

**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.

- o 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.

- o Facilities Use Policy

deferred

H. Fundraising

I. Adjournment; next meeting June 7, 2011

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

Account	Acct #	Start Balance	Expen. To Date	End Balance	% Spent
Salaries - Full Time	5110	\$78,926.00	\$64,028.23	\$14,897.77	81.12%
Salaries - Part Time	5111	\$65,236.00	\$52,773.40	\$12,462.60	80.90%
Longevity	5150	\$850.00	\$850.00	\$0.00	100.00%

Electricity	5211	\$16,756.00	\$11,013.75	\$5,742.25	65.73%
Heating Fuel	5212	\$8,543.00	\$7,407.22	\$1,135.78	86.71%
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	\$6,833.65	(\$5,271.65)	437.49%
Telephone	5341	\$1,150.00	\$1,058.90	\$91.10	92.08%
Supplies	5400	\$10,001.00	\$1,382.82	\$8,618.18	13.83%
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	\$169,506.81	\$38,648.19	81.43%

		Start Balance	Expen. To Date	Income to Date	Account Bal
Memorial Donations	5400	\$23,244.12	\$27,091.02	\$16,158.46	\$12,311.56
Tuchinsky Fund Interest**		\$39,447.11	\$1,746.94	\$1,094.81	\$38,794.98
Tuchinsky Fund Principal		\$102,869.11			\$102,869.11
Library Restitution Fund*	024- 610- 706- 4773	\$13,195.47	\$2,379.95	\$1,125.20	\$11,940.72
Copier & Printer Rev. Fund	024- 610- 722- 4840	\$2,399.74	\$366.95	\$801.73	\$2,834.52
Meeting Room Rev. Fund	024- 610- 723- 4840	\$1,574.18		\$390.00	\$1,964.18
Free Public Library	2017	\$3,500.63	\$3,638.92	\$8,642.23	\$8,503.94
TOTAL - OTHER FUNDS		\$186,230.36	\$35,223.78	\$28,212.43	\$179,219.01

* small correction to
Library Restitution Fund
income

**\$745.78 interest from

FY10 returned to account
in General Ledger

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.