



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

**Meeting: Thursday, December 10, 2015  
5:30 pm  
Bergman Room**

## **Agenda**

**Call to order**

**Approval of Minutes from November 19, 2015 meeting**

**Executive Session**

**Unfinished Business  
Noble credit card payments**

**New Business**

**Director's Report**

**Public Comments**

**Next Meeting**

**Adjournment**

## Staffing Recommendation for FY16

Taking into consideration that the library is open 40 hours a week, from September to May 31 annually, and that the Children's room is only open 28 hours I would like to propose some changes. In addition, there are only two staff members who are professional librarians, so the library should strongly consider the addition of librarians with degrees in Library Science.

Rather than hiring an Assistant Director, I suggest that we hire two part-time professional librarians. One to work 18 hours/week in Children's and the other to work 18 hours/week as Reference/Young Adult Librarian, and another library aide.

Assistant Director Salary - \$49,469 annual

Children's Librarian, part-time @ \$19.37 per hour, 18 hours, - \$18,130.32 annual.

Reference/YA Librarian, part-time @\$19.37 per hour, 18 hours - \$18,130.32 annual.

The library could also hire another part-time aide for coverage in Circulation, Processing in Technical Services, or additional support in Children's.

17 hours/weekly @ \$14.45 per = \$12,773.80 annual

All three positions = \$49,034.44. No additional benefits.

The addition of another Children's Librarian would ensure that the Children's Room is open whenever the library is open and that more programming is scheduled on a regular basis. The current calendar has only two events weekly. Per 2013 population figures, Winthrop has approximately 1000 children under the age of 5 who could benefit from early and frequent exposure to literacy at the library. I envision this position working 4 days per week from 10 am – 2:30 pm or 12 noon to 4:30 pm in order to concentrate efforts on pre-school programs, and at least one after-school program.

A part-time Reference/Young Adult Librarian is not nearly enough to satisfy needs, but this position is more vital than an Assistant Director. With no YA Librarian currently, there are no programs and no one to purchase books and media for this age group. I see this position as also working 4 days, but from 1 pm- 5:30 pm to be here when teens are most apt to frequent the library in the after-school hours.

The Library would greatly benefit from the addition of these 3 people who can also help with vacation or sick time coverage as needed.

Dear Trustees,

I am attaching the staffing recommendation that we discussed at your meeting last week. I know that you've already received it, but I also wanted to give you some additional information.

As suggested by Jim Matarazzo I have been looking at the Long-Range Plan for the library. **Goal #2** is to "*obtain additional staffing to allow the Library to be open 45-50 hours over 6 days...*" and **Goal #4** is to "*provide more quality programming for patrons of all ages...*".

The addition of three part-time staff will go a long way towards making these goals a reality. I envision both of the professional positions as key to the increase in both library hours, especially for the children's room, and for programming. The para-professional position is also important in that the librarians will need added support when running programs, and in general library-wide, since staffing has been short for quite some time I understand.

Also, I ran into the Town Manager this morning and he mentioned that the Town Council likes the idea of adding hours so that the library is eventually able to open 50 or more hours weekly and achieve legitimate certification. These three suggested positions are the foundation of that plan. While Mr. McKenna said that there are no promises about funding at this time, the Council is thinking that the library has a case for an increased funding request. Their interest is definitely a positive trend.

Three part-time positions will offer more flexibility in scheduling and allow for attention to some neglected areas such as, programming for all ages, children's room hours and professional reference service for inquiries and to offer database and/or computer training to the public.

In my mind, I believe our best chance to improve town funding comes from adding programming and hours since those things will bring more people to the library. Residents will support something that benefits them and their families.

Thanks,  
Diane

Board of Trustee  
Winthrop Public Library and Museum

Board meeting minutes for December 10, 2015

- Meeting called to order
- Motion to approve Minutes from November's meeting
  - Motion by Virginia
  - Seconded by Maria
  - Vote unanimous
- Unfinished Business
  - Noble Credit Card System
    - Director spoke to Town about using the money collected by the new online fine payment system being issued as a credit to our Noble bill. The Town has said now Noble will have to issue us a check for all collections and the check will be given to the Town.
    - Library normally doesn't keep the fine money
  - Carpeting
    - Director has a meeting with the Town on December 15, 2015 to speak about this in more detail.
      - Request for \$10,000 for new carpeting for the Stack area.
      - This has been on the list for capital improvement for a few years and needs to be done.
        - The carpet can't even be vacuumed any more since it breaks them.
        - It is also a safety issue, which is the larger concern
      - New Quotes are between \$9,800 and \$12,000
        - These bids go through the Building Department
        - Hoping for Carpet Squares so they can be changed or moved or replaced as needed
  - Friends of the Boston Harbor
    - Director was able to get in touch with a contact
    - Going to give a talk in March about the Harbor Islands
  - Capital Improvement
    - Deadline is coming up on December 16, 2015.
      - Director and Chairperson are going to meet on Monday, December 14 to go over final plan.
    - Major items
      - Roofing for the Hyde Building
  - Lights replaced
    - Assistant Director sent a plan with all lights that needed to be replaced to Building Department.
    - Building department came in and replaced them all

- New Business
  - Directors Report
    - FY 2017 Budget Due in early February 2016
    - New Trustee swearing in will be January 4, 2016
    - Dick Banks
      - He is a Winthrop resident that is very into History of Fire Departments
      - Wants to donate his collection to the library
        - He will also come in and work with the Library staff to identify as many people and places in his photos as he can.
      - Director would also like to add this to the next round of digitization with the BPL
      - Trustees need to accept the gift
      - Motion to accept gift
        - Motion by Gillian
        - Second by Maria
        - Vote unanimous
    - Little Free Library
      - Would like to start a small Little Free Library at the Ferry Terminal
      - Would like to see residents have input in building and look of the structure
      - Director will also get more information for next meeting
      - May need a permit
        - Will talk to Town about this further
    - Budget
      - Half way though the year
      - Everything is looking good
- Public Comment
  - None
- Staff comment
  - No staff was present
- Date for next Meeting
  - January 14, 2016 at 5:30pm in the Bergman Room
- Meeting adjourned