

**Board of Library Trustees Meeting  
July 6, 2010**

**7:00 p.m.**

[Medway Public Library](#)

**Attendees:**

Trustees:

Carol Brown  
Ed Duggan  
William Roberts, Secretary  
Chuck Rockwood  
Wendy Rowe, Chair

Citizens:

Margaret Perkins  
Cindy Dobrzynski, Chair, Franklin Library Board of Directors  
Monique Doyle, member of Franklin Library Board of Directors  
Felicia Oti, Acting Director

**Minutes:**

A. Approval of agenda

Motion to approve agenda: CB1, WLR2, passed unanimously

B. Secretary's report

Tabled for August

C. Citizens Speak

D. [Budget Report](#)

E. [Assistant to the Director's Report](#)

We will meet 100% of our 16% municipal requirement.

## F. Director's Report

### 1. Saturday hours for next Summer and before holidays

Now that we have subs available to fill in, Felicia would like to be open the 4 or so Saturdays before Monday holidays on which we have been closing.

Thanks to the subs, no staff member would be required to work more than 1 Saturday a month (the current unspoken agreement)

Ed wanted to know the amount of business we do on a Saturday, anecdotally it is our busiest time.

There's a perception amongst some patrons that we're closed on Saturdays. This may be because of the holiday Saturdays and summer Saturdays. Saturday hours was a popular wish in survey responses

Ed wants to ask the staff to get feedback.

Chuck said that we are working toward restoring service to something like what it used to be. Being open these holiday Saturdays would be a step in that direction. Chuck also felt that the staff should be consulted.

Bill and Carol generally felt that this as this was a management decision and didn't in fact change the no-required two Saturdays a month understanding, that discussing the change before hand wasn't necessary.

Felicia is going to discuss it with the staff.

There was a straw poll and the clear sense of the trustees that we be open the 4 affected Saturdays before the Monday holidays.

Felicia would like to consider being open summer Saturdays next year. This is less pressing now as we have months yet in which to consider.

### 2. Tax Relief Volunteers

Should reliable volunteers be good enough as the second body in the building when we are temporarily short staffed? This occurs when there are only two staff members present (because someone is sick) and of them needs to go on their dinner break. Without a second body, the library would need to close for that hour or so.

It as generally felt if the shortage lasted 3 hours that was too much, but 30 minutes was OK. The boundary would be somewhere between the two, like an hour.

Felicia would ask specific reliable volunteers and they would get a little training.

Felicia will make up a Job Description for this role.

There was the question of whether the volunteers could help with the clerical parts of the tech services job

Motion: To prevent the library from having to close due to a staff shortage, a qualified Tax Volunteer may serve as the second responsible person in the building. The duration of the shortage is not to exceed 1 1/2 hours. WLR1, CR2. Passed 4-1 (Wendy, Bill, Carol, Chuck - aye, Ed no)

Ed asked about Felicia's resume and expressed frustration that it has taken so long to get.

Felicia will provide the resume by the August meeting

Ed was concerned that Felicia's schedule would not have her in the library when it was open enough.

Felicia said she whould be active in the community, at the senior center and the schools etc. And that she always worked well more than her scheduled hours.

Ed still felt that she would not be visible in the library enough.

Felicia spoke of the benefit of partnering with other groups (such as mothers' groups).

Progress on this kind of thing would be good in the Director's monthly reports

There was the suggestion of a Press Release detailing Felicia's increased hours.

We will use the last of last year's Inter Municipal Agreement money to properly replace the tiles in the upstairs restrooms.

## G. Old Business

1. State Ethics Commission Online Training Course
2. Library Long Range Plan

Some changes and improvements were made to the draft Long Range Plan.

Ed felt that having a full time director was vital to the implementation of the plan (his letter is included [here](#))

It was pointed out that this could get in the way of a truly regionalized system as then the individual member libraries might have assistant director's reporting to the centralized grand pooh-bah.

Bill felt that the actual wording in the Long Range Plan shouldn't specify having a full time director. Rather it should say that the library should hire such staff as required to implement the plan.

Felicia was going to add some such wording as an action item for one of the goals.

#### H. New Business

1. Upstairs bathroom floor repairs
2. Changes to Open Meeting Law

Not much information on changes yet.

Our meetings haven't been making the town website's calendar. We do send the meeting agenda to the Town Clerk

#### I. Fundraising

Chuck's talked to the Lions and the Odd Fellows

The Lions need an action plan and something specific for them to do (they funded the library's automation).

The Odd Fellows would host another dinner and so need a time.

Chuck said that that Barnes and Noble is interested in having another Christmas time fundraiser. He will follow up to secure dates prior to the holidays.

