

BOARD OF TRUSTEES
WINTHROP PUBLIC LIBRARY AND MUSEUM
MEETING MINUTES: JUNE 13, 2024

In Attendance:

Trustees: Gillian Teixeira, Anne Ferreira, Alyson Dewar, Gary Skomro, Betty Peabody (via Zoom)

Library Director; Greg McClay

Assistant Library Director: Mary Lou Osborne (via zoom)

Absent:

Marie Matarazzo

Call to order:

Meeting was called to order at 5:37pm

Minutes:

Minutes from May submitted for approval

- Motion by Gary Skomro
- Seconded by Anne Ferreira
- All present in favor
- Motion passed

Director's Report:

. **Media Installation:**

- The shelves in the Bergman room have been removed.
- Work should be completed by the end of summer
- The paperwork is finished for the installation in the Children's room; we are waiting on the company to schedule the installation

Then and Now Book:

Donna Segreti Reilly collected all of the *Then and Now* columns from the Winthrop Sun Transcript from the past thirty years. She did so as a tribute to the original author and Town Historian G. David Hubbard. With the help of Sandra Joneck Schiff (of the Winthrop Improvement and Historical Association) Ms. Segreti Reilly chronologically compiled the columns into a book which she donated to the Library & Museum. There is also a front-page story in this week's (June 13, 2024) Winthrop Sun Transcript.

Handicap Ramp in the Children's Room:

BOARD OF TRUSTEES WINTHROP PUBLIC LIBRARY AND MUSEUM

MEETING MINUTES: JUNE 13, 2024

Rich Cifuni received a quote of \$14,000 for the ramp. This means it will have to go out to bid. The Commission on Disabilities is submitting a grant application this week (results in August) for all of the accessibility issues in the library (lift to Hazlett, ramp in Children's, something else, someone remind me)

- Bidding has a mandatory time frame and may or may not result in actual work bids. If it did, we would need to hire the bidder or pick amongst bidders. A discussion ensued about how that process works, what the criteria are and the order of importance of the criteria. More discussion of the process and requirements will be undertaken if any bids result from the process.
- The Trustees and library do not want work to start during the summer, which is quite busy. A timeline of the work is not included in the bidding process (except for things with very specific windows, such as the Sumner Tunnel work).
- When work does start it is not very complicated and should not occupy the children's room for an extended period of time. Any shutdowns should be minimal.
- The ramp will match the rest of the library in looks (railing, carpeting, etc)
- Motion to earmark \$15,000 in State Aid funds for the ramp, with the work beginning at the discretion of the director, and contingent on grant funds not being awarded to the Commission on Disabilities:
 - made by Gary Skomro
 - seconded by Gillian Teixeira
 - All present voted yes; motion passed

Closing out Fiscal Year 2024:

- Purchasing (with few exceptions) has been shut down and all invoices have been submitted for the close of the year. It will pick back up on July 1
- Ingram (the main book vendor) has paused all processing on orders until July 1
- State obligations of material expenditure have been fulfilled (the state requires at least 15% of the library budget be used for materials to be eligible for State Aid. We will close well above that threshold). Reporting for State Aid begins in August and the director does not anticipate any issues with the reports.
- To hit the materials goal, the library made a one year purchase of several "Always Available" Overdrive titles. These apply only to Winthrop residents but can be checked out by any number of Winthrop residents at the same time. Circulation numbers of these titles will be analyzed when considering doing this again next year. The Overdrive books consist of:
 - A number of travel titles in Adult
 - Topical debate books for Young Adult

BOARD OF TRUSTEES
WINTHROP PUBLIC LIBRARY AND MUSEUM
MEETING MINUTES: JUNE 13, 2024

- o And a mix of books on various cultures as well as a few other things in Children's

A to Z Databases:

The library added a subscription to A to Z Databases for next year. It's a search tool that functions like a job board and old time phonebook - with personal and business listings and the ability to search those things to make up your own database. Patrons can search for people or businesses or make up mailing lists for their businesses.

Holidays:

The library is closed on Saturdays for the summer (see above). The library will be closed on Wednesday, June 19 for Juneteenth. Independence Day is a Thursday and the library will be closed that day through Sunday (holiday, extra day Friday, normal closure Saturday and Sunday) that week. Saturday hours begin again after Labor Day.

Saturday Closures in the summer:

Anne Ferreira brought up the possibility of remaining open on Saturdays in the summer in future years. Currently, summer Saturday closures are a part of the union contract and tied to the end of the school year in Winthrop. Previously the library has been closed on Saturdays beginning the weekend following Memorial Day and following the last weekend in June.

- It is worth discussing but would have to be taken up during the next union negotiations. Those happen between the town manager and the union, every three years. The library is due to negotiate this coming fall.
- Issues to consider are:
 - o Employees enjoy knowing they will have Saturdays off in the summer.
 - o College students who live at home begin school in August and may appreciate access to the library on Saturdays.
 - o Families may appreciate access to the library in summer.
 - o Opening the library for Saturdays in the summer may not result in enough traffic to justify it.
 - o Schedules can be staggered so each person would only have to work 2 Saturdays/summer. There are other creative ways to go about it.
 - o The Trustees will discuss and look into it again. If they decide to pursue opening on Saturdays in the summer in the future, a letter would be sent to the Town Manager on behalf of the Trustees asking him to further pursue it in union negotiations.

