



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

**Meeting: Tuesday, May 19, 2015, 5:00 p.m.
Bergman Room
Agenda**

Call to order

Approval of Minutes from March 12th meeting

Unfinished Business

New Business

**Director's Report
Staffing proposal
Summer hours ✓
Circulation Policies updates**

Adjournment

Board of Trustee
Winthrop Public Library and Museum

Board meeting minutes for May 19, 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 Jim
 - Seconded by Virginia
 - Vote unanimous
- Unfinished Business
 - Envelopes order and will be coming in shortly
 - Bookmarks
 - Book marks were made for the Welcome Wagon Bags from the Chamber of Commerce
 - Made the May 1st deadline
 - Made 150
 - WAL Crawl
 - The reviews have been fabulous
 - 36 people attended the Winthrop Library Stop
 - Hoping that this event will happen again
- Directors Report
 - Tax abatement program
 - We have two volunteers
 - They will be working 93 hours
 - Massport summer program
 - This year we will once again be participating in the Massport Summer program
 - We will be getting 3 high school kids
 - Maria suggested we make part of their time helping the Library staff brainstorm for more ideas to increase our young adult patrons
 - Maria would be willing to volunteer to help with this.
 - Inconsistencies in the Catalog
 - Director has been spot-checking and noticed there are some issues with either miss filed books or missing books.
 - Working with Rich and Ellen to correct
 - Issue was most likely caused to the shortage in our staffing
 - Summer Hours
 - Summer hours start Memorial day week
 - Currently the hours stand at
 - Monday, Wednesday and Friday 10:00am – 6:00pm
 - Tuesday and Thursday 12:00pm – 8:00pm

- The Director would like to change the hours. She feels that from 4:00pm to 6:00pm on Friday there aren't enough patrons to warrant the Library being open.
 - Her Suggest in change would have the new hours as
 - Monday and Wednesday 10:00am – 6:00pm
 - Tuesday and Thursday 11:00 – 8:00pm
 - Friday 10:00am – 4:00pm
 - No hours for the Staff will be lost
 - Motion for Change
 - Motion made by Gillian
 - Seconded by Jim
 - Vote unanimous
 - Before change can take effect still need to check with Staff and Union
 - This coming Saturday (May 23, 2015) should be the last Saturday the Library is open until after Labor.
 - This causes an issue with Monday Holidays owed to Staff
 - The Director suggested we close on Saturday, May 23, 2015 and this would alleviate the issue of owed time.
 - Motion by Jim
 - Seconded by Virginia
 - Vote unanimous
 - Town Hall is to be notified immediately
- New Cash Handling Transaction Policy
 - All money collected is to be noted
 - All deposits done once a week
 - All money collected have new accounting lines
 - Children's New Book account
 - Main Library New Book account
 - Fines
- Changes to Policies
 - Removed wordiness from the Policies to make them more concise and easy to read
 - Maximum fines
 - Used to be the price of the item
 - You would be paying twice once for the fine and a second for replacement cost
 - Suggested changed to max fine would be \$5 for books and \$10 for CDs and DVDs, museum passes would be set for each one depending on their cost
 - Limits on items
 - Limit on DVDs – 2, but there is a sign that says 5
 - Audio books were 2, this is very low
 - Books done by categories

- Hard to police and manage
 - Suggested change would be to remove all limits on books and audio books except DVDs (5) and Video Games (2)
- Library Cards
 - Expires – used to be 5 years but per Noble this needs to be changed to 3 years
 - Age on getting a library card – currently a child needs to be able to write their name to get a card
 - Suggested change – any age and a parent can sign for a child
- Motion for all changes to policies
 - Fine Change, Limits and Library card age restrictions
 - Motion made by Jim
 - Seconded by Betty
 - Vote unanimous
- Staff changes
 - Director would like to not hire an Assistant Director as of right now and would rather hire 3 part time people instead
 - For the price of 1 assistant director the library could hire 3 part time employees who are patron facing
 - One part time Children’s Librarian
 - One part time Reference/Young Adult Librarian
 - One part time Aid/Computer technician
 - With these changes this would allow the Children’s library to be open more mornings with the rest of the Library
 - This would also allow more programing
 - These would all be 18 hours or less and would have no benefits
 - The Trustees would like to take sometime to think about the proposed changed and will vote during our June meeting
- Date for next Meeting
 - June 18, 2015 at 5pm in the Bergman Room
- No Public Comment
- Meeting adjourned