

**Board of Library Trustees Meeting  
August 3, 2010**

**7:00 p.m.**

[Medway Public Library](#)

**Attendees:**

Trustees:

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

Others:

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

**Minutes:**

A. Approval of agenda

Motion to approve the agenda: CB1, CR2, passed unanimously

B. Secretary's report

Motion to approve the June 1 minutes with the correction of a typo: WLR1, CB1, passed unanimously

The Secretary managed to email his template for the August minutes rather than the July minutes and they were late anyhow, so they're tabled for next month.

C. Citizens Speak

D. Budget Report

E. Director's Report

## F. Old Business

### 1. Library Long Range Plan

After approval the plan goes to the state Board of Library Commissioners (MBLC). It's possible that they will send them back with a request for changes, so even though a bare quorum was present, it seemed a good idea to move the Plan on, especially as it was thoroughly discussed at the July meeting. It was also noted that the Plan is not carved in stone. The Trustees can change it if needed.

Motion to approve the Library Long Range Plan: CB1, WLR2, passed unanimously

### 2. Floor repairs

Still planning to some of unspent money from last year's Inter Municipal Agreement money on the restroom tiles and the mats.

## G. New Business

### 1. Minors library card policy discussion

There was clear agreement that granting library cards through the schools with the written consent of the student's parent or guardian was a good idea. Felicia said that Franklin allows this. She said that she goes around to the schools. There was a good bit of discussion on how our policy should be changed. In the end it was agreed to make the change general and flexible so that the Director could come up with a sensible procedure.

The general idea is that a form will be drawn up to get the parents' or guardian's permission. The completed forms will be brought back to the library and cards will be prepared. Then Felicia will distribute the cards at the school libraries.

Motion: The application for a library card may be completed and signed at an offsite location: CR1, CB2. passed unanimously

### 2. The amount of time requested items may languish in limbo on the hold shelf

This is not a matter the Trustees have ever voted on. Most likely the current time (5 days) came in with Minuteman in the dawn ages. Felicia and Margaret think that 7 days is more reasonable. This is also consistent with other libraries. The Trustees felt that it was reasonable to allow the Director to set the limit without a vote.

## H. Fundraising

It was suggested that the Lions arrange a Library event at the library, with a jazz band possibly, in the Spring.

Chuck will arrange a dinner at the Odd Fellows. We have to spring for the food. This would be in the early winter.

## I. Adjournment; next meeting September 7 2010

Cindy, our citizen, said that we'd accomplished a lot.

Motion to adjourn at the mercifully early hour of 8, CB1, WLR2

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### **Director's Report 08/03/10**

Meena Jain would like to put a framed poster (maybe two) about the Friends of the Medway Library by the exit sign in the front entrance.

Job posting for Library Substitutes will be out sometime this month.

The Town is in the process of installing fiber. All municipal departments will have access to Munis (Municipal Information Systems) once this is complete. The phone system will be next. Meena has asked if the Friends could have their own voice mail when this is implemented.

Current workflow and internal processes are under review. Preliminary meetings with key staff will follow and policy change recommendations if any will be made in October.

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Account	Acct #	Start Balance	Expen. To Date	End Balance	% Spent
Salaries - Full Time	5110	\$78,926.00	\$6,952.32	\$71,973.68	8.81%
Salaries - Part Time	5111	\$65,236.00	\$5,024.98	\$60,211.02	7.70%
Longevity	5150	\$850.00		\$850.00	0.00%
Electricity	5211	\$16,756.00		\$16,756.00	0.00%
Heating Fuel	5212	\$8,543.00		\$8,543.00	0.00%
Trash	5232	\$1,800.00		\$1,800.00	0.00%
Water & Sewer	5231	\$400.00		\$400.00	
R & M Miscellaneous	5240	\$1,562.00	\$161.50	\$1,400.50	10.34%
Telephone	5341	\$1,150.00	\$122.72	\$1,027.28	10.67%
Supplies *	5400	\$10,001.00	\$115.95	\$9,885.05	1.16%
Postage	5343	\$264.00		\$264.00	0.00%
OPS - (Minuteman bill)	5380	\$22,664.00	\$22,667.00	(\$3.00)	100.01%
Media	5427	\$1.00			
Books	5521	\$1.00			
Travel	5710	\$1.00			
<b>TOTAL - GENERAL FUND</b>		\$208,155.00	\$35,044.47	\$173,110.53	16.84%

		Start Balance	Expen. To Date	Income to Date	Account Bal
Memorial Donations **	5400	\$22,331.81	\$6,955.85	\$15,063.90	\$30,439.86
Tuchinsky Fund Interest		\$37,995.61			\$37,995.61
Tuchinsky Fund Principal		\$103,576.64			\$103,576.64
Library Restitution Fund	024- 610- 706- 4773	\$13,010.52		\$177.21	\$13,187.73
Copier & Printer Rev. Fund	024- 610- 722- 4840	\$2,399.74		\$64.15	\$2,463.89
Meeting Room Rev. Fund	024- 610- 723- 4840	\$1,574.18		\$80.00	\$1,654.18
Free Public Library	2017	\$3,500.63			\$3,500.63
<b>TOTAL - OTHER FUNDS</b>		\$184,389.13	\$6,955.85	\$15,385.26	\$192,818.54

\* Per MUNIS - library had originally requested \$1500 for supplies and an additional \$13600 for R & M

\*\* Includes Ancestry &  
Heritage Quest database  
subscriptions, & Medway's  
portion of the Minuteman's  
Overdrive purchases