

**BOARD OF TRUSTEES**  
**WINTHROP PUBLIC LIBRARY AND MUSEUM**  
**MEETING MINUTES: MARCH 14, 2024**

**In attendance:**

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

Library Director; Greg McClay

Assistant Library Director: Mary Lou Osborne (via zoom)

**Absent:**

Gary Skomro

**Call to order:**

5:34pm

**Minutes:**

Minutes from February submitted for approval

- Motion by Gillian Teixeira
- Seconded by Anne Ferreira
- All voted in favor by rollcall
- Motion passed

**Director's Report:**

Recent mental health incident at the library. Non-resident asked for assistance. Fire and Police responded. Patron was eventually transported to the hospital.

- Incident happened in the main lobby/staircase area
- Library calls first responders and they handle it
- Items to remember in these cases:
  - Tend to occur infrequently
  - Crowd control - keeping patrons from stumbling into whatever is happening and keeping the person in crisis from being a spectacle. In this case a first responder was directing entering patrons

**BOARD OF TRUSTEES**  
**WINTHROP PUBLIC LIBRARY AND MUSEUM**  
**MEETING MINUTES: MARCH 14, 2024**

through the children's room instead of the main entrance.

- o Incidents will have to be handled on a case by case basis and staff will have to evaluate what types of closures or controls need to be implemented based on where in the library it is occurring and any other variables at the time.

Budget

- Fiscal year runs July 1 - June 30
- Year to date the library has spent 52% of the materials budget and 58% of the supplies budget
- This is slightly behind where they should be  $\frac{3}{4}$  of the way through the year.
- All ordering should be completed by the end of May and then there will be a purchasing freeze between budget periods.
- The freeze is to ensure any lagging bills do not put the department over budget for the year and that all bills for the current year are accounted for and paid in the current year.
- Outstanding orders with our primary book dealer (Ingram) in the interim period can be put on hold until the new budget kicks in.
- Library will reach out to the schools regarding summer reading and what the schools needs and expectations are.

Publicity:

Ted Reinstein of Chronicle will be filming in the library on Wednesday March 20, 2024 for a piece on libraries. Needs are minimal. Ted has presented a few programs in the library (not in his capacity for Chronicle.) and is familiar with the space. Filming in general is permitted in the library. Should be good PR.

Senior Tax Relief

**BOARD OF TRUSTEES**  
**WINTHROP PUBLIC LIBRARY AND MUSEUM**  
**MEETING MINUTES: MARCH 14, 2024**

Senior citizens in the town are allowed to apply to work off parts of their tax bill in jobs around town. The library has submitted a list of jobs that can be done. Success in the past has been low with few takers. The jobs tend to be repetitive and potential candidates choose to do other things. We are hoping for better luck this year.

. Programming:

- Adult bookgroups are doing well
- Presented a picture of the February Calendar of events for the children's room with attendance numbers. The story times and Art Club are the standouts with consistent numbers for the rest of the offerings

Collection:

- In the past 12 months 7,979 items were weeded from the collection and 3,929 were added to the library.
- The average is 327 books added each month with 665 removed.
- The goal is to remove another 6,000 out of date or poorly circulating books and to have a balance between new items added and items removed.
  - Removed books either go to Bookends in the basement or the donation bin in the parking lot.
- Much of the weeded items come from biographies. The library also has a large WWII collection that is less popular these days.
- Removal of the books is a process and takes time. Some books on the shelves were never transferred to the electronic records.
- The space will be used for foreign language collections, starting with Spanish
  - 100 items have been ordered
  - Cataloging will take some time after the books are received
    - Books will need to be looked up by ISBN (if applicable) and titles will be checked

**BOARD OF TRUSTEES**  
**WINTHROP PUBLIC LIBRARY AND MUSEUM**  
**MEETING MINUTES: MARCH 14, 2024**

- through the Library of Congress and Seattle Public Libraries (that have a larger collection of popular books than LOC)
- Suggested that a Spanish (or other relevant language) speaking volunteer be recruited for proofreading the catalog entries.
  - CASA may have a list of students and people in the community who have helped with translations in the past.
- o These are books written in or translated into a foreign language, not books for learning/understanding that language
  - o When the first set of books is ready to go we will notify the public.
  - o The first languages will be: Spanish, Portugues, Arabic, and Algerian. The schools indicated that these are the languages, besides English, most often spoken by students and their families.

