

BOARD OF TRUSTEES
WINTHROP PUBLIC LIBRARY AND MUSEUM
MEETING MINUTES: FEBRUARY 8, 2024

In attendance:

Trustees: Gillian Teixeira, Marie Matarazzo, Anne Ferreira, Gary Skomro; Alyson Dewar, Betty Peabody (via zoom)

Library Director; Greg McClay

Assistant Library Director: Mary Lou Osborne (via zoom)

Call to order:

5:34pm

Minutes:

Minutes from January submitted for approval

- Motion by Gary
- Seconded by Anne
- All voted in favor by rollcall
- Motion passed

Director's Report:

Circulation stats for January 2024 vs. January 2023 were presented.

- 2024 saw an increase of about 800 items
- 5,609 total circulation
- 3,416 checkouts
- 82 Staff renewals
- 1899 autorenewals
- 212 web renewals.
- 616 Holds were filled.
- Top books skew towards children's titles
- Titles can be auto-renewed twice, barring holds, for a total of six weeks. Library staff can override that.
- Ebooks have more limits on them, there is a limit on the number of holds of ebooks

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- Ebooks/overdrive checkouts are up 14%. They make up about $\frac{1}{4}$ of circulation totals

Accessibility in the Children's Room

- Preliminary pictures and information presented by the Library Director
- The top section is 24" (inches) from the bottom, ADA law states no more than 1" of descent for every foot of ramp, so it would need to be 24' (feet).
- A section of bookcase by the back stairs would need to be removed, the stairs would be covered by the ramp
- Discussion of benefits of a ramp vs. a lift
 - Ramp is harder to break, lacks small parts and areas for people to get hurt. Does not require electricity or have moving parts. Likely much cheaper to construct and almost no upkeep
 - Ramp takes up more space
 - A lift requires electricity and a motor, both of which might need to be key protected, and both of which can fail. It has loads of places for small children to catch a finger.
 - Lift takes up less space
- Discussion of the process of building the ramp
 - Does it need to go out to bid?
 - Does it need to go through the town?
- Greg will figure out the process for building the ramp within the town.
- Gary will get a preliminary ballpark cost estimate for the work.

Donations

The library donated 60+ volume set, ***War of the Rebellion - Official Records of the Union and Confederate Armies***, to The Grand Army of the Republic Hall and Museum of Lynn, MA

Hazlett Room

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Maddy Carroll, 11th grade honors student, will be creating a plan to renovate/spruce up the Hazlett Room for her community service hours.

- Goal to organize/decorate the space and make it more welcoming
- Potentially using items from the museum
- Discussion of Hazlett Room
 - When the children's room is finished, Hazlett is the one remaining inaccessible room
 - It should be figured out next, it will require a lift of some kind
 - There is no space or area to put a ramp for Hazlett access

Notes from the Friends of the Library

- Holiday event went well
- New "reading room" is getting a lot of traffic
- Donations have accumulated but they're working hard to fix that
- New volunteers are needed and appreciated!
- Bookends next project is to reorganize the space in their main room, using shelving donated from the library
- The Friends are participating in the organization of the 125th Anniversary

Agenda Items:

- Handicapped Access
 - Covered in the Director's Update
- 125th Anniversary
 - Anne Ferreira attended the meeting for the Trustees
 - Scheduled for June 27, 2024, exactly 125 years after the opening on June 27, 1899.
 - All Day open house followed by a celebration/ceremony/cake in the evening

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- o Indoors
- o Looking for food donations since the library cannot legally pay for food
- o Looking for sponsors for the event and a way to recognize those sponsors through a bookmark or brochure. Various strategies and possible businesses/funding options discussed
- o Various methods of getting the word out/save the dates were discussed.
- o Items to exhibit throughout the library from the opening were also discussed
- o Next meeting is 2/10/2024 at 1:30pm in the library.

- Budget Submission & Questions
 - o Heating/electric has been coming in significantly under budget in past years, less money was requested this year
 - The town aggregates the electricity purchase and it has saved money

- TM/Council Invite
 - o In prior years previous Town Managers (TM) have attended the Trustees meetings
 - o We have a new TM and new Town Council members, a letter will be drafted from the Trustees inviting them to attend Trustee meetings.
 - o The accessible entrance from the parking lot also concerns Town Hall and isn't a library only issue
 - o The Trustees want them (TM/Town Council) to feel invited/included/aware

- Summer Reading/Children's Room
 - o A request was made to purchase supplies to be used by the Children's Room and Library to make giveaway items (shirts and bags for summer reading, bookmarks for the 125th, signs, etc) in house instead of purchasing them.
 - Gillian made a motion to allocate \$1500 from State Aid for said supplies for the children's room.

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- Anne seconded
- All voted in favor
- Motion passed

Public Comment:

- No public comment

Adjournment:

- Motion to adjourn by Gary
- Seconded by Anne
- All voted in favor
- Meeting adjourned at 6:34pm