#### J. Adjournment; next meeting August 3 2010

Motion to adjourn (9:45), CB1, CR2, passed unanimously

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Account	Acct #	Start	Expen. To	End Balance	% Spent
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		Balance	Date		
Salaries - Full Time	5110	\$78,926.00	\$78,956.64	(\$30.64)	100.04%
Salaries - Part Time	5111	\$64,565.00	\$62,292.94	\$2,272.06	96.48%
Longevity	5150	\$600.00	\$850.00	(\$250.00)	141.67%
Electricity	5211	\$17,173.00	\$13,789.04	\$3,383.96	80.29%
Heating Fuel	5212	\$8,222.00	\$6,534.12	\$1,687.88	79.47%
Trash	5232		\$1,634.18	(\$1,634.18)	
Water & Sewer	5231		\$321.55	(\$321.55)	
R & M Miscellaneous	5240	\$11,962.00	\$12,228.08	(\$266.08)	102.22%
Telephone	5341	\$1,150.00	\$1,339.23	(\$189.23)	116.45%
Supplies	5400		\$1,413.23	(\$1,413.23)	
Postage	5343	\$252.00	\$218.00	\$34.00	86.51%
OPS - (Minuteman bill)	5380	\$19,892.00	\$19,831.39	\$60.61	99.70%
<b>TOTAL - GENERAL FUND</b>		\$202,742.00	\$199,408.40	\$3,333.60	98.36%

		Start Balance	Expen. To Date	Income to Date	Account Bal
Memorial Donations	5400	\$49,688.54	\$29,474.75	\$2,118.02	\$22,331.81
Tuchinsky Fund Interest		\$39,525.94	\$1,530.33		\$37,995.61
Tuchinsky Fund Principal		\$102,869.11		\$707.53	\$103,576.64
Library Restitution Fund	024-610-706-4773	\$12,827.98	\$931.11	\$1,113.65	\$13,010.52
Copier & Printer Rev. Fund	024-610-722-4840	\$1,436.39		\$963.35	\$2,399.74
Meeting Room Rev. Fund	024-610-723-4840	\$964.18		\$610.00	\$1,574.18
Free Public Library	2017	\$0.00	\$3,420.00	\$6,920.63	\$3,500.63
<b>TOTAL - OTHER FUNDS</b>		\$207,312.14	\$35,356.19	\$12,433.18	\$184,389.13

Assistant to the Director's Report

June, 2010

In conjunction with the Massachusetts 4-H Program, the Medway Public Library will host a 6-week "Summer of Science" 4-H Club. The club, open to children entering

2<sup>nd</sup> through 6<sup>th</sup> grades, will meet on Mondays from 2:00-3:00 from July 12<sup>th</sup>-August 16<sup>th</sup>. We will explore a variety of science topics, including renewable energy, physics, biology and chemistry, through fun hands-on activities. Children do not have to be Medway residents to participate. Massachusetts 4-H enrollment forms for this program are available at the library now. There is no cost for enrollment for the six week period. The Norfolk County Extension Agent, Jay Field, will lead the final session. I am hoping that a volunteer from the Medway Community Farm will lead one of the other sessions.

Again, coverage is a huge problem. I want to thank Bill Roberts and Ed Duggan for coming in to be the second person in the building so that staff could have their dinner break, as well as several staff members whose flexibility allowed us to remain open our regular hours.

The most recent survey (April 2009) of number of days that other libraries will hold items for patrons shows that there is a range of 4-8 days, with the largest number of libraries (18), including Franklin, at 7 days. Because of our limited hours, lengthening the hold period from the current 5 days to 7 days would be very helpful for our patrons.

As of the last paycheck in June, leave accruals are still not accurate. I was told to use the records that I have been keeping. They were hoping to have the problem fixed by the beginning of the new fiscal year. There are also several issues relating to leave carryover to FY11.

We received the invoice for our FY11 Minuteman Library Network membership – it has increased to \$22,667, due mostly to a change in the way the membership fee is computed, which was voted on by the Directors earlier this year.

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## **Letter to the Medway Board of Library Trustees from Ed Duggan**

Subject: Medway Library Long Range Plan (LRP)

We must present as the number one goal of the LRP the hiring of a full time Director. With a Director the LRP will have the organizational cohesiveness required to accomplish the identified goals and action plans.

Part time Director and part time Assistant Director, while fulfilling the current need, will not be able to provide the stability, drive, commitment, dedication and ownership that is inherent in the position of a full time Director.

As the number one goal and action item in the LRP, once accomplished, the Trustees can be confident that other goals and action items in the LRP will be fulfilled.

Ed Duggan