Neill of Medway Cable Access for all the time he spent working on this.

We are having additional shelving installed in the YA room. After I finish weeding, we will move the graphic novels, and interfile the paperback fiction to make it easier to browse.

The Men's room upstairs has continuing plumbing problems. Bobby McGee has contacted a plumber to evaluate the situation to see if we need a new toilet, but the plumber has not yet checked it out.

Programming

Kevin Manning's astronomy program was a huge success, with 53 attendees and lots of positive feedback. Thanks to David Brownell for bringing his telescope and sharing his knowledge of the night sky, and to Co-President of the Friends, Diane Busa, and her family for all their work with the video equipment. Most of the attendees stayed after the presentation until about 9:30, viewing planets and stars through Kevin's and David's telescopes. Thanks to the Medway Cultural Council and to the Friends for funding this program.

The Friends and Tammy Page took a number of pictures around the library for Library Snapshot Day. Tammy Page is working on getting a few remaining photography releases, and uploading the pictures to the MLS site.

April is National Poetry Month. Several patrons have submitted poems, which are on display near the magazines.

Once again, Pat Gipps offered to hold an additional Paws to Read session on a Saturday during April. The program remains very popular, with a long waiting list.

Amy Kaufman will offer a baby and toddler program of stories, fingerplays and songs accompanied by mountain dulcimer from July 13th - August 24th.

A patron has offered to lead a new adult book group, open to all, which will meet at the library beginning June 18th.

Meetings

Leslie McDonnell, Holliston's director and current past President of the Minuteman Board of Directors, nominated me for a term on that Board. Only one other small library

(Millis) will be represented on the Board, and often the priorities of small libraries are very different from those of larger libraries. I am interested in joining the Board, because I think it would be helpful for Medway to have a greater voice in the financial and other decisions made by the Board of Directors, and Medway has not been represented for many years. There are about 10 meetings per year.

I attended the Membership meeting of Minuteman Library Network library directors on April 25th. A new Collection Development policy for downloadable books was approved, and it was voted not to ban any particular subject category of downloadable books. A subcommittee is currently working with the Overdrive Committee to develop collection development procedures.

Museum Passes

We have purchased passes to the Garden in the Woods, thanks to a generous donation from the Charles River Bank. I also renewed the library's membership to the Museum of Science and the Boston Children's Museum.

Staff

Part-time staff will be working additional hours in order to cover an expected nine week absence of another staff member, due to surgery.

Training will be held in the near future for a new web-based timesheet system to which the Town is switching. I will meet with Richard Boucher to learn about the new system on May 4th.

Other

I am now entering all invoices directly into MUNIS. A MUNIS report, the Invoice Entry Proof list, replaces the warrant spreadsheets.

I ordered a replacement receipt printer to replace the broken one. Until it arrives in a few days, the self-checkout is out of commission.

Gary Berset, of RE/MAX, donated to the library \$250 of his commission on the sale of a home. Gary's continued support of the library is greatly appreciated.

-Margaret Perkins

Budget Report

Account	Acct #	Start Balance	Expen. To Date	End Balance	% Spent
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Salaries - Full Time	5110	\$78,624.00	\$68,005.11	\$10,618.89	86.49%
Salaries - Part Time	5111	\$66,692.00	\$59,560.83	\$7,131.17	89.31%
Longevity	5150	\$850.00	\$850.00	\$0.00	100.00%
Electricity	5211	\$21,500.00	\$11,618.48	\$9,881.52	54.04%
Heating Fuel	5212	\$7,900.00	\$4,184.09	\$3,715.91	52.96%
Trash	5232	\$1,683.00	\$1,671.32	\$11.68	99.31%
Water & Sewer	5231	\$863.00	\$305.85	\$557.15	35.44%
Emergency Transfer		\$17,640.00	\$17,640.00	\$0.00	100.00%
R & M Miscellaneous	5240	\$5,784.00	\$7,176.53	(\$1,392.53)	124.08%
Telephone	5341	\$1,500.00	\$909.07	\$590.93	60.60%
Supplies	5400	\$1,600.00	\$2,107.44	(\$507.44)	131.72%
Postage	5343	\$264.00	\$308.00	(\$44.00)	116.67%
OPS - (Minuteman bill)	5380	\$22,707.00	\$22,851.00	(\$144.00)	100.63%
Media	5427			\$0.00	
Books	5521			\$0.00	
Travel	5710		\$221.09	(\$221.09)	
TOTAL - GENERAL FUND		\$227,607.00	\$197,408.81	\$30,198.19	86.73%
Retroactive salaries		\$9,483.00			

		Start Balance	Expen. To Date	Income to Date	Account Bal
Memorial Donations	5400	\$9,836.82	\$30,621.03	\$22,316.55	\$1,532.34
Tuchinsky Fund Interest		\$40,610.32	\$109.76	\$193.47	\$40,694.03
Tuchinsky Fund Principal		\$102,869.11			\$102,869.11
Library Restitution Fund	024-610-706-4773	\$10,389.75	\$6,468.28	\$911.38	\$4,832.85
Copier & Printer Rev. Fund	024-610-722-4840	\$2,958.53	\$350.90	\$918.10	\$3,525.73
Meeting Room Rev. Fund	024-610-723-4840	\$2,114.18		\$350.00	\$2,464.18
Free Public Library	2017	\$8,724.52	\$7,212.80	\$4,314.36	\$5,826.08
TOTAL - OTHER FUNDS		\$177,503.23	\$44,762.77	\$29,003.86	\$161,744.32

**Automated
Checkout**

\$4,000.00