

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

Meeting: Thursday, December 5, 2019
5:30 pm, Bergman Room

Meeting Minutes

Call to order – 5:36 pm

Trustees in Attendance: Betty Peabody, Don Sullivan, Gillian Teixeira, Laura Christopher; Others: Diane Wallace

Approval of Minutes from October 2019 meeting – Motion by Betty Peabody and seconded by Donald Sullivan

Approval of Minutes from November 2019 meetings – Motion by Donald Sullivan and seconded by Betty Peabody

New Business

- Meeting minutes and agendas - Library staff is working to put all minutes online on the Winthrop Public Library website; Trustees will work to provide all recent minutes to library staff.

Old Business

- FY21 Budget was submitted. Budget included new positions: two part time positions and one full time librarian. These positions were all requested in last year's budget request. Diane Wallace has budget meeting on Monday with the COO to review the Library's requests.
- Circulation: we are on track to increase items checked out over last year. Our fines are down from this time last year but that is a positive thing attributable to the new auto-renew system.
- Programming:
 - December 10, 2019 "Voices from the Border"
 - Swearing in for new and re-elected Trustees: January 6, 2019
 - February 4, 2020 Instapot event with a Chef
 - April poetry event focused on Emily Dickenson

Director's Report

- Theft at the Library: book sale money and some fine money, approximately \$120. Winthrop Police were called and spoke with Library staff. Library staff is considering about changes that can be made to increase security.
 - Police are working with the Library to add cameras to the entrances of the buildings. This is an effort that was already underway before the theft.
- Trainings: December 17, 2019 all Town Department heads will be attending training about department management.

- Vacation: Library Director Diane Wallace will be out on vacation starting December 22, 2019 and returning January 2, 2020.
- Ron Bergman will be hanging donated artwork in the Library over the weekend of December 7, 2019.
- Vote: close for a couple hours (11:45 am-2:15 pm) for the Library staff to attend the Town Holiday Party (held on December 19). Motion made by Laura Christopher and seconded by Betty Peabody.

Public Comments: none

Adjournment—6:15 pm

- Next Meeting: January 7, 2020