



**Board of Trustees
Winthrop Public Library & Museum
2 Metcalf Square
Winthrop, Massachusetts 02152-3159**

NOTICE: BOARD OF TRUSTEES MEETING

The Winthrop Public Library & Museum Board of Trustees will meet on **Wednesday, July 21st, 2010**. Meeting will commence at **6:30 p.m.** in the Hazlett Meeting Room, Winthrop Public Library & Museum, Two Metcalf Square, Winthrop, MA 02152-3159.

Agenda

1. Reading and acceptance of minutes from the previous (June 17th, 2010) meeting.
2. Director's update [supporting documents B and C attached]
3. Old Business
 - *Regionalization letter to Town Manager* [attachment D]
 - *Florence & Bernie Basch Room*
 - *Woodwork restoration complete*
 - *Furnishings*
 - *Dedication ceremony planning*
4. New Business
5. Date of Next Meeting
6. Motion to adjourn

Board of Trustees
Winthrop Public Library and Museum

Minutes

Trustees meeting, July 21, 2010, Edward A. Hazlett Meeting Room, Winthrop Public Library

Mr. Matarazzo called the meeting to order at 6:40 P.M. The following named trustees were present; James Matarazzo, Chairman, Stephen Dalton, Betty Peabody, Richard Tyrell, and Virginia Wallace. The library was represented by Alan Thibeault, Director; Ann Gutting, Assistant Director, and Janice Flaherty, Administrative Assistant.

Minutes

Ms. Peabody moved to accept the minutes of June 17, 2010, as presented. Ms. Wallace seconded the motion. There were three votes in favor and one abstention. (Mr. Matarazzo was absent from this meeting.)

Director's Update

A. Library Financials. Mr. Thibeault submitted a paper "Fy 11 Library Financials as of 21 June, 2010." All Fy 10 bills have been closed out.

B. Key Library Statistics. Mr. Thibeault submitted "Key Library Statistics Comparison: Fy 2008- Fy 2010," per ARIS report as filed. Interesting facts were reported: Fy 2010 holdings were higher than ever at 100, 579. Reductions in some areas were noted owing to demographic changes and the reduction of library hours from 50 hours to 40 hours. Fines payment was higher in 2009 due in part to raised fine prices.

C. Long Range Plan. Copies of the plan have been circulated and reactions recorded. No final date has been set for the completed plan, but mid-August is targeted.

D. Softrite. The new town plan drew praise from Mr. Thibeault and Ms. Gutting as being a welcome change.

E. Books on tape. Many of the tapes are being stored and will be donated to other libraries. Some have been retained as the tape of Sylvia Plath reading her own poetry.

F. Bookends. Mr. Thibeault reported that Mr. Joseph Neville has stepped down and that his place will be taken by Mr. Bernard Kelly.

G. Friends of the Library. Mr. Thibeault told of his communication with the Reading Public Library out of which came the suggestion that the Friends designate a certain amount of funding for the year. The Friends have already donated \$856,00 for the Ron Bergman collection.

H. Carpet. Monica Ford is drawing up a contract for the new carpet of \$14,580.00 to come out of capital money. All-Ways Flooring has the contract and will do the work on the Children's Library and the main library next month. The library may need to close for two days during the installation.

I. Frost Roof. Vendors will be on hand to assess the slate roof leaks. Raboin Co. is expected on Friday.

J. Air Conditioner. One of our air conditioners has breathed its last, RIP. Town Hall has offered a replacement as it has an A.C. that is not compatible with its electric service.

Old Business

1. Regionalization Letter. Mr. Thibeault submitted a final draft of the regionalization letter which won swift approval of Mr. Matarazzo. Ms. Peabody and Ms. Wallace had positive responses and Mr. Tyrell found the letter to be well-written. Mr. Dalton questioned the accuracy of the phrase "as economically as possible." Therefore when Ms. Peabody made the motion to forward the letter to the Town Manager and it received a second from Ms. Wallace, Mr. Dalton was not ready to vote. Given more time by Mr. Matarazzo, Mr. Dalton joined the other trustees in voting approval of the motion.

2. Florence and Bernie Basch Room. Only a few t's need to be crossed for the completion of the Basch Room.

Mr. Thibeault opened the floor to the kind of dedication ceremony that should be planned. Trustees agreed that something

paralleling the dedication of the Ron Bergman Room would be appropriate- wine, cheese, talks, and a plaque to Rich Lombardi.