Town Reports

BOARD OF TRUSTEES
WINTHROP PUBLIC LIBRARY AND MUSEUM
MEETING MINUTES: JUNE 13, 2024

In his first year, Greg McClay submitted a report to the Town Clerk for the Town's Annual Report. This was not requested in his second year, but a similar report was requested to accompany the library budget submission. That is now being rectified and the director has submitted the annual report for fiscal year 2023 and will soon submit one for fiscal year 2024.

EB Newton:

The library director also serves as the building manager for the EB Newton School. It is usually opened by library staff 2xs/week. The library uses the Lyceum room for programming and staffs the Heritage Room. There are no scheduled art shows this summer, so there will be no regular openings of the Heritage Room. Joanne Hillman will be reading out the the Historic Commission members about scheduling special events in July and August.

Summer Reading:

There have been over 150 registrations for summer reading. The library is testing Beanstack with the Young Adults. Beanstack is an app used for the summer reading program. Previously it was funded by the State but the Library is now self-funding and will be able to make use of it year-round. It has reading challenges for those participating.

Tree:

The dogwood by the front door was removed last year due to ill health after many attempts to save the tree. Cuttings were taken and the Arnold Arboretum at Harvard attempted to propagate them. Unfortunately, few rooted and those that were successful did not survive the winter, this is not uncommon with older trees. There is already a new dogwood in its place.

Agenda Items:

- 125th Anniversary
 - o Anne Ferreira again attended the meeting representing the Trustees
 - o Minutes of that meeting were distributed to the Trustees
 - o The Trustees have written a letter to the editor and will have their picture taken to accompany the letter when it is sent to the paper.
 - o The Trustees have received their 125th anniversary t-shirts.
 - o Separate guest books will be placed in the Adult and Children's sections
 - Mary Lou and Roger donated the Adult Room guestbook which will be available for signing beginning at the event and through the year.

BOARD OF TRUSTEES
WINTHROP PUBLIC LIBRARY AND MUSEUM
MEETING MINUTES: JUNE 13, 2024

- The children's room has their own version. The Children's Room will continue the 125th Celebration on Friday with a pottery class.
- Décor
 - We will have four foot numbers (1, 2, 5) with the marquee lights as a display. There was a discussion of possible uses for the numbers after the anniversary celebration.
 - The balloon arch will be indoors due to concerns of wind in Winthrop.
 - Marie and Mary Lou are meeting at Woodside on Saturday for flowers for the outside boxes
- Donations:
 - Donations and those donating have been very generous.
 - \$5700 in donated funds have been received. There will be a bookmark after the event that will recognize sponsors on the back. Thank you to all who donated, anonymously or publicly.
 - There is a spreadsheet that is being updated with the donations and how the funds were spent.
 - The committee attempted to pay vendors for a few items and those items were gifted instead. Thank you to the vendors.
- Invitations:
 - Invitations have been mailed
 - Current list of attendees includes: Maddy Carroll, Robert DeLeo and guest, Jeffrey Turco, and Elizabeth Thompson from Noble
 - The library has been asked to make an event on Facebook for the anniversary.
- Desserts:
 - The Friends of the library will provide dessert, which are now funded through donations.
 - The Desserts through the Decades list is being nearly finalized and looks delicious.
 - Two half-sheet cakes: one will have a picture and one will have "Winthrop Public Library and Museum Celebrates 125 Years" written on it.
 - Pizza is being sourced
 - The coffee people will meet with the library people to discuss
- The Carroll Family updated the Hazlett Room and it looks great! Exhibits and food will be there.
- Mary Lou and Roger have placed items in cases to display. Signage and finish work will be completed by Juneteenth.
- Police detail is being finalized with the new Chief.
- Role of the Trustees
 - Alyson Dewar raised some questions about the role of the Trustees in the library.
 - The policies of the library are the responsibility of the Trustees and are available online. (About us/bylaws on the website)

BOARD OF TRUSTEES
WINTHROP PUBLIC LIBRARY AND MUSEUM
MEETING MINUTES: JUNE 13, 2024

- All Library Trustees are out of compliance on the State Ethics certification and need to contact Denise Quist, town clerk, for information. councilclerk@town.winthrop.ma.us
- Trustees should have been given a copy of the Massachusetts Open Meeting Law.
- Alyson Dewar asked for a list of the various sources of funding, the balances, any special considerations, and who needs to approve spending from them. Greg said he will supply those.
 - Trustees approve State Aid
 - The Director spends the money allotted through the Town Budget
 - There are various funds with special criteria attached. None of them are constrained to the fiscal year.
- Trustees adjourn through the summer (next meeting is in September). The chair can approve up to a certain amount of State Aid if necessary and emergency meetings can be called if a situation arises above that amount.

Public Comment:

- No public comment

Adjournment:

- Motion to adjourn by Gary Skomro
- Seconded by Alyson Dewar
- All voted in favor
- Meeting adjourned at 6:51pm

Next Meeting: September 12, 2024