

**BOARD OF TRUSTEES**  
**WINTHROP PUBLIC LIBRARY AND MUSEUM**  
**MEETING MINUTES: APRIL 11, 2024**

**In Attendance:**

Trustees: Gillian Teixeira, Anne Ferreira, Alyson Dewar, Gary Skomro, Betty Peabody

Library Director: Greg McClay

Assistant Library Director: Mary Lou Osborne (via zoom)

**Absent:**

Marie Matarazzo

**Call to order:**

Meeting was called to order at 5:38pm

**Minutes:**

Minutes from March submitted for approval

- Motion by Betty Peabody
- Seconded by Anne Ferreira
- Alyson Dewar, Gillian Teixeira, Betty Peabody, Anne Ferreria in favor. Gary Skomro abstained
- Motion passed

**Director's Report:**

Budget

- Town Manager budget for FY2025 released.
- The Library section lines up with the Library proposal
- Reach out to Greg McClay if there are questions

. Programming:

- Sit and Sew is going well. It is patron run and staff supported. It is mostly an adult group but the most recent meeting was an all ages affair and they made scrunchies.
- The Children's Room will be pausing some less popular programs through April and into May to gear up for Summer Reading.

**BOARD OF TRUSTEES**  
**WINTHROP PUBLIC LIBRARY AND MUSEUM**  
**MEETING MINUTES: APRIL 11, 2024**

- Mary Lou's Storyteller series started this week. It was a small group. There is one additional meeting, new participants welcome, and then a performance on 4/24/24 at the Lyceum Room in the EB Newton School.

Mural:

Paul Sullivan approached the library about installing memorial mural in honor of his brother, a former trustee.

- Greg McClay met with an artist who seems promising. More discussions are necessary but if they go well, work could begin, offsite, as soon as May.
- Placement would be on the third floor or in the area outside of the Hazlett Room.
- Subject would be a collage of historical Winthrop scenes, including our forts, taken from photographs.
  - Question about checking for content suitability - the photographs being used have nothing concerning.
  - Talk about including local birds - Nancy St. George was mentioned as a local bird expert if the artist should need more information or pictures.
- Materials would be a painting on either canvas or metal. It would be mounted in the library and can be moved if necessary.
- All work will be approved by the library, the artist, and Paul. Paul is covering the expenses.
- Question of whether or not it would be ready for the anniversary - unknown at this time.

Media:

Continuation of previous discussions about installing TVs and DVD players in the Children's Room and the Bergman Room. The Director presented a quote for equipment and installation of \$8,200. He is asking for \$9,000 from Stata Aid to begin the work.

- Motion by Gillian Teixeira to discuss the allocation of funds. Seconded by Betty Peabody

**BOARD OF TRUSTEES**  
**WINTHROP PUBLIC LIBRARY AND MUSEUM**  
**MEETING MINUTES: APRIL 11, 2024**

- The electrical work has been completed in the Children's Room. The work in Berman has not begun yet.
- Are there zoom room capabilities?
  - Not at this time, could be added in the future
  - Suggested to look into that and see how the cost would change if it was added now vs. installed later.
  - Zoom capabilities are not something they would look into for Children's but would consider for Bergman and Hazlett
- How long will the work take?
  - Estimated to be about a day
- Is there a warranty or guarantee? Who is responsible if it doesn't work? Who is responsible for training?
  - The Library Director will be trained and will train staff as necessary.
  - Warranty/Guarantee information is unknown. It will be looked into. The company does other work for the town.
- Vote taken for the dispersal of funds.
  - All voted yes
  - Motion passed.

Hazlett Room

Maddy Carroll has been working on sprucing up the Hazlett Room as her National Honor Society service project, along with her mother, Amy. They have submitted a list of items they would like to purchase for the project. It includes paint, painting supplies, shades, shelves, etc.

- Motion by Alyson Dewar to allocate \$1500 from State Aid to the Carrolls for upgrades to the Hazlett Room. Second by Anne Ferreira
- Is the Town ok with the project and with volunteers doing the work? Do they have parameter? We do have all new windows in that room and they may have a protocol with painting, does the old paint need to be removed? Do we have to go through town vendors for any of the supplies or labor?
  - The director will run it by Town Hall.
- When will the work be done?
  - It will either be completed by the anniversary or not started until after the anniversary.

**BOARD OF TRUSTEES**  
**WINTHROP PUBLIC LIBRARY AND MUSEUM**  
**MEETING MINUTES: APRIL 11, 2024**

- o Vote with the provision that the work gets approval by the Town: all members who were present voted in favor.

