

**Board of Library Trustees Meeting  
October 5, 2010**

**7:00 p.m.**

[Medway Public Library](#)

**Attendees:**

Trustees:

Carol Brown  
MaryAnn Cabibbo, Vice Chair  
Ed Duggan  
William Roberts, Secretary  
Wendy Rowe, Chair

Citizens:

Felicia Oti, Acting Director  
Margaret Perkins, Assistant to the Director

**Minutes:**

A. Approval of agenda

Motion to approve the agenda: CB1, WLR2, passed unanimously

B. Secretary's report

Motion to approve the September Minutes: CB1, WRL2, 4 - 0 - 1 (MaryAnn abstained because she missed the meeting)

C. Citizens Speak

D. Budget Report

E. Director's Report

Motion to amend the library's card policy to allow patrons without a library card but with acceptable ID to check out materials. MAC1, CB2, passed unanimously

We have 2 applications for library substitute. Haven't needed them yet.

Felicia will bring up new library hours next month.

MaryAnn and Ed were unhappy with the Director's report. They felt it lacked detail, had too much in process and future activity and generally did not provide any specific information about how Felicia is spending her time.

Carol pointed out that it was a three month report and that it was useful to know what progress was being made on the long range plan.

#### F. Old Business

1. Library R&M (flooring, Cole Room mold, elevator inspection)

#### G. New Business

1. Chair's update: Municipal Facilities meeting 9/20, Regionalization status meeting 9/28
2. After-hours Medway Municipal Government Library Use policy

Last month we allowed the DRC to use the library meeting room after hours. They don't have a key, but have the alarm code.

Ed thinks we should allow other such municipal town committees similar access. He thinks this would spread good will and it is part of our mission to use of the rooms.

MaryAnn thinks that we shouldn't. The building is the Trustees responsibility. There are other already open public buildings (the schools and Town Hall).

As there was still the difficulty of wording a motion to include the right class of group and as there is no pressing need, there aren't any other homeless town committees, extending access more generally was postponed.

#### H. Fundraising

1. Friends Booksale Fri/Sat Oct 15-16; \$5-a-bag Oct 23

#### I. Adjournment; next meeting November 2 2010

Motion to adjourn (8:40), MAC1, CR2, passed unanimously

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## Director's Report 10/05/10

### Highlights of Accomplishments

(July 2010 to date)

**Using the strategic framework established in the Long Range Plan, we are pleased with the progress we have made so far. Noteworthy achievements:**

1. **Library Services** – make the library more *accessible, courteous and responsive*

We have expanded community access to library resources, services and use of the facility.

- Rescinded the practice of closing Saturdays before a Monday Holidays.
- Revised library policy to allow tax work out volunteers to cover staff breaks as second staffer in building.
- Reviewing library policy to enable Town departments and committees to use the meeting room unsupervised after hours; so far, have granted permission to the Design Review Committee and trained their Chairman.
- Examining and improving internal processes.
- Maintaining a clean and welcoming environment.
- Replaced cracked and broken bathroom floors with high quality, low maintenance flooring.

**In process:**

- Increase staffing levels with library substitutes.
- Amend ‘no card, no service policy’ to increase accessibility to library resources and interlibrary loan materials.
- Set staff goals and priorities.
- Prepare and make available Library information welcome packets for all new residents at the Town Clerk’s office.

2. **Library Collection** - *meet the public's needs for current and popular materials, information, education, self advancement, culture and entertainment.*

Thanks to the continued generosity of the Friends, State Aid due to our certification, and \$6,000 in materials funding from the Town, we are increasing acquisition plans for the following collections:

- DVDs, books on CD, and music collection.
- Children's and teen collections.
- Large Print.
- Downloadable audio books.

3. **Community Outreach/programming**

- Preschool fair scheduled for November 1st.
- Staff-lead Story Time 6-week session begins in October.
- Pajama story time by volunteer Girl Scouts begins again this month
- Working with Girl Scout on project bringing new types of materials into the Library to promote reading readiness

In October we will:

- Institute a library card registration program in schools, community groups and day care centers.
- Put the library registration form online so people can fill it in at home. Parents can sign it and send their minor children to the Library to get their own cards.
- Investigate services directed towards the homeschooled.
- Strengthen partnerships with the Medway schools. Discuss with the Superintendent ways the schools and Library might cooperate to serve students' needs.

4. **Fundraising**

- Chuck is working with the Odd Fellows to set up a fundraising dinner and with Barnes & Noble to set up a book fair to benefit the Library.
- Wendy is applying for Medway Cultural Council grants to fund performances enhancing the Library's summer reading program and winter break programming.

- Friends of the Library semi-annual booksale will be held October 15 & 16.

5. **Technology – access to high quality information technology**

- We will work with the Technology Department to maintain and expand our current technology offering. The library’s capital plan includes replacing the photocopier with one with more functionality, acquiring a public fax machine and scanner within the year, and updating all 18 computers within five years.
- Begin the planning process for implementing self service holds.
- We will increase publicity regarding WiFi access at the Library, and the availability of downloadable audio books from the Boston Public Library

Account	Acct #	Start Balance	Expen. To Date	End Balance	% Spent
Salaries - Full Time	5110	\$78,926.00	\$18,668.16	\$60,257.84	23.65%
Salaries - Part Time	5111	\$65,236.00	\$14,592.72	\$50,643.28	22.37%
Longevity	5150	\$850.00		\$850.00	0.00%
Electricity	5211	\$16,756.00	\$4,027.53	\$12,728.47	24.04%
Heating Fuel	5212	\$8,543.00	\$142.70	\$8,400.30	1.67%
Trash	5232	\$1,800.00		\$1,800.00	0.00%
Water & Sewer	5231	\$400.00		\$400.00	
R & M Miscellaneous	5240	\$1,562.00	\$916.50	\$645.50	58.67%
Telephone	5341	\$1,150.00	\$368.16	\$781.84	32.01%
Supplies *	5400	\$10,001.00	\$408.24	\$9,592.76	4.08%
Postage	5343	\$264.00	\$264.00	\$0.00	100.00%
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	\$62,055.01	\$146,099.99	29.81%

Start Balance	Expen. To Date	Income to Date	Account Bal
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Memorial Donations **	5400	\$22,331.81	\$10,380.80	\$15,284.81	\$27,235.82
Tuchinsky Fund Interest		\$39,447.11			\$39,447.11
Tuchinsky Fund Principal		\$102,869.11		\$79.08	\$102,948.19
	024-				
	610-				
Library Restitution Fund	706-	\$13,010.52	\$129.95	\$413.92	\$13,294.49
	4773				
	024-				
	610-				
Copier & Printer Rev. Fund	722-	\$2,399.74		\$251.40	\$2,651.14
	4840				
	024-				
	610-				
Meeting Room Rev. Fund	723-	\$1,574.18		\$105.00	\$1,679.18
	4840				
Free Public Library	2017	\$3,500.63	\$634.00		\$2,866.63
<b>TOTAL - OTHER FUNDS</b>		\$185,133.10	\$11,144.75	\$16,134.21	\$190,122.56

\* 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