Possible dates for the dedication are October 13 or on October 20 or 21, 2010.

Some research is still to be done on furnishings that meet fire safety codes. Mr. Thibeault is on the case.

New Business

There is no trustees meeting planned for August, 2010.

Next Meeting

The trustees will meet next on Wednesday, September 15, 2010 at 6:30 PM. in the Hazlett Meeting Room.

Adjournment

Ms. Peabody, promptly at 7:37 P.M., moved to adjourn the meeting, which gained the approval of all the trustees and library personnel after Ms. Wallace's rapid second.

RST

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FY10 LIBRARY FINANCIALS as of 21 JULY 2011				
LINE ITEMS	.1 JULY 10	Current \$\$ Available	\$\$ Spent	% Spent
Payroll	313,261.71	289,084.79	24,176.92	7.72%
S&E Non-Materials (see Non-Materials details below)	18,000.00	18,000.00	0.00	0.00%
S&E Materials** (see compliance levels below)	63,050.00	62,009.80	1,040.20	1.65%
NOBLE	49,490.00	42,869.67	6,620.33	13.38%
Contract Services	3,800.00	3,800.00	0.00	0.00%
Utilities	25,232.00	25,232.00	0.00	0.00%
Conference	1,500.00	1,500.00	0.00	0.00%
OVERALL	474,333.71	442,496.26	31,837.45	6.71%
DISCRETIONARY FUNDS	7/1/2009	Expen'tures	FY10 Deposits	Current \$\$ Available
.State Aid	15,228.84	2,939.59	11,582.08	24,029.13
.George Hyde Fund	12,667.37	4,475.28	315.00	8,507.09
.Hazlett Children's Fund	805.03	600.00	835.00	1,040.03
.New Book Fund	2,170.21	1,738.57	186.00	617.64
.Carr Museum Fund	777.00	0.00	110.00	887.00

S&E NON-MATERIALS DETAIL	18,000.00	Current \$\$ Available	% Spent
S&E Admin	6,000.00	6,000.00	0%
S&E Bldg Mnt	6,000.00	6,000.00	0%
S&E Tech Serv	6,000.00	6,000.00	0%
Remaining Overall		18,000.00	

****S&E MATERIALS COMPLIANCE	Spent		
56,920.05	1,040.20	1.83%	<--12% compliance
64,035.05	1,040.20	1.62%	<-- 13.5%
71,150.06	1,040.20	1.46%	<-- 15%
TOTAL S&E		80,009.80	

Key Library Statistics comparison: FY 2008 - FY 2010
(per ARIS report as filed)

Category	FY 2008	FY 2009	FY 2010
Cardholders ¹	10,609	10,922	11,119
Total Circulation ²	76,935	72,081	72,566
Holdings ¹	94,805	93,298	100,579
Meeting Room Usage ²	142	93	113
Public PC Usage ²	8,947	6,896	8,355
Full-Time Staff Equivalent ³	9.17	8.77	8.11

¹ As of June 30th each year

² Total for fiscal year

³ At highest level during the fiscal year; based on total staff hours per week divided by 35

Fine Money Paid to Town: Historical

FY 2004: **\$2,779.65**

FY 2005: **\$1,648.71**

FY 2006: **\$2,753.70**

FY 2007: **\$3,632.88**

FY 2008: **\$4,276.96**

FY 2009: **\$5,477.60**

FY 2010: **\$3,322.86**



**Board of Trustees
Winthrop Public Library & Museum
2 Metcalf Square
Winthrop, Massachusetts 02152-3159**

July 21, 2010

Mr. James McKenna, Town Manager
Town of Winthrop
One Metcalf Square
Winthrop, MA 02152-3159

Mr. McKenna:

The Library's Board of Trustees would like to take this opportunity to share our thoughts about the concept of regionalization of library services.

We are cognizant of our obligation to do what's best for the citizens of Winthrop in working with local municipal governments to retain the highest possible level of library services as economically as is possible. We are also concerned about the planning process itself and it is our expectation that the Metropolitan Area Planning Commission (MAPC) will consult with this board, elected by the citizens of Winthrop, as part of its ongoing study.