Print:

A print of the original rendering for the Hyde addition was located (by Mary Lou, doing research for the anniversary). It is being reframed by Beacon Framing, including UV non-glare glass. The cost is \$365 and will be paid for by the O'Brien fund which has no restrictions.

Building:

There has been much rain lately and few leaks. This is good.

Agenda Items:

- Hazlett Room
  - o Covered in Director's Report
- Media Request
  - o Covered in Director's Report
- 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 Planning is going well.
  - o The Winthrop Historical Commission is taking part in the planning and helping with the research.
  - o Magnets are in and t-shirts are ordered.
  - o Layout:
    - Food and a Powerpoint presentations will be in the Hazlett Room.
      - One presentations will be on Willard Bacon, architect of WPL: his life, examples of his work and details thereof
      - Second presentation on life in 1899, domestically and abroad including fashion, sports, and inventions
    - Speakers and Musicians will be in the Bash Room.

**BOARD OF TRUSTEES**  
**WINTHROP PUBLIC LIBRARY AND MUSEUM**  
**MEETING MINUTES: APRIL 11, 2024**

- o 125<sup>th</sup> Anniversary Celebration landing page is live on the Library website. It can be accessed from a tab on the top of the Library homepage.
- o There is a list of special invites to go to local and state politicians, local dignitaries, Ted Reinstein, and former library staff members.
  - Mary Lou has the contact information for the former staff members.
- o Promotions
  - Save the dates sent to local dignitaries, etc, to put on their calendars
  - There are two invitations: one for the special guests to RSVP and a general invite that will be distributed to patrons, no RSVP necessary.
- o Maddy Carroll will be soliciting donations from businesses in the community and inviting those who donate to take a picture with a book they love to be displayed during the event. Library staff and Trustees have also taken part. They are looking to have the Town Councilors participate as well.
- o The Winthrop Transcript will, hopefully, be doing two or three stories on the celebration.
- o Food:
  - Tammy Cody (staff member) has volunteered to donate two savory and two sweet charcuterie boards to the event.
  - Potential donation of hot decaf and cold brew coffee by Allison Macon and Devin Clark, who roast their own coffee. Cups to be supplied by the library
  - Other beverage include lemonade and water.
  - The Friends is supplying the cake
  - Working on getting pizza donated or purchased for the event
  - Suggestion to reach out to the owners of Muffintown who live in Winthrop (business currently in Chelsea and Lawrence)
- o The committee received a \$1500 Winthrop Foundation grant for the event. Thanks Amy Carroll for submitting.
- o Decorations/Event signage
  - Vinyl sign to attach to the railing of the ramp. Looking for price from Honan Sign
  - Will use "Special Library Event Today" lawn signs
  - Balloon arch outside of the library

**BOARD OF TRUSTEES**  
**WINTHROP PUBLIC LIBRARY AND MUSEUM**  
**MEETING MINUTES: APRIL 11, 2024**

- o Front of the library landscaping
  - DPW landscapes Town Hall but not the library
    - Betty Peabody is on the Beautification Committee
    - In the past Girl Scout troops who met in the library have filled the planters outside, reach out to them.
- o Next Meeting: April 13, 11:30am
  
- Board Invitations
  - o Gillian will send an email inviting the Town Manager and the Town Council members to the next meeting
  
- Q & A
  - o What is the Book Challenge?
    - It is a dual document with a children's and adult challenge. These are things like "read a work of non-fiction" or "read a book by a woman" that can be completed by patrons. It's a great prompt for reading and what to read next.
  - o Can we broadcast programs from the Hazlett room (which is currently inaccessible to those with mobility issues) thus allowing those who cannot or will not come to the library to access programs?
    - Question came from Alyson Dewar perusing the Boston Public Library's virtual offerings. She does not expect Winthrop to offer the depth and breadth of Boston, but it's a good way to increase access to patrons with, potentially, little added effort.
    - It can be done. WCAT does film/broadcast for larger programs. The Director will inquire of the contractor doing the work for Children's and Bergman about making Hazlett a zoom room/broadcast capabilities to increase accessibility.

Handicap Ramp in Childrens

- We don't want it to fall by the Wayside. The Director will contact the Town.

**BOARD OF TRUSTEES**  
**WINTHROP PUBLIC LIBRARY AND MUSEUM**  
**MEETING MINUTES: APRIL 11, 2024**

Public Comment:

- No public comment

Adjournment:

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