



**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 **Thursday, September 15th, 2011**. Meeting will commence at **6:30 p.m.** in the Ron Bergman Room, Winthrop Public Library & Museum, Two Metcalf Square, Winthrop, MA 02152-3159.

Agenda

1. Reading and acceptance of minutes from the previous meeting: June 7th, 2011) meeting [**see Enclosure 1**]
2. Director's update
3. Old Business
4. New Business
 - *Unattended Children/Adults in Need Policy*[See Enclosure 5]
 - *Repairs to underground heating oil tank* [See Enclosure 6]
 - *Library Director succession/hiring plans*
5. Public Comment
6. Date of Next Meeting:
7. Motion to adjourn

Board of Trustees
Winthrop Public Library and Museum

Minutes

Trustees meeting, September 15, 2011, Ron Bergman Room,
Winthrop Public Library.

Mr. Matarazzo called the meeting to order at 6:31 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 9, 2011 as written. Ms. Wallace seconded the motion which was then approved unanimously.

Director's update

1. Mr. Thibeault announced his resignation as Director in order to assume, effective October 29, 2011, the Directorship of the Peabody Institute Library of Danvers, Mass.

Mr. Thibeault's loss will be keenly felt as he has been a dedicated, creative, and intelligent leader of the Winthrop Public Library. We all wish him well and predict great success for him in his new role.

2. Library Financials. Mr. Thibeault submitted figures as of September 15, 2011. The library has met the requirement for certification with an expenditure of \$13 for materials.

3. Town Hall update. The search for a new DPW Director continues, and the position for a new Facilities Director has been posted.

The election of three new members to the Board of Library Trustees will have four candidates: Alex Alexanian, Ron Bergman, Maria Ferri, and James Matarazzo.

4. The Director advised that new job descriptions are near completion and will be presented at the October meeting.

Key library statistics, with enclosure #4, were presented as showing card holders, circulation, holdings etc.

5. Events and programs. Spirit of New England will do a presentation on September 24th in the Hazlett Room. The group will also conduct another paranormal investigation of our facilities.

On October 1, 2011, Author Ainee Beland will give a talk on the writing process.

Both events are free to the public.

6. Donations. Saul Gliserman donated \$100 to the Hyde Fund.

7. Evergreen. Staff training begins next week. with Richard allen, Arthur Languirand, and Peter Solomon acting as trainers.

8. The library is now on winter schedule.

9. The Museum of Science passes have been added to our list.

New business

Unattended children. Mr. Dalton made the motion to approve the new policy paper on unattended children. His motion was seconded simultaneously by Ms. Peabody and Ms. Wallace. The motion carried unanimously. The paper will be posted.

Oil tank. The oil tank needs cleaning and attention that will bring it up to code. Discussion was tabled until the next meeting.

New Director. Mr. Matarazzo began the development of a search committee for a new Director.

Date of next meeting

The trustees will meet next on Thursday, October 13, 2011, at 6:30 P.M. in the Hazlett Meeting Room.

Adjournment

Mr. Dalton moved to adjourn the meeting at 7:56 P.M. Ms. Wallace seconded the motion which carried unanimously.

RST

Enclosure 1: Minutes from the 6/7/2011 Trustees Meeting:

Board of Trustees Winthrop Public Library and Museum

Minutes

Trustees meeting, June 9, 2011, 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, and Ann Gutting, Assistant Director.

Minutes

Mr. Dalton moved to accept the minutes of May 4, 2011. Ms. Wallace seconded the motion which was then unanimously approved.

Director's Update

1. Library Financials. Mr. Thibeault submitted library financial figures as of June 7, 2011. The Director predicted that the library will meet the 12% level needed for certification.

2. Town Hall Update

Mr. Thibeault reported that Town employees would receive a 2% increase in salary.

The E.B. Newton Cultural Center held a gala on May 28, 2011, that was quite successful.

The new circulation desk is now in place, thanks to the splendid workmanship of Ron Bergman.

