



No Nov agenda  
2015

Board of Trustee  
Winthrop Public Library and Museum

Board meeting minutes for November 19, 2015

- Meeting called to order
- Motion to approve Minutes from October's meeting
  - Motion by Virginia
  - Seconded by Betty
  - Vote unanimous
- Unfinished Business
  - Book Plates for O'Brien Fund
    - Board got to see copies of new Book Plates
      - Three quotes on the plates
      - Photo on the plates were a postcard of the Library
      - Staff helped pick the quotes, style and look of the plates
  - Naming a room after O'Brien
    - Board decided to wait for official naming until full donation is delivered.
    - The Main Stack area to be named
  - Open Positions
    - Still can't be posted
    - Bookkeeper
      - Going to leave this position as is for now
      - Hoping to take the hours and add these to one of the new positions that are being worked on
- New Business
  - Directors Report
    - Capital improvement
      - Board shown plan from Town
      - Needs to be submitted before the next Library meeting
      - Big items to be done
        - Carpets
          - Getting new proposal and bids
          - Looking at carpet titles
        - Windows
          - Really need to be done
          - Some don't even close
        - Roof
          - This is something that needs to be moved up in the plan
        - Computers
          - This seems to be complete, but since computers need to be updated so often

and they are slated for 2 years from now  
this will be kept as an open item

- Motion to let Chair and Director meet outside of meeting to talk about Capital Improvement and submit to town
  - Motion by Jim
  - Seconded by Gillian
  - Vote unanimous
- Wavier for State Aid was sent out
  - Town Accountant was able to help with all the necessary paperwork that was needed
- Evergreen
  - This is the online catalog system that the Library uses
  - The system is now offering a way to pay for late fees and lost item fees online.
    - No staff involvement
    - Money collect will go directly to the Winthrop Library
  - New system can either send a check to the Library once a month or can issue credits to the Evergreen service that we pay for
    - Board would rather have the credit for the Evergreen bill, but need to check with the Town
- Circulation numbers for October were a bit down from last year
- Chamber would like to work with the Library.
  - Need a plan
  - Ideas of a theme for them to work with might be the best idea
  - Might ask them to Spooner a year of programs at the library
  - Director was thinking they might be able to do something with both Children's and Adult programing
  - Chair will meet with Director and Chamber to talk more about options
  - Board did talk about different ideas that might work with the Chamber between having business come in and run a program or having them pay for different programs
  - Director will also talk to staff and see if they have any ideas as well
- Programing
  - Kids will have a craft or program before each holiday
- Monthly Noble Meeting

- Want to turn the once a year Library legislative plea to something that happens all year round.
    - Advocating for the Library should happen all year around not just once a year.
  - Holiday Hours
    - Hours – Thanksgiving
      - Half day the day before Thanksgiving
      - Hours will be 10 – 2
      - Library will be open normal hours on Friday and Saturday after Thanksgiving
    - Hour Christmas
      - Christmas is a Friday
      - Half day on Christmas Eve
      - Will be open normal hours on December 26
    - Hours New Years
      - Library will be closed on New Years day
- Public Comment
  - None
- Staff comment
  - No staff was present
- Date for next Meeting
  - December 17 at 5:30pm in the Bergman Room
    - This was later changed to December 10 at 5:30pm
- Meeting adjourned