

**BOARD OF TRUSTEES**  
**WINTHROP PUBLIC LIBRARY AND MUSEUM**  
**MEETING MINUTES: SEPTEMBER 12, 2024**

**In Attendance:**

Trustees: Gillian Teixeira(left meeting at 5:50pm), Anne Ferreira (via zoom), Alyson Dewar, Gary Skomro, Betty Peabody, Marie Matarazzo

Library Director; Greg McClay

Assistant Library Director: Mary Lou Osborne

**Absent:**

All present for at least some of the meeting

**Call to order:**

Meeting was called to order at 5:31pm

**Minutes:**

Minutes from June submitted for approval

- Motion by Gary Skomro
- Seconded by Betty Peabody
- All present in favor
- Motion passed

**Director's Report:**

. **Building:**

- Bookends
  - o The shelving in the back room of bookends was not anchored to the wall. When this was noticed, the room was closed off from the public.
  - o It is scheduled to be repaired this week. The back room shelving will be reinforced with metal straps that bolt to the wall.
- Children's Accessible Ramp:
  - o The Disability Commission submitted a grant to pay for the ramp. The grant was not awarded. The library will fund the construction from State Aid.
  - o The job is going out to bid now. Bids are often open for a couple of weeks. Construction will begin some time after that by either the winner of the bid or Correale

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Construction who has a contract with the town for this kind of work.

- Media setup/Television Installations
  - The Children's room television has been installed and mounted to the wall. The staff is working on incorporating it into programming.
  - The Bergman Room television has not been purchased or installed. The director is considering buying a television, blue-ray player, and a cart for Bergman instead of going with the media installation. It will be cheaper and should be easy to set up. Most televisions come with all the technology needed already installed.

ARIS:

ARIS (Annual Report Information Survey) has been submitted. Trustees received an emailed PDF copy. In October the library will submit its financial report which determines the State Aid money. State Aid was started in the 1990s to protect libraries. It guarantees money for libraries to spend or bank, as makes the most sense at a given time, provided the libraries and town meet certain financial criteria and funding requirements themselves. Both the ARIS and Financial report are for the State; ARIS is incorporated into Federal Reporting.

Some interesting statistics:

- Overdrive Circulation(electronic print and audiobooks)
  - Adult circulation of ebooks more than doubled from 2,500 last year to 5,400 this year; e-audiobooks also more than doubled from 1,700 last year to 3,900 this year.
- Googling MBLC (Massachusetts Board of Library Commissioners) and stats allows you to see the compiled information
  - Libraries can be compared to each other via a variety of criteria
  - Information can be sorted and pulled in interesting ways
  - It is about 2 years behind, so the most recent data is from around 2022 but it's full of very useful information.
- Printing & Computer use (not ARIS but found in that process)
  - Graphics at the end of minutes
  - Colder months see more computer usage than warmer months
  - Students are allowed to use adult computers during library hours.
  - Adults are allowed to use the machines in the YA area during school hours but are restricted from there during non-school hours.
  - Adult computers are scattered about, there are 6 total machines, those on the mezzanine receive the least use.
  - Young Adult machines are in the YA section, there are 3 total machines, we could add an additional computer.

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- o Children's machines are downstairs, they have 5 total computers.
- Trustee Gary Skomro asked about ARIS page 25: Winthrop listed 6,770 library cards in circulation but 6335 resident cards
  - o The Director said at this time anyone in Massachusetts can get a Winthrop library card. Mostly used if someone works in town and wants the convenience (Boston Public Library works this way on a large scale). Members of NOBLE libraries can use their cards in the Winthrop Library. Outside of NOBLE the library may give a local card or enter the patron's home card. It's a grey area as some of the library resources are earmarked for Winthrop residents but we don't have a large percentage of card holders from out-of-town.

Budget:

About 20% of the materials budget has been spent year-to-date. Another 10% is encumbered for anticipated bills (subscriptions, museum passes, etc). The aim is to spend 100% of available funds by mid-May in anticipation of needing end-of-year accounting finished by the end of May/early June for year end June 30.

