

**Board of Library Trustees Meeting
April 5, 2011**

7:00 p.m.

[Medway Public Library](#)

Attendees:

Trustees:

Carol Brown
MaryAnn Cabibbo, Vice Chair
Ed Duggan
Bill Roberts (7:10-9 PM)
Wendy Rowe, Chair

Citizens:

Rondi Chapman, FinCom rep (left ~7:30 PM, end of Citizens Speak)
Chris Monahan, prospective Trustee
Margaret Perkins, Assistant to the Director

Minutes:

A. Approval of agenda

Motion to approve agenda. CB1, MAC2 passed unanimously

B. Secretary's Report

Feb 1 approved with changes MAC1, CB2, passed unanimously.

Mar 1 approved with Chris' name corrected MAC1, CB2, passed unanimously.

C. Citizens Speak

Speaking as a private citizen, Rondi told the Board that her husband Andrew Hamilton is running for Selectman against incumbent Glenn Trindade.

Speaking as a Library patron, Rondi said she'd like our audiobooks to be available for 3 weeks per checkout rather than 2. Holliston's audiobook loan period is 3 weeks.

Rondi mentioned that the town of Spencer loaned to Medway residents while we were decertified.

D. Budget Report

Margaret says Town Accountant Carol Pratt asked her in detail to go over the MAR calculation and was relieved that we'll be fine for FY12 (need \$206K for MAR, will get \$208K if level funded). FY13 is a concern, though, since we will need \$212K; but Carol said good it was only a few thousand over so we should be able to swing it.

Margaret says sick leave is no longer listed on the payroll checks. It used to be wildly wrong there compared to our accurate records of what our employees took; Margaret had asked about it and was told they'd use our records. (PT was right and vacation was close, it was only sick leave that was very wrong.)

Margaret discovered and followed through to get an accounting problem corrected: Tuchinsky interest was accidentally credited to another account. It's properly back in our account now.

E. Director's Report

Saturday the Library hosted a bridal shower (\$25 fee)

Red Cross fundraiser request? Discussion of how we know the person isn't a scammer and how much diligence we should do. We are not endorsing the person by allowing her to use the room. The suggested fundraiser isn't by a Red Cross person, it's by someone who wants to raise money to donate to the Red Cross; so we can't check with the Red Cross. Consensus was that since this is a Library patron and is taking care to have the right permissions, we'll allow the use since it seems like the risk is low. The Trustees did not give permission for anyone to put a money donation collection box at the Library, however (this was one of the patron's suggestions).

F. Old Business

- Meeting Room Use Policy

Motion to approved with heading change, MAC1, CB2, passed unanimously.

- After-hours Town board meetings

The Planning Board and other Town groups occasionally want to use the Library for public hearings that may run after our 8pm closing. This is not a small, fixed-group, regularly scheduled use like our previously approved Design Review Committee. Wendy can get to the Library to host them, but not until 8:30pm.

Motion to allow certain Town groups to use the secured Library after hours for a brief time, at the Chair's discretion. CB1, MAC2, passed unanimously.

- Annual Town Election Tues May 17
- Medway Pride Day Sat May 21 10-4

Ed will be at the Friends' Pride Day booth to answer questions. Handouts will be available.

- Annual Town Meeting Mon June 13

G. New Business

- HVAC repairs required

Two rooftop units have failed heat exchangers and are near their expected lifetime. Bobby McGee has been collecting information re their repair. It would cost ~\$7,000 to replace the heat exchangers in the two units or ~\$20,000 to replace the two units entirely. We will work with the DPS to submit an emergency transfer request.

- Educating the public re IMA phaseout

Wendy will write a Letter to the Editor from the Trustees, concentrating mainly on the ways the Library is already regionalized. Points to include were discussed.

Motion to authorize the Chair to submit a Letter to the Editor about regionalization, CB1, MAC2, passed unanimously.

- Annual Town Election - May 17
- Annual Town Meeting
- Medway Pride Day Sat May 21 10-4

H. Fundraising

I. Adjournment; next meeting May 3, 2011

Motion to adjourn (9:58), MAC1, ED2, passed unanimously

Account	Acct #	Start Balance	Expen. To Date	End Balance	% Spent
Salaries - Full Time	5110	\$78,926.00	\$58,000.39	\$20,925.61	73.49%
Salaries - Part Time	5111	\$65,236.00	\$47,485.00	\$17,751.00	72.79%
Longevity	5150	\$850.00	\$850.00	\$0.00	100.00%
Electricity	5211	\$16,756.00	\$10,178.25	\$6,577.75	60.74%
Heating Fuel	5212	\$8,543.00	\$6,731.94	\$1,811.06	78.80%
Trash	5232	\$1,800.00	\$817.09	\$982.91	45.39%
Water & Sewer	5231	\$400.00	\$410.75	(\$10.75)	102.69%
R & M Miscellaneous	5240	\$1,562.00	\$5,175.15	(\$3,613.15)	331.32%
Telephone	5341	\$1,150.00	\$1,021.30	\$128.70	88.81%
Supplies	5400	\$10,001.00	\$1,332.82	\$8,668.18	13.33%
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			
TOTAL - GENERAL FUND		\$208,155.00	\$154,933.69	\$53,221.31	74.43%

		Start Balance	Expen. To Date	Income to Date	Account Bal
Memorial Donations	5400	\$23,244.12	\$22,944.04	\$16,152.21	\$16,452.29
Tuchinsky Fund Interest		\$39,447.11	\$1,746.94		\$37,700.17
Tuchinsky Fund Principal		\$102,869.11		\$273.99	\$103,143.10
Library Restitution Fund	024-610-706-4773	\$13,195.47	\$2,145.74	\$1,143.89	\$12,193.62
Copier & Printer Rev. Fund	024-610-722-4840	\$2,399.74	\$360.00	\$724.98	\$2,764.72
Meeting Room Rev. Fund	024-610-723-4840	\$1,574.18		\$365.00	\$1,939.18
Free Public Library*	2017	\$3,500.63	\$3,638.92	\$4,321.12	\$4,182.83
TOTAL - OTHER		\$186,230.36	\$30,835.64	\$22,981.19	\$178,375.91

FUNDS

*an additional \$4321.11
in state aid should be
posted to MUNIS shortly