

**Board of Library Trustees Meeting
May 4, 2010**

7:00 p.m.

[Medway Public Library](#)

Attendees:

Trustees:

Ed Duggan
William Roberts, Secretary
Wendy Rowe, Chair

Citizens:

Margaret Perkins

Without a quorum, Wendy, Bill and Ed mostly discussed plans for next year, in particular our arrangement with Franklin. This started at 7.

Wendy wants Felicia to be more involved, to take advantage of subs the way Franklin does, to coordinate meetings and classes with Franklin. She would like to have more hours open.

Ed felt we should interview Felicia to find out what she wants to do. He felt that it was paramount that she be on location in Medway as much as much of her 14 hours as possible. Ideally all of it.

Bill felt that interview wasn't the right word, but felt that discussing things with her was a good idea.

Concerning the Assistant to the Director's Report (see [below](#)), Margaret will find out what the surrounding towns are doing about the length of time we hang onto items on hold.

Wendy would like feed back on the revised Joint Library Report draft.

The trustees left as informally they had come at 8:30.

Account	Acct #	Start Balance	Expen. To Date	End Balance	% Spent
Salaries - Full Time	5110	\$78,926.00	\$64,421.28	\$14,504.72	81.62%
Salaries - Part Time	5111	\$64,565.00	\$50,675.01	\$13,889.99	78.49%
Longevity	5150	\$600.00	\$850.00	(\$250.00)	141.67%
Electricity	5211	\$17,173.00	\$11,641.70	\$5,531.30	67.79%
Heating Fuel	5212	\$8,222.00	\$6,203.66	\$2,018.34	75.45%
Trash	5232		\$1,634.18	(\$1,634.18)	
Water & Sewer	5231		\$321.55	(\$321.55)	
R & M Miscellaneous	5240	\$11,962.00	\$11,606.19	\$355.81	97.03%
Telephone	5341	\$1,150.00	\$1,195.00	(\$45.00)	103.91%
Supplies	5400		\$1,288.28	(\$1,288.28)	
Postage	5343	\$252.00	\$218.00	\$34.00	86.51%
OPS - (Minuteman bill)	5380	\$19,892.00	\$19,831.39	\$60.61	99.70%
TOTAL - GENERAL FUND		\$202,742.00	\$169,886.24	\$32,855.76	83.79%

		Start Balance	Expen. To Date	Income to Date	Account Bal
Memorial Donations	5400	\$49,688.54	\$28,074.77	\$1,859.18	\$23,472.95
Tuchinsky Fund Interest		\$39,525.94	\$1,530.33		\$37,995.61
Tuchinsky Fund Principal		\$102,869.11		\$629.79	\$103,498.90
Library Restitution Fund	024-610-706-4773	\$12,827.98	\$231.28	\$1,028.70	\$13,625.40
Copier & Printer Rev. Fund	024-610-722-4840	\$1,436.39		\$772.40	\$2,208.79
Meeting Room Rev. Fund	024-610-723-4840	\$964.18		\$530.00	\$1,494.18
Free Public Library	2017	\$0.00		\$3,619.30	\$3,619.30
TOTAL - OTHER FUNDS		\$207,312.14	\$29,836.38	\$8,439.37	\$185,915.13

Assistant to the Director's Report – March, 2010

Three new instructional coaches from the elementary and middle schools contacted us to discuss changes to the schools recommended and required summer reading programs. Katherine and I met with them last week. They are enthusiastic about collaborating with the library, and plan to include information about the library on the brochure they send home with the children. They asked us for book recommendations, and after consulting with the Holliston children's and YA librarians I sent them additional recommendations.

They also invited us to have a library staff person come to the schools to read to the children.

The Medway Community Farm put up a bulletin board display, which will be up until mid-May. Lorie and I created displays of relevant books for children and for adults, and high school volunteers created a farm scene display in the glass case using model buildings I brought in.

Checked with Town Hall about the status of computations of leave accrued and used that I submitted last month, and was told that they plan to use those figures. Last week, all departments were asked to submit up-to-date leave accrual figures, through 4/24/10, in preparation for move of payroll to MUNIS, date to be determined. Submitted these updates.

Independent Piping cleaned the sprinkler system valve. Water Safety Services, a contractor for the Massachusetts Department of Environmental Protection re-inspected the backflow prevention device, and it passed.

Tiles in upstairs bathroom need to be replaced. We have spare tiles. Working on clarifying the process of requesting repairs from Franklin. Pump for sink in meeting room stopped working – Jon came to fix it and showed me how to do so (you just hit the top of the bucket containing the float to free it).

Worked on resolving issues related misapplied payments to Bay State Gas and Direct Energy.

Investigating Newsbank News and Information Portal, which among other things includes access to the Milford Daily News and Country Gazette from 2005 on. Felicia is also interested in looking into it for Franklin. Sharing a subscription may or may not save money.

Talked to Bill about lengthening the time that we hold books for patrons, due to our limited hours. Would like to request that the period be changed from 5 to 7 days.

Lack of staff has been an issue, manageable only because the staff is so flexible. Due to emergencies/illness, Bill and Katherine happened to be out simultaneously for a week, and Lorie will be out this week and next.

-Margaret Perkins