Library Accounts:

See the end of the minutes for a list of the current accounts held by the library and their descriptions

- The George Hyde Library Trust is empty and was earmarked for the construction of the new wing many years ago. It has recently been spent down.
- Most of the accounts earn very little if any interest. There was a discussion of whether or not that can be changed to take advantage of some of the large principal balances that are currently very underperforming.
- The State Aid fund can be saved or spent, as necessary. Previous administrations were focused on growing the money. Currently we are spending at least some of it. The director is looking into a website upgrade, the first estimate came in at \$18,000.00. State Aid would cover that.
- The director is hoping to spend down and close the Hazlett Fund this year.
- Sometimes Trusts and Funds come with very limiting language on what can be done. It's imperative if one wants to establish some sort of trust that the language be specific but with room for changes and growth. The wording of the McNiff Trust does a good job of that.
- The O'Brien Trust language was from the 1970s but the funds were realized in the 2000s. Because of that, some of the language is limiting and makes it difficult to interpret how to spend the money. In addition, it contains a provision for HVAC expenses: on the one hand, it can be helpful; on the other hand, it's not a good idea to use donated money for projects and work that should be done by the town.

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- Trustee Betty Peabody asked if the director ever discusses ways to handle funds with other libraries, how they do it?
  - Mostly about how to talk to donors to make the gift as useful as possible.

Agenda Items:

- 125<sup>th</sup> Anniversary
  - The event was a success
  - Bookmarks with a list of sponsors are being mocked up and tweaked; they will be available soon. The Assistant Director will use Print Boston to make them.
  - Thank you cards have been sent.
  - Trustee Annie Ferreira asked if we had a door-counter number for the event. Unfortunately the door counters were out of order at the time.
- Children's Ramp Update:
  - Contained in the Director's Report
- Purchasing Questions:

Trustee Gary Skomro submitted a list of questions about materials procurement to the Director. Questions and answers can be found at the end of the minutes.

  - Finding a balance of books is hard. We have limited space and essentially need to remove a book each time we acquire a book.
  - A patron recently requested Mary Higgins Clark in large print. MHC has been deceased for many years but was recently discovered by the patron. We do have many of the books in-house and will find the rest (or purchase them) for her (and others).
- Additional Items:
  - Trustee Gary Skomro mentioned that the East Boston Public Library has a self-serve pickup area for books on hold. The patron finds their books on a shelf and brings them to the desk to be checked out.
    - Winthrop doesn't necessarily have a space for that
    - There is something to be said for keeping a patron's library materials confidential. It used to be a huge thing, it has since relaxed, especially since COVID.
  - Trustee Alyson Dewar asked if the library had enough Certified Librarians to satisfy accreditation requirements? At one point she thought that the library was required to have three and they only had two at the time.
    - Currently the Children's Librarian and the Director are the two Librarians on staff. The director will investigate whether or not additional librarians are necessary to maintain any sort of certification/accreditation.

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- It is hard to find interested people with the required education at our pay scale.
- Trustee Alyson Dewar mentioned that she attended zoom programming through the York, Maine Public Library over the summer that was really well done and interesting and that she would get the information for the Director as a potential easy way to add bigger name authors to the Library programming and additional accessible programming to the schedule. Cost could be an issue but it seemed as though many libraries participated and the presenters and authors were both via Zoom, so costs would be split and travel would not be a factor.

Public Comment:

- No public comment

Adjournment:

- Motion to adjourn by Gary Skomro
- Seconded by Betty Peabody
- All voted in favor
- Meeting adjourned at 6:27pm

Next Meeting: October 10, 2024

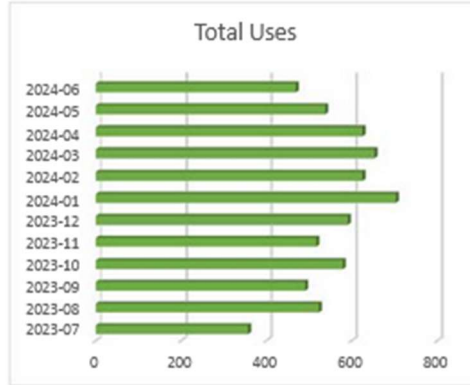
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#### Computer Usage By Time

