

**WINTHROP PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES AGENDA
THURSDAY, September 15, 2005 - 6:30 P.M.**

1. Bills to be signed
2. Call to order and acceptance of previous minutes
3. Old Business
 - a. Atrion Wireless Network Proposal – Ann Gutting.
 - b. Letter to Mr. Bertino for Mr. Tyrell & Ms. Peabody.
 - c. Letter from Claire Shely – RE; terms of office for Mr. Tyrell and Ms. Peabody.
 - d. Discussion on working document entitled: "Repair and Construction Requirements Regarding the Winthrop Public Library & Museum – A Working Paper." (Mr. Alexanian.)
4. New Business
 - a. Vote on going in to Executive Session RE: Personnel issue
 - b. Trustees file to be maintained in Director's Office (Mr. Matarazzo)
 - c. MLTA – Mass. Library Trustees Assoc. (Director)
 - d. September - Nat'l Alcohol and Drug Addiction Recovery Month (Messrs. Alexanian and Matarazzo).
5. General Business
 - a. Need to upgrade Staff and Public Computers to Windows XP Professional (from Win 2000).
 - b. Friends of the Library – update (Director and Mr. Dane)
 1. Can The Friends collect a sponsorship fee for museum displays in the library?
6. Date of next meeting
7. (Executive Session)
8. Motion to adjourn

Board of Trustees
Winthrop Public Library & Museum

Minutes

Trustees Meeting. Edward A. Hazlett Meeting Room, Winthrop Public Library & Museum, September 15, 2005

Mr. Matarazzo called the meeting to order at 6:37 P.M. The following trustees were present: James Matarazzo, Chairman; Alex Alexanian, Vice-Chairman; Stephen Dalton, Betty Peabody, John Tranfaglia and Richard Tyrell. The library was represented by John Cronin, Director. Henry Dane and Ron Bergman, Friends of the Library, also attended the meeting.

Old Business

Mr. Matarazzo plunged right into old business, noting the crowded agenda and the need for speed.

- a. Letter to Mr. Bertino for Mr. Tyrell and Ms. Peabody. Copies of Mr. Matarazzo's letter to Mr. Bertino were distributed to Mr. Tyrell and Ms. Peabody.
- b. Letter from Claire Sheltry – RE: terms of office for Mr. Tyrell and Ms. Peabody. The letter from Claire outlining the terms of office for each trustee was also shared.
- c. Discussion on working document entitled: "Repair and Construction Requirements Regarding the Winthrop Public Library & Museum." Mr. Alexanian reported that although the working document was distributed to the Capital Improvement Committee, the Board of Selectmen and other interested parties, no response has been forthcoming.

Mr. Matarazzo will contact Mr. Paul Marks, Chairman of the Capital Improvement Committee, and ask for a meeting with the trustees and this committee.

Minutes

Mr. Dalton moved to accept the minutes of August 4, 2005 with the proviso that the semicolon separating 6;30 on page 3 grow into a colon—6:30 P.M. Ms. Peabody seconded the motion which passed with the abstention of the absentees from that meeting.

Old Business

- a. Atrion Wireless Network Proposal—Ann Gutting. Copies of the detailed proposal were submitted to the trustees. The initial cost would be \$7,637.00 with an annual budget of \$630.00 that would be added to the Technology budget.

Mr. Cronin asked the trustees to consider the information for further discussion at the next meeting.

New Business

- a. Trustees file to be maintained in Director's Office (Mr. Matarazzo). Trustees discussed and approved the notion of keeping a trustees file.
- b. MLTA. Mr. Cronin will check out trustees membership in the August Association.
- c. September – Nat'l Alcohol and Drug Addiction Recovery Month. Mr. Matarazzo
Mr. Matarazzo and Mr. Alexanian attended this meeting, sponsored by the Town and they discussed their responses with the trustees.

General Business

- a. Need to upgrade Staff and Public computers to Windows XP Professional (from Windows 2000). Mr. Cronin promised that this topic will be discussed Further at the next meeting, with a sharper focus on the cost factor.
- b. Friends of the Library. Mr. Danes and Mr. Bergman brought trustees up to Date on the activities of the Friends and they shared some of their creative ideas for raising awareness of the needs of the library and the museum. Estimates for repairs to the museum are being sought.
- c. The case of the cranky boiler is moving to a conclusion. Mr. Cronin is urging the solution.

Date of Next Meeting and Subsequent Meetings

The trustees will meet on October 13, 2005, in the Hazlett Meeting Room. Subsequent meetings will be held on November 17, 2005 and on December 15, 2005.

New Business

- a. Vote on going into Executive Session. Mr. Matarazzo declared a brief recess at 7:45 P.M.

The meeting reconvened at 8:02 P.M. and Mr. Alexanian then moved that the Trustees go into executive session. Mr. Tyrell seconded the motion which was then approved unanimously on individual voice vote. Mr. Alexanian, Mr. Matarazzo, Mr. Dalton, Ms. Peabody, Mr. Tranfaglia and Mr. Tyrell all approved.

On the motion of Mr. Alexanian, the trustees returned to public session at 8:30 P.M. Mr. Dalton seconded the motion which was quickly approved.

Adjournment

Mr. Tranfaglia moved to adjourn the meeting at 8:31 P.M. Mr. Dalton seconded the motion. Unanimous.

RST