



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

**James M. Matarazzo**  
*Chairman*

**John Tranfaglia**  
*Vice Chairman*

**Betty Peabody**  
*Treasurer*

**Richard Tyrell**  
*Secretary*

**Stephen Dalton**

**Virginia Wallace**

**NOTICE: BOARD OF TRUSTEES MEETING**

The Winthrop Public Library & Museum Board of Trustees will meet on **Wednesday, May 4th, 2011**. 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 (including Executive Session) from the previous March 23rd, 2010) meeting [**see Supporting Document 1**]
2. Director's update
3. Old Business
  - *Evelyn Maurici Collection dedication date*
4. New Business
  - *Overdue Items Amnesty – June 14-30, 2011*
  - *Request for appropriation of funds to purchase 2 new staff PCs*
  - *Request for contingent appropriation of funds to purchase needed items for new circulation desk & space reorganization. (see Handouts 2 and 5)*
5. Public Comment
6. Date of Next Meeting:
7. Motion to adjourn



**Board of Trustees  
Winthrop Public Library & Museum  
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**MINUTES**

The Board of Trustees met on Wednesday, May 4<sup>th</sup>, 2011 for a regularly-scheduled meeting, which convened at 6:45 p.m. in the Edward Hazlett Meeting Room. Present were the following named trustees: James Matarazzo, Chair; John Tranfaglia, Vice Chair; Betty Peabody, Treasurer and acting Secretary; Stephen Dalton and Virginia Wallace. The library was represented by Alan Thibeault, Director and Janice Flaherty, Administrative Assistant.

Minutes

Ms. Wallace moved to accept the minutes from March 23<sup>rd</sup>, 2011 as presented. Mr. Dalton seconded the motion which passed unanimously. Mr. Dalton moved to accept the minutes from the March 23<sup>rd</sup>, 2011 executive session as presented. Ms. Peabody seconded the motion which passed unanimously.

Director's Update

1. Library Financials. Mr. Thibeault submitted figures as of May 4<sup>th</sup>, 2011, noting that the library is 86% through the fiscal year; 88% for payroll purposes. Spending is on target. Mr. Thibeault also projected that the library has committed sufficient funds to reach the 12% materials purchasing threshold for state certification purposes. Mr. Tranfaglia asked if the library has sufficient monies left to cover utilities expenses. Mr. Thibeault answered in the affirmative.

2. Town Hall. Mr. Thibeault briefed the Board on the FY 12 budget process, reporting that he and Mr. Tranfaglia spoke before the Citizens Finance Commission last month. They addressed laws related to certification of public libraries and the paramount role the municipal appropriation plays in it as well as the value of our membership in NOBLE. Both felt the briefing was well-received. They spoke to the new Superintendent of Schools, John Macero, afterwards and discussed school-library cooperation and collaboration. Mr. Thibeault reported that the Town Manager has told him that he has since passed the library's requested budget for FY 2012 (level-funded at \$474,334) to the Town Council with a recommendation for approval. Mr. Thibeault also addressed the Town Manager's plan/concept for consolidation of finance and facilities/grounds maintenance functions between the Town and schools. He has not seen the plan yet so did not feel he could yet determine its effect on library building maintenance operations. Finally, Mr. Thibeault reported that there will be an opening gala for the E.B. Newton School Cultural Center on May 28<sup>th</sup> from 7 p.m. – 10 p.m. Mr. Thibeault urged Trustees to attend and provided invitations to those whose schedules should permit them to attend.

