Board of Library Trustees Meeting  
May 3, 2011  
7:00 p.m.  

Medway Public Library

Attendees:

Trustees:

  Carol Brown  
  MaryAnn Cabibbo, Vice Chair  
  Ed Duggan  
  Wendy Rowe, Chair

Citizens:

  Chris Monahan, prospective Trustee (arrived 7:10)  
  Margaret Perkins, Assistant to the Director

Minutes:

A. Approval of agenda

  Motion to approve agenda. MAC1, CB2, passed unanimously

B. Secretary's Report (Feb 7 with BOS, April)

  deferred

C. Citizens Speak

D. Budget Report

  Will need to use Tuchinsky interest for subs to cover staff vacations while Lorie is out due to her mother's health.

E. Director's Report
Felicia submitted a Facilities Update report with quotes for cocoa mat replacement, carpet fix to prevent a bulging trip hazard, and also an HVAC repair requiring an emergency transfer.

Motion to submit an emergency transfer for the HVAC repair (replacement of two units, approximately $20K). CB1, ED2, passed unanimously.

Motion to spend approximately $999 to replace the entrance cocoa mats and $188 for the temporary carpet repair. MAC1, CB2, passed unanimously.

F. Old Business

- Educating the public re IMA phaseout
  Board's Letter to the Editor will be in the rest of the local papers. It is also at the Library, and on the Trustees’ page of the website. Wendy will write an FAQ handout and will publicize and hold a Q&A session during the book sale. The FAQ will answer common questions such as "Don't we need Franklin's Director to stay certified?" (No) and "Will we stay certified if we end the agreement with Franklin?" (Yes).

- 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

- Ballot Question
  Question on May 17 ballot asks whether Medway should enter into an intermunicipal agreement with Franklin or another town for regional library service. Wendy spoke at the Candidates' Forum April 26 saying she was voting "no" since libraries are already regionalized and don't need an intermunicipal agreement to save money by sharing services.

- Felicia's July 1 replacement
  Wendy reported that FinCom rep Rondi says FinCom does not support our FY12 request for a full time Library Director. Consensus was that we should not try fighting for it on Town Meeting floor.
Motion to appoint Margaret Perkins Acting Director as of July 1. MAC1, CB2, passed unanimously.

- **Museum Passes**

  The biggest concern we have heard regarding our not renewing the agreement with Franklin is that Medway patrons will no longer be able to use Franklin's passes to museums et al. Medway has not been spending donations on passes, since donations are buying nearly all of our books. Wendy pointed out that whereas towns share their other materials, most don't share their passes; and since the MBLC verifies that passes bought by the Library count towards the materials requirement and people are asking for passes, perhaps we should buy passes.

  Motion: In response to public interest, we vote to spend some of our budget on passes to the Museum of Science, Ecotarium, Boston Children's Museum, and Garden in the Woods. CB1, MAC2, passed unanimously.

  We will spend about $200 for TixKeeper, which many libraries use so people can reserve passes (and programs) online. TixKeeper allows libraries to customize their messages (e.g. to say "residents only") but does not actually prevent non-residents from reserving passes.

  Motion that Medway's passes be available to any Minuteman cardholder, in the interest of increased resource sharing. MAC1, CB2, passed unanimously.

  Passes will still need to be picked up at Medway Library even if they are reserved online; they don't go through Delivery.

- **Facilities Use Policy**

  deferred

  **H. Fundraising**

  **I. Adjournment; next meeting June 7, 2011**

  Motion to adjourn (9:20), MAC1, CB2, passed unanimously

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* small correction to Library Restitution Fund income
**$745.78 interest from
Facilities Update

Bobby McGee, (DPS Project Manager) has secured pricing information following a building walk through conducted on 10/4/10. The entire list will be provided for your information.

Immediate Priorities

We need your approval to move forward with the following:

Replace cocoa mats at both entrances $999.00

Repair bulging carpet around the front desk area (cut, re-stretch, re-glue, re-seam and seal all edges). This is a temporary solution only. $188.00

Replace 2 rooftop units that have broken heat exchangers. Cost $20,000. According to Keyes North Atlantic these units are 13 years old and near life expectancy. Dave D’Amico (DPS department) recommends that unit 3 and 4 be replaced. The department will apply for an emergency transfer of $20,000 from FinCom.

Thank you.