The Maurici collection dedication was well attended.

Jay Ashe is holding forth in the Children's Room as the trustees meet.

The overdue amnesty will continue until June 30, 2011.

The summer library schedule is now in effect.

Two Massport youngsters will work in the library this summer beginning on July 5, 2011.

Senior Tax Volunteer, Marie Evans, is now on board.

Old Business

Mr. Thibeault submitted, dated June 6, 2011, an "Analysis of Contemplated automatic network migration--NOBLE to Minuteman Library Network (MLN)." This report is a definitive analysis that would make Ben Bernanke swell with pride and presents trustees with a clear picture of the offerings of NOBLE and MLN with the costs involved.

Ms. Peabody made the following motion which incorporates the recommendation of the Director: Monitor the situation but retain our NOBLE membership while studying changes in costs and emerging technological developments/trends. Ms. Wallace seconded the motion which was unanimously approved.

New Business

The Director reported that the Town Manager, under the new system of bill paying, may now deny expenditures.

In order to ensure that the library meet the materials purchasing requirement for 2011 eligibility for State Aid, Mr. Dalton proposed that trustees allocate \$3,000 for material purchases in FY 11. Ms. Peabody seconded the motion which then won unanimous approval.

Date of next meeting

The trustees will meet next on Thursday, September 15, 2011, barring an emergency, at 6:30 P.M., in the Hazlett Meeting Room.

Adjournment

Ms. Peabody moved to adjourn this meeting at 7:33 P.M. Mr. Dalton seconded the motion. Unanimous.

RST

RST

Enclosure 2: Library Financials – Sept. 15, 2011

FY12 SEPTEMBER 15, 2011				
LINE ITEMS	1 JULY 11	\$\$ Left	\$\$ Spent	% Spent
Payroll	319,191.00	247,485.23	71,705.77	22.46%
S&E	81,050.00	66,646.43	14,403.57	17.77%
NOBLE	49,490.00	27,298.66	22,191.34	44.84%
Contract Services	3,800.00	3,650.00	150.00	3.95%
Utilities	25,504.00	23,570.94	1,933.06	7.58%
Conference	1,500.00	1,500.00	0.00	0.00%
OVERALL	480,535.00	370,151.26	110,383.74	22.97%
DISCRETIONARY FUNDS				
	1 JULY 11	Expen'tures	FY11 Deposits	Current \$\$ Available
.State Aid	37,167.98	2,000.00	0.00	35,167.98
.George Hyde Fund	34,446.81	0.00	0.00	34,446.81
.Hazlett Children's Fund	631.47	0.00	0.00	631.47
.New Book Fund	96.76	0.00	20.00	116.76
.Carr Museum Fund	887.00	0.00	0.00	887.00
S&E DETAIL \$\$\$PENT				
	81,050.00		Amount Apportioned	S&E Remainder
S&E Admin	3,682.09			
S&E Bldg Mnt	590.31			
S&E Tech Serv	430.34			
S&E Materials	9,700.83	(see below)		
Total SPENT	14,403.57		81,050.00	
****S&E MATERIALS COMPLIANCE				
Materials purch w/ Discretionary Funds	9,700.83			
Materials TOTAL	0.00			
	9,700.83			
57,664.20	12%	16.82%	toward goal	
64,872.23	13.5%	14.95%	toward goal	
72,080.25	15%	13.46%	toward goal	

