



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

**Meeting: Thursday, April 16, 2015, 5:00 p.m.
Bergman Room
Agenda**

Call to order

Introduction and Welcome to New Library Director

Approval of Minutes from March 12th meeting

Unfinished Business

New Business

Adjournment

Board of Trustee
Winthrop Public Library and Museum

Board meeting minutes for April 16, 2015

- Meeting called to order
- Diane Wallace introduced as new Director of Library and welcomed by the board.
- Motion to approve Minutes from March's meeting
 - Motion by Betty
 - Seconded by Gillian
 - Vote unanimous
- Unfinished Business
 - Window Shades
 - Shades are ordered
 - Round Tops
 - Window Shades for all seven front windows
 - They will be chained operated
 - Friends paid for shades
 - DPW moved stain glass from front to back windows
 - They also fixed a wall in the teen area as well as hung posters
 - Book Drop
 - Donations
 - \$2400 donation from the Rebekah's
 - \$1000 donation from the Bergman Fund
 - Balance covered by the Friends
 - Order and shipped
 - The only name on the book drop will be the Rebekah's
 - Will need to be bolted down by the DPW
 - A sign will be made by Richard Honan with wording from the Rebekah's
 - Lights
 - Lights added in the storage area of the Friends and boiler area.
 - Envelopes
 - \$120 for 500 Envelopes
 - Would need plain and window ones
 - New total would be closer to \$240
 - Motion for a Vote for a \$250 budget for Envelopes from Supplies and Equipment line and if unable to, to come from State Aid
 - Motion by Betty
 - Seconded by Gillian
 - Vote unanimous
 - Barcode Scanner

- This item has been brought up many times in the past few months
 - Feel the need is not there in our library
 - Will shelf item for six months
 - New Community Grant
 - The Library was removed from the grant
 - The return on energy savings would not be enough for the grant
- Interim Directors Report
 - Budget time is upon us
 - Was asked to put together a budget and narrative for the Library
 - CFO said if the Library would like to meet with the Finance committee to let him know and we would be added to the list.
 - Items in the budget that had to be changed or note worthy
 - Currently working with the Union and increased all salaries 2% based on deal that is being worked on currently.
 - Library covers a fourth of the Custodian budget
 - Kept in salary for Assistant Director open position
 - Had to increase Directors salary
 - Items in narrative
 - Asked for more hours
 - Asked for more Staff
 - Asked for more hours from Custodian since the building is open 40 hours a week
 - Asked for paid help in Museum
 - Don't believe we will get an increase, but we are going to ask and Board is willing to attend the meeting
 - Bench Dedication
 - Set for July
 - Handwriting and year books note returned yet
 - Should be shortly
 - Delayed do to winter weather
 - Chamber of Commerce
 - Membership is in Libraries name
 - Revisiting the Welcome Wagon
 - Need 150 of an item (not pens)
 - Book marks was an idea
 - Need to be made up and designed and printed
 - May 1st deadline
 - Winthrop Arts and Letters Crawl
 - May 14, 2015

- Start at the Winthrop Book Depot, then EB Newtown, next would be the Library and last stop would be Beacon Photograph
 - Open Meeting law printed out from the Town Clerk
 - Needs to be read, filled out and returned
 - Request for 6 new public computers
 - Request comes from Noble
 - Our current ones are too slow and are no longer produced or serviceable
 - \$554 for each computer – Just CPU
 - Seven would be even better
 - Total would be \$3,878
 - Would be paid out of State Aid
 - Motion by Gillian
 - Seconded by Betty
 - Vote unanimous
- New Business
 - Long Rang Plan for the Director to look at
 - This was done in 2011
 - Will need to be updated
 - GFB PTO would like some assistances from the Library on our Summer Reading Program
 - Mrs. Pearson, Principal of the GFB, would like to have a teacher or administrative staff to come in and do a story time followed by a craft
 - PTO will follow up with Director
 - Review job description for Assistance Director
 - Change and updates need to be done by new Director
 - When finalized needs to be submitted to Town HR
 - HR will get resumes and will send directly to Director for review. When you have two final candidates the Board would meet them and Chair will take the final choice to Town.
 - Friends
 - The Friends have been meeting with a CPA and refilling as a new organization with a 503c
 - Election season
 - Open seats for November
 - Ron – Will re run
 - Jim
 - Maria
- Date for next Meeting
 - May 19, 2015 at 5pm in the Bergman Room
- No Public Comment
- Meeting adjourned