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
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.

<table>
<thead>
<tr>
<th>Account</th>
<th>Acct #</th>
<th>Start Balance</th>
<th>Expen. To Date</th>
<th>End Balance</th>
<th>% Spent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries - Full Time</td>
<td>5110</td>
<td>$78,926.00</td>
<td>$18,668.16</td>
<td>$60,257.84</td>
<td>23.65%</td>
</tr>
<tr>
<td>Salaries - Part Time</td>
<td>5111</td>
<td>$65,236.00</td>
<td>$14,592.72</td>
<td>$50,643.28</td>
<td>22.37%</td>
</tr>
<tr>
<td>Longevity</td>
<td>5150</td>
<td>$850.00</td>
<td></td>
<td>$850.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>Electricity</td>
<td>5211</td>
<td>$16,756.00</td>
<td>$4,027.53</td>
<td>$12,728.47</td>
<td>24.04%</td>
</tr>
<tr>
<td>Heating Fuel</td>
<td>5212</td>
<td>$8,543.00</td>
<td>$142.70</td>
<td>$8,400.30</td>
<td>1.67%</td>
</tr>
<tr>
<td>Trash</td>
<td>5232</td>
<td>$1,800.00</td>
<td></td>
<td>$1,800.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>Water &amp; Sewer</td>
<td>5231</td>
<td>$400.00</td>
<td></td>
<td>$400.00</td>
<td></td>
</tr>
<tr>
<td>R &amp; M Miscellaneous</td>
<td>5240</td>
<td>$1,562.00</td>
<td>$916.50</td>
<td>$645.50</td>
<td>58.67%</td>
</tr>
<tr>
<td>Telephone</td>
<td>5341</td>
<td>$1,150.00</td>
<td>$368.16</td>
<td>$781.84</td>
<td>32.01%</td>
</tr>
<tr>
<td>Supplies *</td>
<td>5400</td>
<td>$10,001.00</td>
<td>$408.24</td>
<td>$9,592.76</td>
<td>4.08%</td>
</tr>
<tr>
<td>Postage</td>
<td>5343</td>
<td>$264.00</td>
<td>$264.00</td>
<td>$0.00</td>
<td>100.00%</td>
</tr>
<tr>
<td>OPS - (Minuteman bill)</td>
<td>5380</td>
<td>$22,664.00</td>
<td>$22,667.00</td>
<td>($3.00)</td>
<td>100.01%</td>
</tr>
<tr>
<td>Media</td>
<td>5427</td>
<td>$1.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Books</td>
<td>5521</td>
<td>$1.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td>5710</td>
<td>$1.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL - GENERAL FUND</strong></td>
<td></td>
<td><strong>$208,155.00</strong></td>
<td><strong>$62,055.01</strong></td>
<td><strong>$146,099.99</strong></td>
<td>29.81%</td>
</tr>
<tr>
<td>Fund</td>
<td>Code</td>
<td>Amount 1</td>
<td>Amount 2</td>
<td>Amount 3</td>
<td>Amount 4</td>
</tr>
<tr>
<td>------------------------------------</td>
<td>-------</td>
<td>----------</td>
<td>----------</td>
<td>----------</td>
<td>----------</td>
</tr>
<tr>
<td>Memorial Donations **</td>
<td>5400</td>
<td>$22,331.81</td>
<td>$10,380.80</td>
<td>$15,284.81</td>
<td>$27,235.82</td>
</tr>
<tr>
<td>Tuchinsky Fund Interest</td>
<td></td>
<td>$39,447.11</td>
<td></td>
<td>$39,447.11</td>
<td></td>
</tr>
<tr>
<td>Tuchinsky Fund Principal</td>
<td></td>
<td>$102,869.11</td>
<td></td>
<td>$79.08</td>
<td>$102,948.19</td>
</tr>
<tr>
<td>Library Restitution Fund</td>
<td>024-610-706-4773</td>
<td>$13,010.52</td>
<td>$129.95</td>
<td>$413.92</td>
<td>$13,294.49</td>
</tr>
<tr>
<td>Copier &amp; Printer Rev. Fund</td>
<td>024-610-722-4840</td>
<td>$2,399.74</td>
<td>$251.40</td>
<td>$2,651.14</td>
<td></td>
</tr>
<tr>
<td>Meeting Room Rev. Fund</td>
<td>024-610-723-4840</td>
<td>$1,574.18</td>
<td>$105.00</td>
<td>$1,679.18</td>
<td></td>
</tr>
<tr>
<td>Free Public Library</td>
<td>2017</td>
<td>$3,500.63</td>
<td>$634.00</td>
<td></td>
<td>$2,866.63</td>
</tr>
<tr>
<td><strong>TOTAL - OTHER FUNDS</strong></td>
<td></td>
<td>$185,133.10</td>
<td>$11,144.75</td>
<td>$16,134.21</td>
<td>$190,122.56</td>
</tr>
</tbody>
</table>

* 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