Enclosure 3: Library Financials – Year-end FY 2011

FY11 FULL END of YEAR				
8/26/2011				
LINE ITEMS	1 JULY 10	\$\$ Left	\$\$ Spent***	% Spent
Payroll	313,261.71	-3,147.82	316,409.53	101.00%
S&E	81,050.00	5.99	81,044.01	99.99%
NOBLE	49,490.00	194.32	49,295.68	99.61%
Contract Services carries over FY to FY	7,600.00	2,567.75	5,032.25	66.21%
Utilities	25,232.00	530.42	24,701.58	97.90%
Conference	1,500.00	925.53	574.47	38.30%
OVERALL	478,133.71	1,076.19	477,057.52	99.77%
DISCRETIONARY FUNDS	1 JULY 10	Expen'tures	FY11 Deposits	Current \$\$ Available
.State Aid	24,029.13	4,525.00	15,949.85	35,453.98
.George Hyde Fund	8,407.09	0.00	15,150.00	23,557.09
.Hazlett Children's Fund	1,040.03	508.56	100.00	631.47
.New Book Fund	2,356.21	2,359.45	100.00	96.76
.Carr Museum Fund	887.00	0.00	0.00	887.00
S&E DETAIL \$\$\$PENT	81,050.00		Amount Apportioned	S&E Remainder
S&E Admin	4,362.80			
S&E Bldg Mnt	11,504.29			
S&E Tech Serv	3,905.73			
S&E Materials	61,271.19	(see below)		
Total SPENT	81,044.01			5.99
****S&E MATERIALS COMPLIANCE	Spent			
Materials purch w/ Discretionary Funds	2,868.01			
Materials TOTAL	64,139.20			
57,376.05	12%	111.79%	toward goal	
64,548.05	13.5%	99.37%	toward goal	
71,720.06	15%	89.43%	toward goal	

Enclosure 4: Key Library Statistics – FY 2011

Key Library Statistics comparison: FY 2009 - FY 2011
(per ARIS report as filed)

Category	FY 2009	FY 2010	FY2011
Cardholders ¹	10,922	11,119	11,457
Total Circulation ²	72,081	72,566	71,502
Holdings ¹	93,298	100,579	102,504
Meeting Room Usage ²	93	113	171
Public PC Usage ²	6,896	8,355	7,388
Full-Time Staff Equivalent ³	8.77	8.11	8.11

¹ As of June 30th each year.

² Total for fiscal year

³ 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**

FY 2011: **\$1,550.82**

Enclosure 5: Unattended Children/Adults in Need Policy



Winthrop Public Library & Museum 2 Metcalf Square Winthrop, Massachusetts 02152-3159

Unattended Children/Adults in Need Policy

General: The Winthrop Public Library & Museum strives to provide a safe, comfortable environment for users of all ages. The purpose of this policy is to ensure the safety of unattended children and adults in need in our facilities.

Parents or guardians are responsible for the conduct of minor children (under 18 years of age) in the Library or on Library grounds, regardless of whether they are in accompany of their children or not. All library users, regardless of age, must conduct themselves lawfully, follow library use policies and be considerate of others.

Library employees are not licensed care providers and cannot take the place of parents or guardians. Furthermore, library duties do not allow staff to actively monitor facilities or grounds beyond their work stations.

Please remember that the library is a public place. The library staff does not know whether the person a child or adult in need is interacting with, or leaving the library with, is an appropriate chaperone or a stranger. As in all public places, "stranger danger" is a real concern.

Definitions:

* **Unattended Child:** Any child under the age of 18 on Library premises unaccompanied by a parent, guardian or caregiver.

* **Adult in Need:** A person over 18 years of age who, due to physical or developmental challenges, is incapable of adequately caring for himself or herself and his or her interests.

1. Unattended Children: Parents/guardians are responsible for the behavior and safety of any child under the age of 18 in the Library.

a. Children under the age of 8 must have a parent or caregiver within sight or conversation distance unless the child is participating in a formal library program. If the child is participating in a formal library program, a parent or caregiver must remain in the building and should join the child immediately when the program is completed. The caregiver must be at least 12 years of age.

b. Children ages 8 – 11 may use the Library unattended for an amount of time appropriate to their age and level of maturity. Library staff will take note of disruptive behavior caused by children who are apparently unattended. Library staff will inform children behaving disruptively or inappropriately of the rules. If the disruptive or inappropriate behavior continues, the child will be asked to leave the Library. If a child in this age group is unaccompanied by an adult or appropriate-aged caregiver, the staff will follow the directions in Paragraph 3.