Agenda Items:

- Handicapped Access
  - o Gary Skomro's contacts did not respond to a request for ballpark estimates on the project.
  - o Greg McClay contacted the town and there was no objection to the change in scope (electric lift to ramp)
  - o Greg will ask the building department for guidance on how to go about soliciting bids if it is something the building department does not do directly.
- 125<sup>th</sup> Anniversary
  - o Anne Ferreira again attended the meeting representing the Trustees
  - o Minutes of that meeting were distributed to the Trustees
  - o Mary Lou designed a "Save the Date" badge for staff and Trustees - simple card in a pin backed, plastic badge holder.

**BOARD OF TRUSTEES**  
**WINTHROP PUBLIC LIBRARY AND MUSEUM**  
**MEETING MINUTES: MARCH 14, 2024**

- o Save the Date has also been added to the book receipts given out by the library when a patron checks out a book.
  - Currently they're only on receipts from the main desk.
  - It was quick and easy to do and will likely be used frequently in the future for other events/notifications
- o The Children's Room will be running 125<sup>th</sup> anniversary events in the week leading up to the anniversary. They are focused on honoring the past and celebrating the future.
  - There will be a timeline of the history of the library
  - Webpage of the 125 year history
  - Popular books on display from the opening/early years of the library
  - All children's room programs (Lego Club, Art Club, Storytimes...) will be themed around the anniversary
  - Talk of celebrating current and past workers and inviting them to the event. Especially inviting Ms Ellen Nickerson and others to a special storytime that week.
  - Additionally recognize Ms. Nickerson's years of service to the library. Public recognition was never done due to her retirement taking place during the Covid shutdown.
  - Will look through older town reports to find other librarians from the past.
  - The children's room works with the future of the library and it's imperative to provide programming that will draw them in and keep them coming back.
- o Friends of the Library
  - Amy Carroll - applied for a Winthrop Foundation Grant for the festivities. If it materializes it will go towards magnets (limited giveaway) and music for the event.

**BOARD OF TRUSTEES**  
**WINTHROP PUBLIC LIBRARY AND MUSEUM**  
**MEETING MINUTES: MARCH 14, 2024**

- Mikayla - FOTL is focused on raising funds for the library and can help solicitating donations from the community. Additionally: donations to FOTL (501c3 nonprofit) can be used for anything and do not have to go through a lengthy town process.
- Offered "Bookend Bucks" as a door prize for the anniversary
- Can look at merchandising but there's not great place to sell items on an ongoing basis, though might be feasible for specific causes/events/items.
- o Guests for the event:
  - Library Land - nonprofit that visits libraries, last in Winthrop 2018
  - Politicians: Markey, Warren, Clark, Turco, Edwards, Town Manager, Town Council - remind people of the value of libraries
  - Past Trustees & Employees - especially those who worked to keep the library open when it was threatened with closure
- o Donations:
  - Solicitations on Friends Letterhead so the money can be collected and allocated through FOTL
  - Need a list: people, businesses, organizations
- o Décor/Swag
  - Banner for the railing of the ramp - will ask Honan for quotes
  - Save the Date/Kickoff: place on website, badges, receipts, the children's room will do buttons
- o T-Shirts will be ordered for staff and Trustees
  - Samples will be coming
  - Ideas for designs/logo submitted
- o Budget is approximately \$4,000
- o Information for the Anniversary website discussed
- o Exhibits within the library for the anniversary discussed

**BOARD OF TRUSTEES**  
**WINTHROP PUBLIC LIBRARY AND MUSEUM**  
**MEETING MINUTES: MARCH 14, 2024**

- o Next meetings 3/16/2024
- o Motion made by Gillian Teixeira to allocate \$1500.00 from State Aid to the Library Anniversary Celebration
  - Seconded by Alyson Dewar
  - All voted in favor, motion passed

Public Comment:

- No public comment

Adjournment:

- Motion to adjourn by Gillian Teixeira
- Seconded by Anne Ferreira
- All voted in favor
- Meeting adjourned at 6:13pm