3. Building Maintenance. Mr. Thibeault announced that the chain link fence near Winthrop Street was removed by the DPW. The rose bush located near the fence was also moved by library staff to a spot next the building. A trellis may be placed there next year. Mr. Thibeault has also asked Service Glass to add glass panels

## **Minutes, Board of Library Trustees, Winthrop Public Library & Museum, May 4<sup>th</sup>, 2011**

over the keyhole windows on the building's façade to better protect them from the elements and enhance insulation of the building. Estimated cost will be about \$200.00

4. Circulation Desk. Mr. Thibeault reports that construction of the desk is complete and that Ron Bergman is applying the final finishing touches. He provided a briefing to include photos of the desk and a floor diagram of the layout plan for the Frost Building's main floor. He also discussed needed additional equipment as well as required moving and electrical work. The desk will be installed in early June and furnishings rearranged at that time. He estimates that the library may have to close for one day during the process. He stated that he would address payment options for the needed work and services under new business.

5. Upcoming Programs/Events: Mr. Thibeault presented a list of upcoming programs and events at the library through the end of August 2011.

6. Donations: Mr. Thibeault reported the following donations to the library (monies deposited to the George W. Hyde Fund):

Popular Authors Literary Club - \$25.00

Winthrop Lodge of Elks - \$100.00

Alan Peabody – Placed pansies in the planters at the foot of the front steps.

7. Mr. Thibeault continues work on alternatives to NOBLE membership and a corporate sponsorship initiative; he hopes to present both items to the Board in June.

8. Mr. Thibeault announced the library will change to its summer schedule from May 30<sup>th</sup> – September 3<sup>rd</sup>.

Old Business: Mr. Thibeault plans to dedicate the Evelyn Maurici Collection on May 26<sup>th</sup>, 2011.

### New Business

1. Mr. Thibeault requested the Board vote to approve an overdue items amnesty to run June 14-30, 2011. Patrons returning items will be encouraged to donate canned good etc. which the library will pass on to the Community Food Bank. Ms. Wallace moved to accept the recommendation. Mr. Dalton seconded the motion which passed unanimously.

2. Mr. Thibeault recommended the Board vote to appropriate \$2000.00 in State Aid funds to purchase two new staff PCs after July 1<sup>st</sup>, 2011. The PCs will replace older machines on the Children's circulation desk and in Technical Services. Ms. Peabody moved to accept the recommendation. Ms. Wallace seconded the motion which passed unanimously.

3. Following up on his briefing on the new circulation desk and space reorganization in the Frost Building, Mr. Thibeault recommended the Board vote to approve a contingent appropriation of \$4000.00 in State Aid funds to cover expenses associated with the project to include moving one large bookcase, alterations in electrical/data/telephone wiring as well as purchase of four computer workstations, five wireless cards for public PCs and one staff PC for the new circulation desk. Mr. Thibeault stated that he intends to use money

## **Minutes, Board of Library Trustees, Winthrop Public Library & Museum, May 4<sup>th</sup>, 2011**

from the library's Supplies & Equipment budget line to cover the expenses. However, he'd like to have authority to allocate State Aid funds if the Supplies and Equipment funds are insufficient or unavailable when invoices are received. Ms. Wallace moved to accept the recommendation. Mr. Dalton seconded the motion which passed unanimously.

Public Comment: Mr. Alex Alexanian addressed the Board, stating his appreciation for the hard work it does.

### Next Meeting

The Trustees will meet next on Thursday, June 2nd, 2011, at 6:30 p.m. in the Hazlett Meeting Room.

### Adjournment

Ms. Wallace moved to adjourn this meeting at 7:31 P.M. Mr. Tranfaglia seconded the motion which was immediately and unanimously approved.

Betty Peabody, Acting Secretary

**Supporting Document 1: Minutes from the 2/17/2011 Trustees Meeting:**



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

**MINUTES**

Minutes

Mr. Tranfaglia moved to accept the minutes from February 17, 2011 as presented. Ms. Peabody seconded the motion which passed unanimously.

