



**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 **Thursday, October 13th, 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: September 15th, 2011) meeting [**see Enclosure 1**]
2. Director's update
3. Old Business
 - Oil Tank Repairs
 - Director Search Committee
4. New Business
 - Job Descriptions for Library Staff
 - Presentation of Library Technology Plan 2011-14
 - Update to Long Range Plan
5. Public Comment
6. Date of Next Meeting:
7. Motion to adjourn

James M. Matarazzo
Chairman

John Tranfaglia
Vice Chairman

Betty Peabody
Treasurer

Richard Tyrell
Secretary

Stephen Dalton

Virginia Wallace

Board of Trustees
Winthrop Public Library and Museum

Minutes

Trustees meeting, October 13, 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, Chair-
man; John Tranfaglia, Vice-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.
Alex Alexanian also attended the meeting.

Minutes

Mr. Tranfaglia moved to accept the minutes of September 15,
2011, as presented. Ms. Wallace seconded the motion which then
passed unanimously.

Director's update

1. Library Financials. Mr. Thibeault presented the figures
as of October 14, 2011, pointing out that spending is on target.

2. Town Hall update. The Town Manager is hopeful that
\$100-200 K might be returned to local aid.

Our heating oil supply is c. 5,000 gallons, and we use
about 5500 gallons per year.

3. State aid/certification application, The Director
reported that the library has requested and expects a waiver to
be granted. He is hoping for \$11 to 13 K.

4. Repairs to the Georgie Smith. Mr. Thibeault has received
a quote of \$2200 to \$2400 to repair the schooner model Georgie
Smith from Piel Craftsmen of Newburyport. The model is an
historic artifact donated to the library in 1899. The cost
does not appear feasible for the library at the present time.
An appraisal of the ship will be sought.

5. Reid's Boatyard. A photo exhibit was opened on October 7,
2011.

6. Events and programs. Jeff Belanger will appear at the Cultural Center on October 27, and David Polansky, October 29 in the Children's Room.

Peter Solomon has introduced Movie Day, each third Wednesday beginning on October 19th at 10:30 A.M. and 1:00 P.M. in the Hazlett Meeting Room. Movies are free of charge to the public.

7. Foundation. The annual meeting will be held before the next trustees meeting on November 10, 2011.

8. Northeast libraries legislative breakfast. This event will be held in Reading on October 21, 2011, and will be attended by Mr. Thibeault, Mr. Matarazzo, and Ms. Barbara Bishop.

9. Evergreen implementation. NOBLE has voted to delay implementation of the new system.

Old Business

1. Job descriptions: Library staff. Mr. Dalton made the motion to approve the job descriptions submitted to the trustees by the Director and Assistant Director. Ms. Peabody seconded the motion as trustees praised the detailed descriptions and then voted unanimously to accept them.

2. Oil tank repairs. A gas retrofit has been tabled because of the cost and our having 5,000 gallons of oil in the tank.

3. Long Range Plan. Mr. Dalton made the motion to approve the Long Range Plan. Ms. Peabody seconded the motion which was passed unanimously.

Library Technology Plan. Ms. Wallace moved to approve in principle the Library Technology Plan, to be implemented from 2011 to 2014. Mr. Tranfaglia seconded the motion which was then accepted unanimously.

Date of next meeting

The trustees will meet next on Thursday, November 10, 2011, at 6:30 P.M. in the Hazlett Meeting Room. This meeting will be preceded at 6:15 P.M. by a meeting of the Foundation members.

Adjournment

Mr. Tranfaglia, during a brief lull, made the motion to adjourn at 7:31 P.M. Ms. Peabody and Ms. Wallace together seconded the motion which passed without any objection or abstention.

RST

RST

Enclosure 1 – Minutes from 9/15/11 meeting

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 2: Library Financials – October 13, 2011

FY12 OCTOBER 14, 2011				
LINE ITEMS	1 JULY 11	\$\$ Left	\$\$ Spent	% Spent
Payroll	319,191.00	223,557.18	95,633.82	29.96%
S&E	81,050.00	57,311.99	23,738.01	29.29%
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	21,683.90	3,820.10	14.98%
Conference	1,500.00	1,417.10	82.90	5.53%
OVERALL	480,535.00	334,918.83	145,616.17	30.30%
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	120.00	216.76
.Carr Museum Fund	887.00	0.00	0.00	887.00
S&E DETAIL \$\$SPENT	81,050.00		Amount Apportioned	S&E Remainder
S&E Admin	3,989.04			
S&E Bldg Mnt	645.31			
S&E Tech Serv	658.53			
S&E Materials	18,445.13	(see below)		
Total SPENT	23,738.01		81,050.00	
****S&E MATERIALS COMPLIANCE	18,445.13			
Materials purch w/ Discretionary Funds	0.00			
Materials TOTAL	18,445.13			
57,664.20	12%	31.99%	toward goal	
64,872.23	13.5%	28.43%	toward goal	
72,080.25	15%	25.59%	toward goal	

Enclosure 3 – Job Descriptions (contact Library Director at 617-846-1703 to obtain the entire packet or individual position job description)

Enclosure 4 – Library Technology Plan (contact Library Director at 617-846-1703 to obtain a copy of the 2011-2014 Plan)