

**Board of Library Trustees Meeting  
October 2, 2012**

**7:00 p.m.**

[Medway Public Library](#)

**Attendees:**

Trustees:

Carol Brown, Vice Chair (slightly late)  
Diane Burkhardt  
Ed Duggan  
Chris Monahan  
William Roberts, Secretary  
Wendy Rowe, Chair

Citizens:

Margaret Perkins, Acting Director

A. Approval of Agenda

Motion to approve the agenda (WLR1, CM2) passed unanimously

B. Secretary's Report

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

C. Citizens Speak

We had a complaint about a patron. The patron has been a problem at other libraries and has been disinvited from several. Margaret did not feel we had yet reached that point. She and the staff will keep an eye on the patron.

D. [Budget Report](#)

E. [Director's Report](#)

Had to spend some money on a sub.

The Ecotarium passes were lost. They are replacing them at no cost to us or the environment. It's appreciated.

Diane went to a useful Trustee seminar. They emphasized that no matter how much the Trustees might squabble at Trustee meetings, the Trustees should speak with one voice out of the meeting. The MBLC website is good and they have a useful policy section.

#### F. Old Business

- Medway 2020
- finalize lounge furniture
- revise Community Area Steward job description?

As we have not had any takers, the Trustees discussed splitting the position into 2 (2 people, 2 nights). The Trustees felt this was reasonable.

- Medway 300

#### G. New Business

- Expanding publicity displays (needs leader, plans, volunteers)
- Joint meeting with Cable Access Board (Oct 31?)

#### H. Special Programs, Fundraising, Sponsorships

#### I. Adjournment; next meeting November 6

Motion to adjourn (8:30): (CM1, CB2) passed unanimously.

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## Director's Report

Director's Report

September 30, 2012

### Staff

We welcomed our new substitute, Fran Hollister, who worked last week for the first time, and will work again this week.

On one occasion this month, we had to have a Trustee come in to receive Network Delivery, due to staffing issues, and she will be in again on the first Wednesday in October so that we can hold the Baby and Toddler Lap Sit program, and to receive Network Delivery

## **Programs**

The six week Baby and Toddler Lap Sit program with Amy Kaufman will begin on October 3<sup>rd</sup>. Paws to Read and the Girl Scout pajama story hour program will also begin again on October 3<sup>rd</sup>. Lorie's preschool story hour program will begin on October 19<sup>th</sup>.

A speaker from the Social Security Administration gave a very informative presentation on retirement. In addition to some Medway Town employees, several employees from other towns attended. Cable Access generously agreed to film the presentation. Unfortunately, something went wrong and the audio was not recorded. We are hoping to offer more Social Security presentations in the future.

I led the Senior Center Book Group this month, but unfortunately only one person attended. Missy Dzikczek and I agreed to try again in the spring, probably at the library.

## **Other**

I am working on the Financial Report for the Massachusetts Board of Library Commissioners, which is due in mid-October.

Richard Boucher said that the IT department would start installing the new computers to replace the current ones shortly.

I met with Suzanne Kennedy, Melanie Phillips, and Carol Pratt about our Capital Improvement Requests. Suzanne suggested that I request that the Information Services Department include in their 2017 CIP budget the replacement of the library photocopier and computers. Richard Boucher has put these items on Information Services' list. Suzanne also suggested that I ask Fire Chief Lynch to take a look at the fire panel. He said it does not need to be replaced immediately, but should be replaced by 2018 (by which time it will be 20 years old). He is going to verify that the model we have has not been discontinued. Refurbishing the chairs may not be possible as a capital item, but that is not a pressing issue this year.

We need to get up-to-date price quotes on FY13 and FY14 items (since CIPC sometimes puts them in an earlier year). This includes repairing the library walkway, repointing the masonry, and replacing the carpet.

The Charles River Bank asked about using a historical photograph of their building that is on our website in their advertisement in the Medway300 commemorative program book. After consulting the Historical Society about the origin of the photograph, we decided that would not be a problem.

