

Director's Update: March 23rd, 2011

1. Library Financials: (See handout 1). 75% of FY has passed; 79% of the pay year. Spending is on target.

Of note:

* NOBLE cost based on billing cycle.

* Utilities seem high, but we've made our final heating oil purchase of the year; the remaining 12% budgeted for that line should suffice to cover other utilities through the end of the year.

* Materials expenditures appear to lag, but we're confident we'll make standards for certification over the next 13 weeks.

* Discretionary funds are robust; this year's State Aid to Public Libraries awards totaling \$15,948.85 has brought the combined Hyde and State Aid funds to over \$66,000.

2. Town Hall update: (Last dept. head meeting was March 15th)

* Budget: Town Manager & Finance Director working on it – no word yet. Town Manager feels that anticipated local aid won't change but notes a \$1.8BN gap at state level for FY 12.

* Governor's guidance re: Suffolk County holidays (Evacuation and Bunker Hill Days) are for government agencies to remain open and "appropriately" staffed. We've decided to stay open and fully-staffed on those days and will give staff who work a floating holiday. This will be incorporated into the collective bargaining agreement (more under NEW BUSINESS). Unsure on custodial staff at this time, however, vis a vis these holidays. Believe they will agree to take day off or work at time and a half. I will give custodian the day off if so. Should know by end of month.

* TM plans/hopes to consolidate MIS, bldg. maint. and grounds between schools and town. He'd like to appoint a "building tzar" to oversee all aspects of maintenance and grounds for the entire town and school. He'd also like to hire an in-house auditor to help ensure fiscal discipline and compliance with laws.

* E.B. Newton: Will be "Winthrop Cultural Center" or something like that. "A center for learning and culture." Will include small conference center, multipurpose room (events etc.), historical room. A diorama of the town is under construction in one room that will include a working narrow-gauge railroad and landmarks from 1902 (?). TM recognizes need for a "curator" of some sort to oversee the facility. Funding mechanism unknown as yet; he would like the center to be self-funding. My role is to help schedule some programming (with Library branding on it), help come up with an initial business model and work collaboratively with the historical commission and WHIA to provide future historical displays. We'd need reassurance on security of the facility and climate control before we'd lend any museum materials for display.

3. Building Maintenance:

* Fence around AC compressors on Winthrop Street restored to standing. However, some of the wood is in bad shape with lots of rot. Will have to replace a section of stockade fencing this summer.

* Plan to bring in oil tank service company (Commonwealth Tank) after start of new fiscal year. Looking to treat "sludge" and raise filler neck above ground level.

* Chain link fence: I have spoken to DPW about removal. No action date pending.

4. Fire Emergencies: We did a less-than-satisfactory job of evacuating the building during February's alarm malfunction. I have published an internal fire and emergency procedures policy and briefed the staff on their responsibilities. This document explains what to do in case of fire or other emergency and include evacuation plans for the building. It also covers bomb threats. We will conduct AT LEAST an annual drill, more likely two per year. (see handout 2)

5. Circulation Desk plan: Ron Bergman is well into construction of the new desk (85% done). We've chosen a color (stained) that will match the wood in the Basch Room as the desk ages. Ron working on material to use for the top (marble, poured cement, Corian?) More specifics in April. Friends have offered to pay for incidentals (electrical work etc.) as well.

6. Upcoming programming and events: (see handout 3).

7. Maurici Collection dedication: Still in planning stage. Event to be held mid-late April. Plans finalized by end of the month.

8. NOBLE alternatives: Working on gathering data for a thorough analysis. This will require a lengthy investigation. Intend to present to Trustees in May or June.

9. Corporate Sponsorship: Still in planning stage. Intend to present to Trustees in May or June.

OLD BUSINESS: None.

NEW BUSINESS:

a. Museum Passes:

- Current policy sets fine limit at \$25.00. This is FAR less than the replacement cost of a pass (Isabella Stewart Gardner costs \$175, MFA \$725. Recommend we set the fine limit at item cost. VOTE?

- Current (unwritten) policy restricts use to Winthrop residents only. Informal survey finds a variety of policies in other libraries. Recommend we give priority to Winthrop residents but allow “unclaimed” passes to be used by patrons of other libraries after opening each day. Peabody does this. VOTE?

b. Executive Session (have chair read MGLA provision):

- Negotiated side agreement with WLSA to extend current (expired June 30, 2008) agreement through June 30 this year.

- No pay increase for first two years (FY 09 and 10) and 2% this year to be paid retroactively.

- Incorporates layoff language negotiated last year and provisions for floating holidays for those Monday holidays when we are closed September – June.

- Union has voted to ratify. Awaiting TM and Union signature on extension document.

- TM plans to meet with union again to renegotiate a new agreement “sometime after July 1st” (when current extension expires. Anticipate union will pursue further annual pay increases, some modification of vacation and leave for part-time employees (paid vacation?), and changes to job titles (esp. “Computer Operator”).

- Tentative agreement also reached with AFSCME which represents custodial workers. Same pay increase (0-0-2%) as WLSA. Union votes to ratify on the 30th. Past practice has given non-union staff same raise. Am awaiting word from Town Manager on whether this will continue.

Questions?

END EXEC SESSION