One of the goals of any regionalization effort is the leveraging of available resources to increase efficiency and enhance public services. We'd like to point out that Massachusetts libraries have always been well ahead of the curve in adopting collaborative measures which result, every day, in clear savings and service enhancements:

1. NOBLE: Our membership in the North of Boston Library Exchange, Inc., along with the other 27 libraries (17 public and 10 academic spread along the North Shore) already provides us with an affordable, high-quality integrated library system (which hosts our catalog and circulation systems) as well as a buyer's cooperative which saves 25% on most book, equipment, supply and DVD/CD purchases; highly-responsive and qualified information technology support (to include staff training, upgrades and troubleshooting of systems and individual PCs); Internet connectivity; shared access to many titles in electronic format (both E-Books in audio or written format as well as commercial database subscriptions at drastically-reduced prices) for our patrons as well as consulting services and professional development opportunities – all for the cost of NOBLE membership which, at less than \$50,000 per year, remains a true bargain. Obtaining such services on the open market without or with a lesser collaborative effort would cost six to eight times as much as we are paying now.

2. Massachusetts Regional Library System (MRLS): This state resource provides us, along with the approximately 340 other public libraries in Massachusetts, with additional commercial database access at no additional cost to the taxpayer and, like NOBLE (but without any redundant functionality among the two entities), provides free consulting services for library management and individual departments. The

MRLS also manages the delivery and pick-up of interlibrary loan materials at no additional cost to the Town.

Thus, we are and have been employing regionalization measures which are already saving money and enhancing services significantly.

We recognize the possibility that the MAPC's study may simply result in a finding that "sharing" a library director with Revere and/or Chelsea is the best strategy to adopt at the present time. In recognition of the current fiscal crisis, we would be willing to consider prudent, temporary measures which help preserve library services in Winthrop while easing the town's current fiscal burden. However, any regionalization agreement that calls for a shared director, while addressing short-term fiscal problems, **must and will** result in the loss of efficiency. If we decrease the amount of time available for management at any of the libraries involved, each will suffer. It is our belief, born of experience, that the management of the Winthrop Public Library & Museum requires the commitment of a full-time, qualified director.

Further, it is our opinion that each library participating in a shared directorship arrangement must provide an assistant director (or equivalent position) to oversee day-to-day, facility-level operations. This is because the director, due to the demands of managing multiple municipal libraries must, of necessity, be less involved in day-to-day operations at each location and be most involved in time-intensive, big-picture responsibilities: budgeting; financial stewardship; ensuring compliance with legal and certification requirements; personnel administration; strategic direction; policy formulation and, lastly, departmental reporting and relations with elected and appointed officials as well as with citizens of the communities involved. In the absence of an on-site assistant director (or equivalent) overseeing day-to-day operations at each library, the director's job would quickly become unmanageable.

The library director's job has a very real hands-on component which would simply have to suffer greatly under such an arrangement. Given the current, austere staffing at our Library, an on-site director (and the additional manpower the director represents) is vital to ensure all of our departments remain open and functioning at a satisfactory level.

Additionally, we have other concerns about the adoption of a regionalization initiative:

1. Town Charter: We believe that entering into any regionalization arrangement would likely violate the Town Charter currently in force. The Charter was written on the principle of one elected body to oversee one municipal library. Thus, the Charter would almost assuredly have to be revised, subject to public approval, to accommodate any regionalization agreement.
2. Loss of Local Control: Under any sort of regional agreement, governance of the libraries involved would have to be accomplished cooperatively. Thus, we run the risk of having library policies decided by the governing bodies of other cities or towns. We could well find ourselves in the unappetizing position of having citizens from other municipalities controlling Winthrop taxpayers' money. Given the relative sizes of the three communities involved, representational authority based on population could favor the interests of the larger communities over those of the Town of Winthrop.
3. True benefits to **this** Library: This board is charged with setting policies which preserve and enhance public library services in the Town of Winthrop. We are not convinced that hoped-for financial savings for the Town will result in any improvement of local Library services. We are concerned that the loss of management efficiency, coupled with the aforementioned loss of local control would actually damage

local library services. Such damages could negate or surpass any direct financial benefit gleaned from a regionalization agreement.

Thank you for your time and attention on this important matter. Our board remains ready and eager to work with your office, the MAPC and the communities involved in any contemplated regionalization arrangement. We are charged by the Town Charter and our collective conscience with ensuring that any action we take on the matter benefits, rather than hurts, the Winthrop Public Library & Museum.

Sincerely,

James A. Matarazzo, Chair

Stephen Dalton

Betty Peabody

John Tranfaglia

Richard Tyrell

Virginia Wallace

Cc: Alan Thibeault, Director, Winthrop Public Library & Museum
Joseph Domelowicz and Josh Monahan, Metropolitan Area Planning Commission