

**Board of Library Trustees Meeting
July 3, 2012**

7:00 p.m.

[Medway Public Library](#)

Attendees:

Trustees:

Diane Burkhardt
Ed Duggan
Chris Monahan
William Roberts
Wendy Rowe

Citizens:

Margaret Perkins, Acting Director

A. Approval of Agenda

Motion to approve the agenda: WLR1, DB2 passed unanimously

B. Secretary's Report

Motion to approve the Secretary's report as amended: CM1, WLR2, passed unanimously

C. Citizens Speak

D. Budget Report (end of FY12, start of FY13)

E. Director's Report

Ed asked about the grounds. Weeds are taking over. Items weeded from Juvenile fiction are a particular problem, they've taken root and are growing like kudzu.

F. Old Business

- o Medway 2020

- Medway 300
- Program Registration Policy

After discussion the Trustees decided to open programs to all regardless of residence, in particular we will not favor Medway residents in advance registration programs with limited capacity.

Motion to that effect: CB1, DB2, passed unanimously

G. New Business

H. Special Programs, Fundraising, Sponsorships

I. Adjournment; next meeting August 7

Motion to adjourn (8:25): ED1, CM2, passed unanimously

Director's Report

Medway Public Library

Director's Report

July 2, 2012

Building Maintenance

The new HVAC RTUs were installed on June 26th. The RTU's were originally in the Capital Improvement Plan for FY13, but the Town was able to pay for them through the Save Energy grant. The cost was about \$22,000.

Thanks to a generous donation, the Library now has a train table, which the children are enjoying immensely.

DPS freshened up the library sign above the door so that it looks like new again.

Staff

It has been difficult to staff the library with one full-time staff person out, but fortunately we have been able to manage thanks to the flexibility of the part-time staff and to Susan Allison, our sub.

The Town is now CORI checking new employees over 18 years old.

Overdrive

I signed up for the Overdrive Advantage program, which began July 1st. I will be ordering extra copies of popular titles soon.

At the last Membership meeting, the Directors voted to maintain level funding for Overdrive so that Minuteman can explore other options for the future, rather than increasing the funding as the Digital Media Committee requested. The Library will have to pay Minuteman about \$2,956 for Overdrive for FY13.

Other

Now that the Treasurer's office has transferred funds back into the bank account, I was able to reconcile the bank statement with the figures in MUNIS.

We have continued to receive bills from Verizon, in addition to bills (via Town Hall) from EarthLink for our new phone service. I checked with Richard Boucher, who investigated the issue. The Town Accountants office is now working on it. The only Verizon bills we should receive are those for the fax and the elevator phone.

-Margaret Perkins

Account	Acct #	Start Balance	Expen. To Date	End Balance	% Spent
Salaries - Full Time	5110	\$78,624.00	\$83,807.61	(\$5,183.61)	106.59%
Salaries - Part Time	5111	\$66,692.00	\$74,273.27	(\$7,581.27)	111.37%
Longevity	5150	\$850.00	\$850.00	\$0.00	100.00%
Electricity	5211	\$21,500.00	\$15,198.46	\$6,301.54	70.69%
Heating Fuel	5212	\$7,900.00	\$4,541.63	\$3,358.37	57.49%
Trash	5232	\$1,683.00	\$1,671.32	\$11.68	99.31%
Water & Sewer	5231	\$863.00	\$305.85	\$557.15	35.44%
Emergency Transfer		\$17,640.00	\$17,640.00	\$0.00	100.00%
R & M Miscellaneous	5240	\$5,784.00	\$7,911.03	(\$2,127.03)	136.77%
Telephone	5341	\$1,500.00	\$1,075.48	\$424.52	71.70%
Supplies	5400	\$1,600.00	\$2,615.70	(\$1,015.70)	163.48%
Postage	5343	\$264.00	\$323.11	(\$59.11)	122.39%
OPS - (Minuteman bill)	5380	\$22,707.00	\$22,851.00	(\$144.00)	100.63%
Media	5427			\$0.00	

Books	5521			\$0.00	
Travel	5710		\$249.28	(\$249.28)	
TOTAL - GENERAL FUND		\$227,607.00	\$233,313.74	(\$5,706.74)	102.51%
Retroactive salaries		\$9,483.00			
<i>Automated Checkout</i>			\$4,000.00		
Total Salaries		\$155,649.00	\$158,930.88	(\$3,281.88)	102.11%
Total Non-salary expenses		\$81,441.00	\$74,382.86	\$7,058.14	91.33%

		Start Balance	Expen. To Date	Income to Date	Account Bal
Memorial Donations	5400	\$9,836.82	\$31,820.96	\$37,363.46	\$15,379.32
Tuchinsky Fund Interest		\$40,610.32	\$179.76	\$260.77	\$40,691.33
Tuchinsky Fund Principal		\$102,869.11			\$102,869.11
Library Restitution Fund	024-610-706-4773	\$10,389.75	\$10,628.42	\$1,045.28	\$806.61
Copier & Printer Rev. Fund	024-610-722-4840	\$2,958.53	\$350.90	\$1,158.65	\$3,766.28
Meeting Room Rev. Fund	024-610-723-4840	\$2,114.18	\$331.98	\$460.00	\$2,242.20
Free Public Library	2017	\$8,724.52	\$8,282.90	\$8,628.73	\$9,070.35
TOTAL - OTHER FUNDS		\$177,503.23	\$51,594.92	\$48,916.89	\$174,825.20