

**Board of Library Trustees Meeting  
November 3, 2009**

**7:00 p.m.**

[Medway Public Library](#)

**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](#)

- Trustees review bills

The Trustees reviewed and signed the bills

- 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

- Status meeting 10/9 with Felicia, Cindy, Wendy & Jeff  
(Bi-weekly followup meetings in progress with Felicia, Cindy & Wendy)
- Interim Director's report - Felicia
- SWOT analysis feedback - Felicia
- 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.

- 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

- Certification status?

Paperwork submitted early; awaiting MBLC vote (next meeting Dec 3)

- Chuck Rockwood apologizes for schedule conflicts

His class is almost over and he'll be able to attend in January

I. New Business

- 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

- Someone to empty bookdrop weekend after Thanksgiving (not Wendy, away)
- 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

Account	Acct #	Start Balance	Expen. To Date	End Balance	% Spent
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Salaries - Full Time	5110	\$78,926.00	\$25,058.88	\$53,867.12	31.75%
Salaries - Part Time	5111	\$64,565.00	\$19,686.33	\$44,878.67	30.49%
Longevity	5150	\$600.00	\$850.00	(\$250.00)	141.67%
Electricity	5211	\$17,173.00	\$5,452.04	\$11,720.96	31.75%
Heating Fuel	5212	\$8,222.00	\$213.87	\$8,008.13	2.60%
Trash/Water & Sewer	5232/5231		\$978.29		
R & M Miscellaneous	5240	\$11,962.00	\$4,232.88	\$7,729.12	35.39%
Telephone	5341	\$1,150.00	\$266.15	\$883.85	23.14%
Supplies & Postage	5400/5343	\$252.00	\$158.95	\$93.05	63.08%
OPS - (Minuteman bill)	5380	\$19,892.00	\$19,831.39	\$60.61	99.70%
<b>TOTAL - GENERAL FUND</b>		\$202,742.00	\$76,728.78	\$126,013.22	37.85%

		Start Balance	Expen. To Date	Income to Date	Account Bal
Memorial Donations	5400	\$49,683.38	\$11,386.35	\$767.81	\$39,064.84
Tuchinsky Fund Interest		\$29,719.68	\$1,530.33		\$28,189.35
Tuchinsky Fund Principal		\$133,780.39		\$272.14	\$134,052.53
Library Restitution Fund	024-610-706-4773	\$12,809.69	\$23.42	\$458.54	\$13,244.81
Copier & Printer Rev. Fund	024-610-722-4840	\$1,413.49		\$267.15	\$1,680.64
Meeting Room Rev. Fund	024-610-723-4840	\$964.18		\$160.00	\$1,124.18
Free Public Library	2017	\$0.00			\$0.00
<b>TOTAL - OTHER FUNDS</b>		\$228,370.81	\$12,940.10	\$1,925.64	\$217,356.35