



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

**Meeting: Thursday, August 13, 2015  
5 pm  
Bergman Room**

## **Agenda**

**Call to order**

**Approval of Minutes from June 18, 2015 meeting**

**Unfinished Business**

**New Business**

**Director's Report  
State Aid funds  
Staff discussion with trustees as requested**

**Public Comments**

**Next Meeting**

**Adjournment**

Board of Trustee  
Winthrop Public Library and Museum

Board meeting minutes for August 13, 2015

- Meeting called to order
- Motion to approve Minutes from June's meeting
  - Motion by Jim
  - Seconded by Virginia
  - Vote unanimous
- Unfinished Business
  - HVAC Issues
    - All repairs done
    - Issues were in Collection Area and Circulation
    - Paid from State Aid
  - Elevator repairs
    - All done
    - Up to date to meet codes
    - This was paid for by the Town and was close to \$5,000
- New Business
  - Amy Zuckerman
    - Contacted the library with a proposal for a fundraising idea.
    - Maria offered to read proposal and summarize for Board
      - She will also follow up with Ms. Zuckerman
  - Fiscal Year 2015
    - The Library was very close or used all of the money in the budget
      - One issue that will no effect the budget was the signing of the new Union Contract later then expected
        - The staff was all given 2% raises and get these retroactively plus bonuses in their last check
        - The Town will handle this from a different budget line item to handle any overages that would have affected the Library Budget.
      - There is two years left on the new union contract with a 2% increase each year for pay
  - All Board was given Circulation Stats for 2015
    - There was a 6% increase
    - The people counter went up from 51,000 to 60,000
  - New programs
    - Cooking and gardening with edible flowers
      - Went over great
      - Very well attended with 27 people
    - Budget for programs from the Friend's is still plentiful
      - Would like to see more Children's programs

- Fall Hours
  - Motion to Change from Summer Hours to stated Fall hours starting Labor Day weekend
    - Motion by Gillian
    - Seconded by Jim
    - Vote unanimous
- Ads were posted for the new part time positions on the MBLC website and at Town Hall. The deadline for Application is Friday, August 21, 2015
- Summer Massport students
  - These two students were managed by Mary Lou
  - They were both from the Winthrop HS
  - They shifted books, helped moved some of the areas around, removed labels from DVDs and even helped clean up in the Book Ends area. They also acted as greeters at programs.
  - Would like to get them a thank you / going away gift
    - \$50 Dunkin gift card
    - Friends will cover this cost
- O'Brien Fund
  - How to spend money
  - Suggested we spend around \$5,000 of the fund each year.
    - The other suggest was to spend the money across each department on new books as well
- State Aid
  - Currently there is \$42,000 in the State Aid Fund
  - The Town would like to know if the Board has this money earmarked for anything
  - The Town was told that this money is held for in case of emergencies that can occur at any time.
  - We need to make sure we have at least half of the money received from State Aid in the account for an emergency fund at all times.
  - The Board would like to see that a minimum blance of \$25,000 to be kept in the fund as much as possible.
  - Reviewed what we did last years
  - Director said she would look into it
- Date for next Meeting
  - September 17, 2015 at 5pm in the Bergman Room
    - This was later changed via email to 5:30
- No Public Comment
- Meeting adjourned