Director's Update

1. Library Financials. Mr. Thibeault submitted figures as of March 23, 2011, noting that the library is 75% through the fiscal year.
2. Town Hall. Mr. Thibeault briefed the Board on the FY 12 budget process, noting that the Town Manager and Finance Director are currently working on it. He also briefed the Board on the plans for the Lyceum (tentatively called the "Winthrop Cultural Center"), plans for consolidation of MIS, grounds and custodial functions between the Town and Schools, the Town Manager's wish to create an "auditor" position and the effect of the law cancelling Evacuation Day and Bunker Hill Day as Suffolk County holidays.
3. Building Maintenance. Mr. Thibeault announced that he plans to replace portions of the stockade fence around the air conditioning compressors on the Winthrop Street side of the library this spring/summer. He also discussed plans for work on the oil tank to help prevent future problems with the boiler and noted that the DPW has been informed of our intention to remove the chain link fence on the Winthrop Street side of the library.
4. Fire Emergency Policy. Noting that a fire alarm last month revealed deficiencies in staff response to emergencies, Mr. Thibeault presented a new policy letter which better spells out procedures and responsibilities. Members of the staff have been briefed and fire drills will be conducted.
5. Circulation Desk. Mr. Thibeault reports that Ron Bergman is about 85% finished with building the new desk. He also reported that the Friends have agreed to pay for any electrical work required at installation.
6. Upcoming Programs/Events: Mr. Thibeault presented a list of upcoming programs and events at the library through the end of 2011.
7. Miscellaneous: Mr. Thibeault plans to dedicate the Evelyn Maurici Collection in mid-to-late April. He continues work on alternatives to NOBLE membership and a corporate sponsorship initiative; both will be presented to the Board in May or June.

Old Business: NONE

## New Business

1. Mr. Thibeault recommended the Board vote to set the maximum fine for lost museum passes at the item value. Mr. Dalton moved to accept the recommendation. Mr. Tranfaglia seconded the motion which passed unanimously.

2. Mr. Thibeault recommended the Board vote to provide priority of use of museum passes to Winthrop residents; residents of other communities can obtain unclaimed passes on the date of issue after the library opens for business provided they pick up the pass in person. Mr. Dalton moved to accept the recommendation. Ms. Peabody seconded the motion which passed unanimously.

3. Mr. Matarazzo, citing Mass. General Law, Chapter 38, Section 21a(1)3, recommended the Board go into executive session to discuss collective bargaining matters. Ms. Peabody moved to accept the recommendation. Mr. Tranfaglia seconded the motion which passed unanimously at 7:20 p.m. The board closed the executive session at 7:35 P.M. and returned to a public, open meeting.

Public Comment: NONE

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The Trustees will meet next on Wednesday, May 4, 2011, at 6:30 p.m. in the Hazlett Meeting Room.

## Adjournment

Mr. Tranfaglia moved to adjourn this meeting at 7:40 P.M. Ms. Peabody seconded the motion which was immediately and unanimously approved.

