

**Board of Library Trustees Meeting
December 1, 2009**

7:00 p.m.

[Medway Public Library](#)

Attendees:

Trustees:

Carol Brown
MaryAnn Cabibbo, Vice Chair
Ed Duggan
William Roberts, Secretary --- left at 7:35
Wendy Rowe, Chair

Others:

Felicia Oti, Acting Director
Margaret Perkins, Assistant to Director

Minutes:

A. Approval of agenda

Motion to approve agenda: WLR1, MAC2 --- unanimous

B. Secretary's report (October 6 and November 3)

Oct 6 - WLR1, CR2 - unanimous

Nov 6 - MAC1, CB2 as amended (just say the sick/vacation times on pay stubs were inaccurate) - unanimous

C. Citizens Speak

D. [Budget Report](#)

- Trustees review bills

4 Trustees reviewed and initialed the bills

E. Assistant to the Director's Report - Margaret

Got a reconciliation report which is mostly correct, there are a few minor issues.

The weeding has progressed to the children's science.

F. Regionalization

Should have a strawman proposal by March.

- Interim Director's report - Felicia

Felicia is going to visit with [Hamilton-Wenham regional library](#). They're the lone example of completed regionalization in the state. It's 2 towns sharing a library building.

Winthrop and Revere are working towards regionalization more in line with what we're contemplating. Their director is coming to visit Felicia and discuss and compare our efforts. Their boards are already working closely together.

Felicia is impressed that the staff is "wrapping themselves around [the regionalization effort]"; Franklin got a donation of materials and set some aside for Medway.

G. Trustee Chair's Report - Wendy

There was some disagreement about last month's homework assignment. Most felt it was to come up with good ideas for regionalization.

H. Old Business

- Certification status - Supposed to be considered at MBLC meeting this Thursday (Dec 3)
- Revisit Self-Checkout machine - there is now more data from local libraries using them

I. New Business

- Updating job descriptions

Felicia is standardizing procedures and rules. She handed out draft Position and Job Descriptions. She said her Board had already approved them and she asked us to approve them tonight. Felicia said having new

job descriptions will help clarify the staff's duties. MaryAnn and Ed were adamant that we not approve the job descriptions without sufficient time for a thorough review. The Board concurred. Felicia asked for feedback as soon as possible. Wendy said be prepared to vote in January on them.

Felicia has been meeting 1-1 with the staff. She says they're confused about their roles. MaryAnn said from her conversations with staff she thinks the only things confusing them is Felicia's role, who is in charge, and why Felicia is telling them things.

Felicia is already writing "competencies" about what the staff needs to do. As soon as done she will start training. Franklin's assistant director trains other libraries and will do it for us by coming here.

"Competencies" are basic things everyone must know to be in the open building. MaryAnn says she doesn't think this is what we hired Felicia to do.

Felicia is also working on priorities and a handbook on how to do everything, including facilities. (eg. where the important bits of the building like circuit breakers are tucked away).

Felicia said that overall everything is going well.

- o Request for a Community Farming display

J. Fundraising

K. Next Meeting Jan 5 2010

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

Account	Acct #	Start Balance	Expen. To Date	End Balance	% Spent
Salaries - Full Time	5110	\$78,926.00	\$31,096.80	\$47,829.20	39.40%
Salaries - Part Time	5111	\$64,565.00	\$24,365.82	\$40,199.18	37.74%
Longevity	5150	\$600.00	\$850.00	(\$250.00)	141.67%
Electricity	5211	\$17,173.00	\$5,884.40	\$11,288.60	34.27%
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	\$6,477.88	\$5,484.12	54.15%
Telephone	5341	\$1,150.00	\$448.31	\$701.69	38.98%
Supplies & Postage	5400/5343	\$252.00	\$233.08	\$18.92	92.49%

OPS - (Minuteman bill)	5380	\$19,892.00	\$19,831.39	\$60.61	99.70%
TOTAL - GENERAL FUND		\$202,742.00	\$90,379.84	\$112,362.16	44.58%

		Start Balance	Expen. To Date	Income to Date	Account Bal
Memorial Donations	5400	\$49,688.54	\$12,872.45	\$845.14	\$37,661.23
Tuchinsky Fund Interest		\$39,525.94	\$1,530.33		\$37,995.61
Tuchinsky Fund Principal		\$102,869.11		\$351.84	\$103,220.95
Library Restitution Fund	024-610-706-4773	\$12,827.98	\$23.42	\$479.54	\$13,284.10
Copier & Printer Rev. Fund	024-610-722-4840	\$1,436.39		\$310.05	\$1,746.44
Meeting Room Rev. Fund	024-610-723-4840	\$964.18		\$160.00	\$1,124.18
Free Public Library	2017	\$0.00			\$0.00
TOTAL - OTHER FUNDS		\$207,312.14	\$14,426.20	\$2,146.57	\$195,032.51