

Board of Trustees
Winthrop Public Library & Museum

Meeting: Thursday, February 6, 2020 5:30 pm
Bergman Room

Meeting Minutes

Meeting called to order – 5:32 pm

Meeting attended by:

- Ron Bergman, Betty Peabody, Gillian Teixeira, Denise V. LoConte, Nancy E. Giuffre, Laura Christopher
- Director Diane Wallace

Minutes from January 2020 meeting - approved

New Business

Online Conflict of Interest

- All Board Trustees must take online training

Interior Signs – Director Diane Wallace is waiting for a quote before moving forward

- “Welcome to Library,” “Welcome to Children’s Room,” and specific room signage to help people navigate the library, especially when they enter from the parking garage.
- Board voted to approve a \$1,500 spending limit using funding from State Aid. Motion by Nancy Giuffre. Seconded by Laura Christopher. Vote unanimous.

Meeting Room Policy

- Do not have a policy and need to create one to be fair to all groups that are using the space. Library staff is reviewing the policies that other libraries have in place and will be drafting one for the Winthrop Public Library.

Chairperson Report

Update on emergency spending amount

- For years the chair has had the authority to put \$2,000 towards emergency repairs and issues. As of late, estimated have shown that now that amount is not enough.
- Board voted to approve a revise \$3,000 limit for chairperson authorization towards emergency repairs and issues.

Old Business

- Carpeting – Director Diane Wallace is waiting for a quote before moving forward
- Roof repairs – Emergency roof repair was completed and funded using State Aid authorized by the chairperson of the Board, Ron Bergman
- Donations from Anne Bromer – Donations including textbooks and “mini books”; will be bringing in an expert to evaluate value and what material is worth retaining

Director’s Report

Open positions

- Advertising for the Children’s Librarian Position. Interview process is moving forward with a promising candidate
- Also advertising for part time Library Assistant position. Have had several applicants and the interview process is moving forward with several candidates

Circulation

- Circulation is up; if it keeps at this pace we will be above last year’s pace
- Ebook numbers for December and January are still not finalized as are waiting for the count on people who have rented Winthrop ebooks from other libraries in the NOBLE network

Programming

- Instant Pot Cooking event last week: had about 25 attendees and was well received
- Two young adults involved with WinArc made a 12 minute horror film, “The Hookman.” The library will do a movie premiere this Spring with WinArc including a red carpet, popcorn and question and answer with the actors and filmmakers.
- Emily Dickenson event in April for Poetry Month
- Drawing (8 weeks) and Creative Writing (8 weeks) workshops

Public Comments

- None

Adjournment – 6:24 pm

Next Meeting: March 3, 2020 at 5:30 pm