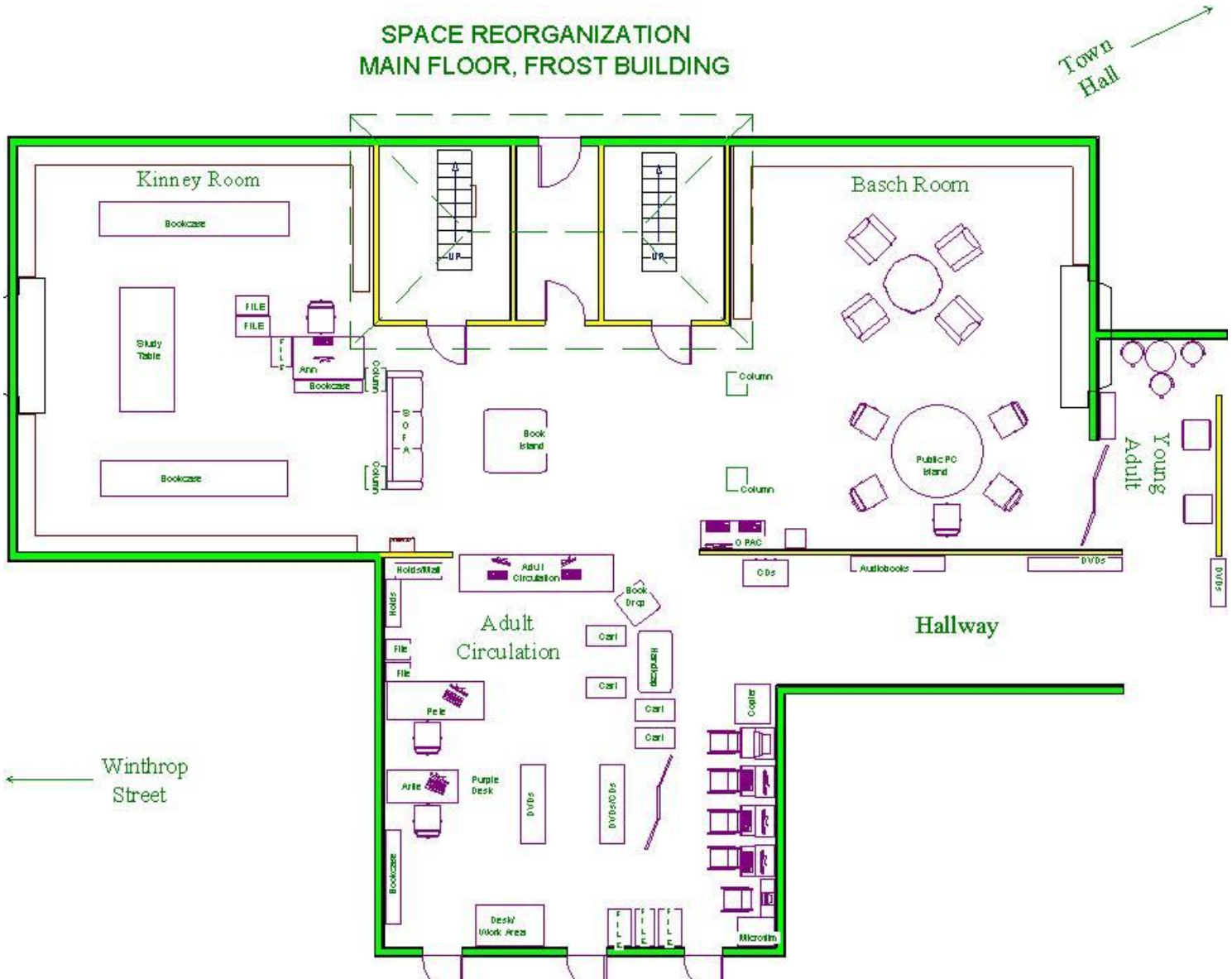
Betty Peabody, Acting Secretary

Handout 1: Library Financials, May 4th, 2011

<b>FY11 4 May 2011</b>				
<b>LINE ITEMS</b>	<b>1 JULY 10</b>	<b>\$\$ Left</b>	<b>\$\$ Spent</b>	<b>% Spent</b>
Payroll	313,261.71	43,262.87	269,998.84	86.19%
S&E	81,050.00	15,056.43	65,993.57	81.42%
NOBLE	49,490.00	1,194.32	48,295.68	97.59%
Contract Services	3,800.00	395.75	3,404.25	89.59%
Utilities	25,232.00	1,277.15	23,954.85	94.94%
Conference	1,500.00	1,177.12	322.88	21.53%
<b>OVERALL</b>	<b>474,333.71</b>	<b>62,363.64</b>	<b>411,970.07</b>	<b>86.85%</b>
<b>DISCRETIONARY FUNDS</b>	<b>1 JULY 10</b>	<b>Expen'tures</b>	<b>FY11 Deposits</b>	<b>Current \$\$ Available</b>
.State Aid	24,029.13	2,811.00	15,949.85	37,167.98
.George Hyde Fund	8,407.09	0.00	14,930.00	23,337.09
.Hazlett Children's Fund	1,040.03	0.00	100.00	1,140.03
.New Book Fund	2,356.21	1,944.04	205.47	617.64
.Carr Museum Fund	887.00	0.00	0.00	887.00
<b>S&amp;E DETAIL \$\$SPENT</b>	<b>81,050.00</b>		<b>Amount Apportioned</b>	<b>S&amp;E Remainder</b>
S&E Admin	3,400.69		4,000.00	599.31
S&E Bldg Mnt	9,529.29		10,000.00	470.71
S&E Tech Serv	3,627.33		4,000.00	372.67
S&E Materials	53,319.76	(see below)	63,050.00	9,730.24
<b>Total SPENT</b>	<b>69,877.07</b>			<b>11,172.93</b>
<b>****S&amp;E MATERIALS COMPLIANCE</b>	<b>Spent</b>			
Materials w/ Discretionary Funds	1,944.04			
Materials TOTAL	55,263.80			
<b>56,920.05</b>	12%	<b>97.09%</b>	toward goal	
<b>64,035.05</b>	13.5%	<b>86.30%</b>	toward goal	
<b>71,150.06</b>	15%	<b>77.67%</b>	toward goal	

# Handout 2: New Floor Plan, Main Floor, Frost Building

## SPACE REORGANIZATION MAIN FLOOR, FROST BUILDING





**Handout 3: Upcoming Programs & Events at the Winthrop Public Library & Museum**

May 19th 2011: **Michael Tougias**, author of ***Overboard! A True Bluewater Odyssey of Disaster and Survival\*\****