Bobby McGee (DPS) visited the library to find out what repairs are needed. In addition to replacement of light bulbs and repairs of some light fixtures, Jon is working on checking to make sure there is no mold inside the walls of the technical services office. Bobby recommended buying additional dehumidifiers, including two for the book sale area, and running them 24/7.

-Margaret Perkins

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## Budget Report

| Account                     | Acct # | Start Balance       | Expen. To Date     | End Balance         | % Spent       |
|-----------------------------|--------|---------------------|--------------------|---------------------|---------------|
| Salaries - Full Time        | 5110   | \$82,173.00         | \$18,963.01        | \$63,209.99         | 23.08%        |
| Salaries - Part Time        | 5111   | \$70,845.00         | \$18,321.27        | \$52,523.73         | 25.86%        |
| Longevity                   | 5150   | \$1,350.00          |                    | \$1,350.00          | 0.00%         |
| Electricity                 | 5211   | \$19,956.00         | \$4,697.38         | \$15,258.62         | 23.54%        |
| Heating Fuel                | 5212   | \$7,900.00          | \$143.94           | \$7,756.06          | 1.82%         |
| Trash                       | 5232   | \$880.00            |                    | \$880.00            | 0.00%         |
| Water & Sewer               | 5231   | \$1,717.00          |                    | \$1,717.00          | 0.00%         |
| R & M Miscellaneous         | 5240   | \$5,411.00          | \$777.00           | \$4,634.00          | 14.36%        |
| Telephone                   | 5341   | \$1,300.00          | \$252.87           | \$1,047.13          | 19.45%        |
| Supplies                    | 5400   | \$1,600.00          | \$787.53           | \$812.47            | 49.22%        |
| Postage                     | 5343   | \$264.00            | \$264.00           | \$0.00              | 100.00%       |
| OPS - (Minuteman bill)      | 5380   | \$23,222.00         | \$23,222.00        | \$0.00              | 100.00%       |
| Travel                      | 5710   |                     |                    | \$0.00              |               |
| <b>TOTAL - GENERAL FUND</b> |        | <b>\$216,618.00</b> | <b>\$67,429.00</b> | <b>\$149,189.00</b> | <b>31.13%</b> |

|                         |      |             |            |             |        |
|-------------------------|------|-------------|------------|-------------|--------|
| TM: Books and Materials | 5521 | \$20,000.00 | \$5,879.80 | \$14,120.20 | 29.40% |
| TM: Library Initiatives | 5200 | \$23,150.00 | \$848.00   | \$22,302.00 | 3.66%  |

|                          |      | Start Balance | Expen. To Date | Income to Date | Account Bal  |
|--------------------------|------|---------------|----------------|----------------|--------------|
| Memorial Donations *     | 5400 | \$18,389.74   | \$6,018.43     | \$437.06       | \$12,808.37  |
| Tuchinsky Fund Interest  |      | \$40,894.62   |                | \$48.65        | \$40,943.27  |
| Tuchinsky Fund Principal |      | \$102,869.11  |                |                | \$102,869.11 |

|                            |                              |                     |                    |                   |                     |
|----------------------------|------------------------------|---------------------|--------------------|-------------------|---------------------|
| Library Restitution Fund   | 024-<br>610-<br>706-<br>4773 | \$806.61            | \$6.95             | \$458.46          | \$1,258.12          |
| Copier & Printer Rev. Fund | 024-<br>610-<br>722-<br>4840 | \$3,766.28          |                    | \$342.95          | \$4,109.23          |
| Meeting Room Rev. Fund     | 024-<br>610-<br>723-<br>4840 | \$2,242.20          |                    | \$25.00           | \$2,267.20          |
| Free Public Library        | 2017                         | \$9,070.35          | \$4,135.40         |                   | \$4,934.95          |
| <b>TOTAL - OTHER FUNDS</b> |                              | <b>\$178,038.91</b> | <b>\$10,160.78</b> | <b>\$1,312.12</b> | <b>\$169,190.25</b> |

\* Correction made to start  
balance of Memorial  
Donations after FY12  
departmental transfer

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