(below) for children found on Library premises without a parent or caregiver. Library staff may not take responsibility for the care of any aged child.

2. Adults in Need: Guardians/caregivers are responsible for the behavior and safety of any adult(s) in need in the Library. As with unattended children, library staff may not take responsibility for the care of any adult in need.
3. If a child under the age of 8, or an adult in need in apparent distress, is found in the Library without a parent or caregiver, Library staff will:
 - a. Attempt to comfort the individual, if necessary.
 - b. Locate the parent/guardian or caregiver in the Library and explain the Unattended Child/Adult in Need Policy.
 - c. Attempt to contact the parent/guardian or caregiver who is not in the Library and ask him or her to come to the library and pick up the child or adult in need. Staff will express the Library's concern for the individual's safety and explain the Unattended Child/Adult in Need Policy.
 - d. If a parent/guardian or caregiver cannot be contacted within 30 minutes, staff will call the Winthrop Police Department to pick up the individual.
 - e. Encourage an unattended child/adult in need to contact the parent/guardian or caregiver if it is within 15 minutes of closing time. If a parent/guardian or caregiver cannot be reached or does not arrive by closing time, Library staff will call the Winthrop Police Department to pick up the unattended child/adult in need.
 - f. Remain with the individual until the parent/guardian, caregiver or police arrive.
 - g. If police take custody of an unattended child/adult in need, staff will leave a note on the front door of the Library stating "Unattended ('child' or 'adult in need') is in the custody of the Winthrop Police Department, 3 Metcalf Square, (617) 846-1212." Names will not be stated on the note.
 - h. Library staff may not transport any child/adult in need from the Library to another location.

Approved by the Board of Trustees: _____

Enclosure 6: RFQ for heating oil storage tank upgrades/repairs

**Winthrop Public Library & Museum
2 METCALF SQUARE
WINTHROP, MA 02152**

Date: 9 September, 2011

**REQUEST FOR PRICE
QUOTATIONS**

THIS IS NOT AN ORDER

RETURN TO THE ATTENTION OF:

Alan Thibeault, Director
Winthrop Public Library & Museum
Two Metcalf Square, Winthrop, MA 02152
Tel: 617-846-1703, Fax: 617-846-7083
Email: athibeault@town.winthrop.ma.us

DELIVERY POINT:

FOB DESTINATION:

SPECIFICATION: IAW 527 Code of Massachusetts Regulations (CMR) 9.05, repairs/upgrades to a 7,500 gallon underground oil storage tank to include:

1. Installation of one 5 gallon below grade spill containment slip on base, fittings and hand pump. Replacement/modification of existing fill pipe as needed.
2. Removal of existing vent pipe and installation of 2-inch vent pipe with vent cap.
3. Replacement of existing supply and return lines with 1 inch double-wall supply and return lines.
4. Installation of one shallow burial tank sump with sensor and connection to existing monitoring system.
5. Clean and treat existing contents of tank to remove contaminants and unwanted particulates.
5. Run and test of the complete system.
6. Backfill any required excavations to surrounding grade with clean fill.

Kindly respond in writing via fax, mail or email if your company does not perform the services specified above.

Address questions to: Alan Thibeault at 617-846-1703 or email athibeault@town.winthrop.ma.us

Quotes may be faxed, mailed or emailed.

BID PRICE:

Note: Bid prices shall include transportation and delivery charges, if any prepaid to the Town of Winthrop Destination.

**ALL QUOTATIONS
MUST BE SIGNED**

I herein certify under penalty of perjury that I have complied with all the laws of the Commonwealth relating to taxes.

FIRM NAME OF BIDDER

SIGNATURE OF BIDDER

DATE

ADDRESS

ZIP CODE

SCHEDULE OF DELIVERY

TELEPHONE NUMBER

FAX NUMBER

SOCIAL SECURITY NUMBER OR FEDERAL IDENTIFICATION NUMBER