June 4th, 2011: ***Ellen MacNeil***, (S.P.I.R.I.T.S. of New England), ***Keys to the Other Side: Paranormal Investigations***

June 7th, 2011: ***Joy Ashe***, author of ***Genetic Defense: A Fictional Genetic Thriller***

July 21st, 2011: ***Yankee Notions***, Concert of traditional New England folk music

August 2d, 2011: ***Under One Sky*** with **Davis Bates & Roger Tincknell**, a Summer Reading Concert\*\*

**\*\* Funded by the *Friends of the Winthrop Public Library & Museum* and a grant from the *Winthrop Cultural Council***

# WINTHROP PUBLIC LIBRARY SUMMER HOURS

*(May 31 – September 2, 2011)*

## ADULT

## CHILDREN'S

<b>Monday:</b>	10 a.m. – 6 p.m.	1 p.m. – 6 p.m.
<b>Tuesday:</b>	12 p.m. – 8 p.m.	1 p.m. – 7 p.m.
<b>Wednesday:</b>	10 a.m. – 6 p.m.	1 p.m. – 6 p.m.
<b>Thursday:</b>	12 p.m. – 8 p.m.	1 p.m. – 6 p.m.
<b>Friday:</b>	10 a.m. – 6 p.m.	1:30 p.m. – 6 p.m.
<b>Saturday &amp; Sunday:</b>	CLOSED	

*The final Children's Story Hour for the summer months will take place on June 17th. They will resume after Labor Day.*

**Handout 5: Expenses associated with new circulation desk, space reorganization**

<b><u>Expense</u></b>	<b><u>Projected Vendor</u></b>	<b><u>Cost/Unit (qty.)</u></b>	<b><u>Maximum Price</u></b>
Wireless Card	MicroCenter	\$15-\$20 (5)	\$100.00
PC Workstation	W.B. Mason	\$100 - \$120 (4)	\$500.00
Moving Expense (one large bookcase)	Diamond Relocation	\$500 (1)	\$500.00
Electrical Service	Al Millerick	\$1000-\$1500	\$1500.00
<u>Staff PC</u>	<u>Dell via NOBLE</u>	<u>\$1000</u>	<u>\$1000.00</u>
		<b>Estimated Cost =</b>	<b>\$3600.00</b>