Attendees:

Trustees:

Carol Brown
MaryAnn Cabibbo, Vice Chair
Ed Duggan
William Roberts, Secretary
Wendy Rowe, Chair

Others:

Cindy Dobrzynski, Chair, Franklin Library Board of Directors
Felicia Oti, Acting Director
Margaret Perkins, Assistant to Director

Minutes:

A. Approval of agenda

Motion to approve the agenda: WLR1, MAC2. Passed unanimously

B. Secretary's report (October 6)

Secretary's report arrived late. Motion to defer approval of the Oct. 6 report: CB1, MAC2. Passed unanimously

C. Citizens Speak

D. Budget Report

  o Trustees review bills

    The Trustees reviewed and signed the bills
o FY10 Budget - Felicia

Felicia has started working on it and will have more to discuss next meeting. We haven't received anything from the town yet, but it's early days still.

There will be a staff meeting next Monday, there hasn't been one for a while.

E. Assistant to the Director's Report - Margaret

Haven't received a reconciliation report from the town yet.

The weeding has progressed to Children's Science.

The Overdrive audio book offering has been slow on the uptake. Only 75 have been checked out network wide. Ed said he thought there could be better publicity.

Vacation and sick days are listed on pay stubs now. This is progress, but the numbers are inaccurate. Margaret will pursue.

F. Regionalization Report

  o Status meeting 10/9 with Felicia, Cindy, Wendy & Jeff

    (Bi-weekly followup meetings in progress with Felicia, Cindy & Wendy)

  o Interim Director's report - Felicia

  o SWOT analysis feedback - Felicia

  o Survey - Felicia

    She handed out a draft and would like the Trustees to fill it out and provide feedback by Friday.

    The survey will be available for the taking online, at the library, senior center and such places around town. It'll be sent to the schools too.

    There was the suggestion of putting it on one of the library's public computers.

  o Trustees brainstorming assignment:

    Tell us your best ideas for what Regionalization could do for Medway. Be creative. What would be in your ideal setup?
Wendy would really like ideas. She said she was tired of always looking at problems.

Ed said he thought a Book Mobile for the seniors would be a good thing.

G. Trustee Chair's Report - Wendy

H. Old Business
   o Certification status?
     Paperwork submitted early; awaiting MBLC vote (next meeting Dec 3)
   o Chuck Rockwood apologizes for schedule conflicts
     His class is almost over and he'll be able to attend in January

I. New Business
   o Thanksgiving, Christmas, New Year hours/closings
     Pre holiday hours will be 10-2. There was some worry about changing the opening time. Patrons might not notice. But nobody comes in the late afternoon before a holiday.
     Motion to set pre-holiday hours for the Wednesday before Thanksgiving (11/25), the Thursday before Christmas (12/24) and the Thursday before New Years (12/31) to be 10AM to 2PM: MAC1, ED2. Passed unanimously
   o Someone to empty bookdrop weekend after Thanksgiving (not Wendy, away)
   o Revisit Self-Checkout machine - there is now more data from local libraries using them, all of it positive. Franklin has one and likes it.
     Minuteman would provide the machine. It would cost around $3000 initially, then there would be a $200 annual maintenance fee.

J. Fundraising

K. Next Meeting Dec 1 2009

Motion to adjourn (8:25), CB1, MAC2, passed unanimously

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