



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

**Meeting: Thursday, January 14, 2016  
5:30 pm  
Bergman Room**

## **Agenda**

**Call to order**

**Approval of Minutes from December 2015 meeting**

**Election of officers**

**Unfinished Business**

**New Business**

**Chairperson Report**

**Director's Report**

**Public Comments**

**Next Meeting**

**Adjournment**

Board of Trustee  
Winthrop Public Library and Museum

Board meeting minutes for January 14, 2016

- Meeting called to order
- Motion to approve Minutes from November's meeting
  - Motion by Virginia
  - Seconded by Betty
  - Vote unanimous
- Update by Trustee Chair
  - Chair formally welcomed the two new Trustees Mr. Tom Connelly and Mr. Don Sullivan
  - Chair talked about the positions held within the Trustees
    - Chair
    - Vice Chair
    - Secretary
    - Treasurer
  - Chair talked about new appointments for the current term.
    - Motion for Tom Connelly to be the new Secretary
      - Motion by Betty
      - Seconded by Gillian
      - Vote unanimous
    - Motion for Don Sullivan to be the new Treasurer
      - Motion by Gillian
      - Seconded by Virginia
      - Vote unanimous
    - Motion for Gillian Teixeira to be new Vice Chair
      - Motion by Don
      - Seconded by Virginia
      - Vote unanimous
  - All new Trustees must take the Conflict of Interest training
    - Certificate must be registered with Town Clerk
    - Must do once every two years
- Unfinished Business
  - Little Free Library
    - Director spoke with Steve Callia about the idea of a Little Free Library at the Ferry Terminal
      - DPW thinks this is a great idea
    - Director would love to see an Eagle Scout candidate take over parts of the building project.
      - Gillian will reach out to local Boy Scouts
  - Capital Improvement
    - Added \$65,000 into Capital Improvement plan for the improvements to the Children's room for 2020

- Carpeting
  - Rich Cifuni and the Director are working on this
  - Town Treasurer needs to put out a bid for the project
  - Town Council approved \$10,000 for the New Carpet
- New Business
  - Directors Report
    - Noble Meeting
      - Director attended a Noble meeting in the fall
        - MBLC wanted to sign up for a meeting with Speaker DeLeo and asked Director to help
        - Meeting was held on December 28, 2015
          - They talked about Libraries as a whole on the state level
          - Improving and increasing the State Aid for all libraries
    - AirMail
      - For the second year in a row AirMail has given the Friends of the Library a donation for \$2,500
      - Speaker DeLeo also gave a private donation of \$1,000 to the Library.
    - Foods for Fines
      - 119 food items were donated to the local Winthrop Food Pantry from this program
    - New Chairs
      - One of the new chairs ordered by the library had a stitching error on the front of the chair
      - Director contacted the manufactory and they are sending a new chair
      - The company also asked not to have the incorrect chair returned, but to donate it.
        - Library is going to Donate to the Friends of the Library. The Friends will in turn donate the chair back to the library to be used in a less visible area.
    - Budget
      - Copies of the year to date budget were emailed to all Trustees.
      - On target for being half way through fiscal year
    - Circulation
      - Copies of current numbers given to all Trustees
      - Numbers are a little down from this time last year about .66%
    - Programs

- Cultural Council has approved \$325 for a Magician program to be held during the February School vacation week
  - This program will be in conjunction with Senior center.
  - This event will be held at the Senior Center
- Director is working on a Lizzie Borden show and will have more information as she gets it
- Updating Policies
  - The Library policies need to be review once a year and updated
  - The Director would like to change some of the current policies at the February Trustee meeting
  - Policies that may be addressed
    - Museum pass program
    - Circulation policy
    - Bulletin Board policy
  - Director will review and send all old and newly revised policies to the Trustees before the February meeting for review.
- MBLC Survey
  - Trustees were sent a copy of the link to the survey as well as a paper copy was handed out
  - Trustees were asked to look over and address any ideas or suggestions with director
- Trustee Legislative Liaison
  - The MBLC thinks that it would be good for all Trustees to have a legislative liaison.
    - This person would take up calls to action and reach out to local State Representative about Library issues and votes.
    - This person will also make sure other Trustees know when they should also be involved.
    - Betty offered to be the Winthrop Trustees legislative liaison
- Printing
  - Currently the Library charges 10 cents to make a copy or print
  - The Library spent over \$600 in paper and toner
  - The Library collected \$1,200 in printing money, but this money all goes to the Town and not the Library
  - Might need to increase the budget for paper and toner or need to talk to Town about a better way to recoup money being spent.
- Letter from Ms. Curry

- Ms. Curry sent all of the Trustees a letter praising the new director and the Trustees choice. As well as all of the new programs being offered.
- Don would like to see a formal Thank you letter from the Trustees sent to Ms. Curry.
  - Don wrote a letter for the other Trustees to review
- Don also would like a formal congratulation to the Director on all of her work and to have a copy of the letter sent to the Town HR to be added to her HR file.
- Motion to do all of the above as suggested by Don
  - Motion by Don
  - Seconded by Betty
  - Vote unanimous
- Public Comment
  - None
- Staff comment
  - No staff was present
- Date for next Meeting
  - Chair would like to propose picking one date every month for meetings moving forward.
    - Suggestion for trial run will be the fourth Thursday of every month
  - February 25 at 5:30pm in the Bergman Room
  - March 24 at 5:30pm in the Bergman Room
- Meeting adjourned