



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

**Meeting: Tuesday, September 27, 2016
5:30 pm
Bergman Room**

Agenda

Call to order

Approval of Minutes from May 2016 meeting
June 23, 2016 – No quorum

Unfinished Business
Little Free Library
Building bathrooms

New Business
Air Conditioning repairs/maintenance contract
Chairperson Report

Director's Report
ARIS report
State Aid report
Summer Reading activities

Public Comments

Adjournment
Next Meeting: Tuesday, October 25, 2016

September 26, 2016

Dear Trustees,

Air Conditioning. Since July 2015 the library has **spent \$11,465.73** on AC repairs. However, not all units are operational at this point. One final unit needs approx. \$3,000 in repairs. I am waiting for the quote with the exact amount and details. Also, the children's room and technical services office have window units that are probably running on borrowed time.

Bathrooms. The staff bathroom took much longer than we had hoped, but it came out great. We are waiting for a paper towel dispenser and for some art work that was found in a closet to be hung. The final cost was **\$2415.32**, which is more than we wanted to spend, but the building department and I made some decisions mid-way through that added costs. The old dumb waiter was removed to make the bathroom bigger. That resulted in some extra work and supplies, but we all thought it was a great idea to do it now. A small wall between the sink and toilet areas was removed and the vanity and heat were moved. That resulted in the largest expensive, which was a plumber. That invoice amount was a surprise to me.

The **lighting outside** the building needs attention. Last year I asked the town building department to take a look at it to see what could be done to repair fixtures, and add more lighting, but as far as I know, nothing has changed. The library staff is concerned, both for themselves and for patrons. Staff that leave by the back entrance, in the dark, is really in the dark once they turn out the interior lights.

More tomorrow.

Diane

A handwritten signature in cursive script, appearing to read "Diane".

Minutes of the Sept, 26, 2016 Winthrop Library Trustee Meeting

Meeting came to order at 5:38

Handout : Ted Reinstein to visit the library on Oct. 18.2016

Melissa Burch to visit on Oct 27,2016

Louise Miller to visit on Wed Nov. 9,2016 at 6:30

Agenda: Minute from May 2016 presented:

Unfinished business: Little ^{Free} ~~Friend~~ Library project from Winthrop Cub Scout. Project still in planning stage, Waiting for a design from them.

Ron Bergmsn volunteered to donate funds from the Friends of the Library Account to pay for the Friend Library.

Bathrooms: Work is completed but, 1,000.00 over original budget.

New Business: The library spent over 11,000.00 in straight repairs to the existing units. Not all are working. Suggestion that the library get a service contract for these units to keep up with frequent need for repairs,. Cost: \$3,520.00

Discussion: Buy a service contract to keep these obsolescent units working, or purchase new equipment

Received Trial balance sheet from Diane_ The auditor suggested that the Hyde Fund not be replenished but rather drawn down to a zero (0) balance.

Two new hires: Six month probation for both individuals who are hired for the position. The last candidate could not afford to take the job due to the areas high cost of living especially housing. Continue advertising for a full time librarian .

Books that have not been taken out in ²⁰ ~~five~~ years are scheduled to be removed from the stacks.

State aid report: FY 2016 and 2017 received circulation sheet from Diane

New Id's and lanyards to be issued to library staff as part of town wide initiative,

Fire Prevention Presentation from Dick Bangs. The collection for use in the museum.

Lighting in the Library Parking Lot: Suggestion to talk to Chief Delehanty regarding safety issues with the present poor lighting conditions there. Contractually, the town is supposed to provide good lighting in the rear parking lot. As the days get shorter this needs to be addressed.

Reach out to Schools: Re-establish the liason between the schools and the library

Meeting adjourned at 7:00pm

Thomas Connolly

Circulation FY16

	Check-outs	Online Renewals	Ebooks	Total	Same month FY15	% Difference
July 2015	5632	378	275	6285	6545	-3.97%
August 2015	5658	369	292	6319	6012	5.11%
September 2015	5066	442	258	5766	6016	-4.16%
October 2015	5528	438	224	6190	6140	0.81%
November 2015	4560	357	216	5133	5269	-2.58%
December 2015	5065	406	211	5682	5628	0.96%
January 2016	5135	337	180	5652	5186	8.99%
February 2016	5271	374	255	5900	4478	31.76%
March 2016	5751	431	236	6418	5317	20.71%
April 2016	5812	490	254	6556	5423	20.89%
May 2016	5120	450	293	5863	5166	13.49%
June 2016						
Museum passes						
			ytd	65764	61180	7.49%