



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

**Meeting: Thursday, September 17, 2015
5 pm
Bergman Room**

Agenda

Call to order

Approval of Minutes from August 13, 2015 meeting

Unfinished Business

Mr. O'Brien donation

New Business

Director's Report

Furniture

Public Comments

Staff Comments

Executive Session

Next Meeting

Adjournment

September 16, 2015

Dear Trustees,

The Library has been fortunate to receive several donations in memory of Winthrop resident Anne "Nancy" McDermott. Her son dropped off a check for \$1,000.00 and other friends and family have contributed a total of \$225.00. This has been deposited into our Donation Account that the Town holds for us. Thank you letters have been sent.

I would like to suggest that once the Trustees determine how much of the O'Brien Funds to spend annually, that library staff designate a single section of the collection to be enhanced each year. We could establish a list of areas for possible inclusion or make the determination as needed each year. A list could include sections such as Mysteries, Fiction, Large Print, Children's Fiction, Children's Non-fiction, Picture Books, Young Adult, Reference, etc. Being flexible, but aware of the bigger picture, might be the way to go since needs and other factors, such as other designated donations, will vary over time.

This year the staff and I would like to suggest that we use the funds to purchase new copies of "classic" works of fiction. Many of our current copies are in very sad shape from many years of frequent use, and fresh copies would be much appreciated by local students. In addition, we have very few "classic" novels in Large Print and this is something that the staff feels would be in demand.

We currently have approximately \$35,000 in our George Hyde Library Trust Fund and I would like to request that we use some of the funds to purchase two or three new comfortable chairs for adult patrons. The two chairs we have are always in use despite the fact that they are quite shabby, dirty and old. I've identified a few choices of chairs from a library furniture company that could be suitable replacements. They are upholstered with fire resistant fabric, built to take a lot of use and stylish. Each chair is less than \$700, and I will call for a price on shipping.

Sincerely,

Diane Wallace

Board of Trustee
Winthrop Public Library and Museum

Board meeting minutes for September 17, 2015

- Meeting called to order
- Motion to approve Minutes from August's meeting
 - Motion by Betty
 - Seconded by Maria
 - Vote unanimous
- Old Business
 - Mr. O'Brien Fund
 - Naming
 - Main Stack Area or Circulation area
 - Stacks would be called the O'Brien Memorial Stacks
 - Idea of naming Stacks was deemed more appropriate
 - Motion to rename the main stack area
 - Motion by Gillian
 - Seconded by Jim
 - Vote unanimous
 - Ceremony and dedication
 - Will invite Family of Mr. O'Brien, Town officials and public.
 - Plaque will be provided by the Friends of the Library
 - Director will work on formal invitations
 - Wording of plaque
 - Will ask staff for suggestion and comments
 - Book Plates
 - All books bought with fund will have a book plate put in them
 - Board and Director will pick one collection each year to receive the books bought by this fund.
 - First year suggestion is Classics and large print since both are in need.
 - Maria would like some military reference books bought with the fund as well since Mr. O'Brien was in the military.
 - Motion for a starting allotment of \$3,000 a year to be spent out of the fund on new books for one or more of the specified collections
 - Motion by Betty
 - Seconded by Jim
 - Vote unanimous
- New Business
 - Directors Report
 - Chairs

- There are several chairs in the library that are old and not useable.
- The Director would like the Board to approve the purchase of new chairs from the Hyde Fund
- Motion to purchase two chairs for up to \$1,300 from the Hyde Fund
 - Motion by Gillian
 - Seconded by Maria
 - Vote unanimous
- Board given copy of the circulation stats for July and August as well as event list for the fall.
- State Aid
 - Given State Aid Financial as of June 30, 2015
 - Was also given statement for the last three years of expenditures
- AC
 - Repairperson came in twice in the last two months.
 - Asked Mr. Ciffun about portable AC unit for Hazlet room
 - Was told the School Department has one they were going to return
 - The unit would cost \$1,300
 - Motion for buy portable AC unit for \$1,300 from State Aid
 - Motion by Betty
 - Seconded by Jim
 - Vote unanimous
- Nancy McDermott
 - Still getting donations
 - Nothing was specified on how to spend the money
 - Mrs. McDermott was a big Mystery Fan
 - Book Plaques for all things bought with the donations
 - Motion to name one of the two new chairs after Mrs. McDermott
 - Motion by Betty
 - Seconded by Maria
 - Vote unanimous
- No Public Comment
- Staff comment
 - No staff was present
- Date for next Meeting
 - October 22, 2015 at 5:30pm in the Bergman Room
- Meeting adjourned