

Medway Library Board of Trustees
Meeting Minutes
December 20, 2023 6:30 p.m.

Members Present: Nutan Mathew, Greg Peveril-Conti, John Smith (connection dropped and could not rejoin), Lisa Sheehan, Julie MacEvoy

Members Absent: None

Others Present: 3 Medway Citizens

1. Call to order: 6:35

2. Budget Review

- a. The Trustees moved to require the director to provide details and rationale for new positions or the reclassification of existing ones, approved unanimously.
- b. The Trustees moved to roll postage into supplies, approved unanimously.
- c. The Trustees moved to require the director to provide details and rationale for the line item related to OPS (planning and technology), approved unanimously.
- d. The Trustees moved to require the director to provide details and rationale for the line item related to Media Materials, approved unanimously.
- e. The Trustees moved to require the director to provide details (including summary level data) and rationale for the line item related to Books and Periodicals, approved unanimously.
- f. The Trustees moved to require the director to provide details on outside funding for the library, including any requirements or restrictions on that funding, approved unanimously.

Departmental Goals

- The Trustees moved to require the director to complete the goals assignment and provide it to the Trustees prior to the 1/9/2024 meeting.

It was subsequently agreed that the required details and rationale related to the motions listed above be provided in writing and reviewed orally.

Actions

- The chair of the Trustees will contact the town manager to determine the impact of submitting the library budget and departmental goals late.
- The chair of the Trustees will also request details on when department heads were notified of the goals requirement of the budget process.

3. Adjournment: 7:35