Month	Total Uses	Total Time	Average Session
2023-07	357	204:14:00	34.325
2023-08	523	312:09:00	35.811
2023-09	491	252:03:00	30.8
2023-10	579	319:11:00	33.076
2023-11	517	301:22:00	34.975
2023-12	591	338:54:00	34.406
2024-01	703	426:29:00	36.4
2024-02	625	344:36:00	33.082
2024-03	653	357:58:00	32.891
2024-04	625	354:52:00	34.067
2024-05	538	327:43:00	36.548
2024-06	469	282:53:00	36.19
<b>TOTALS</b>	<b>6671</b>	<b>3822:24:00</b>	<b>34.379</b>



#### Computer Usage By Area

PC Area	Total Uses	Total Time	Average Session
Adult	3243	2065:58	38.223
Children's	2654	1248:40	28.229
Young Adult	774	507:46	39.362
<b>TOTALS</b>	<b>6671</b>	<b>3822:24</b>	<b>34.379</b>

#### Computer Usage By Weekday

Weekday	Total Uses	Total Time	Average Session
Monday	1050	570:45	32.614
Tuesday	1268	742:03	35.113
Wednesday	1460	870:13	35.762
Thursday	1312	721:52	33.012
Friday	971	531:56	32.869
Saturday	610	385:35	37.926
<b>TOTALS</b>	<b>6671</b>	<b>3822:24</b>	<b>34.379</b>

#### Printing Jobs

	Jobs	Pages	Cost
STAFFS	3944	12074	\$1,207.40

Overrides			
	Jobs	Pages	Cost
STAFFS	236	1156	\$115.60

Expired			
	Jobs	Pages	Cost
DESKTOP-3NAKJ23	232	990	\$99.00

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List of Library Trusts, Funds, and Accounts:

- Athens: James B. & Helen P. Athens

Athens has a principle of \$100,000. Only the interest can be spent. Most recent balance was a little over \$5,000, of which \$3,000 is going to be spent on staff computers.

- 9/3/2024 \$2,700 balance
- Has earned about \$300 in interest over the past 3 years

- Hyde: George Hyde Library Trust
- Helen Black Lib Trust Fund
- Hazlett Fund

Designated for Children's with only about \$200 left, we hope to close out this year.

- McNiff Library Trust

"1) Trustees of Winthrop, MA Library and Museum (care of the Friends of the Winthrop Library and Museum if "donation to private organization" is legally required), solely for purchase of books, audio and visual materials (or future successor technologies serving such purposes) to be used for public circulation. These funds shall Not Be Used for any Non-Library Municipal Spending Mechanism. If the Town of Winthrop successfully challenges this Stipulation, this Bequest shall be considered lapsed."

- 9/11/24 \$47,110

- New Book Fund

Fines from replacement books

- 9/11/2024 \$964

- O'Brien Library Book Trust

A small portion was somehow carved out to be used on HVAC but the majority is limited strictly to hardcover books. Inquiries have been made about investing the money for a higher return, waiting to hear back.

- 9/11/2024 \$14,928 for HVAC
- 9/11/2024 \$229,999 for books only

- Library State Aid

According to the state budget proposed we should see an increase in the amount of aid we receive. This past year we were given over \$40,000 which spent on the new windows, the

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anniversary and Children's media installation. The coming year's payments will cover the new ramp in Children's and hopefully a website overhaul.

- 9/11/24 \$172,548
- Library Donations

Includes a mixture of large direct donations and the accumulation of smaller random donations, essentially "keep the change" donations.

- 9/11/24 \$18,371 balance not including a \$3,000 donation just submitted
- majority of funds are from prior Friends group, \$2,000 a year designated to programming



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*Book Purchasing Questions*

Below are a list of questions submitted by Trustee Skomro concerning collection development:

- How do you hear about a book?

The vast majority through publications like Kirkus and Publishers Weekly and various bestseller lists. A minority through patron requests as well as general media surfing.

- Who can make a recommendation to buy a book?

Anyone/Everyone

- Who has final decision on buying a book?

The Director unless there's a formal complaint. If a patron requests a book that is not available here or elsewhere we normally will buy the book. The only exception would be textbooks which are too overpriced and too narrow in scope for us to be interested in having a copy.

- From whom do you buy a book?

Mostly Ingram, some Amazon. Media from Amazon and Baker & Taylor.

- How long does it take to get the book once ordered?

The majority of our books are ordered in advance of publication. Ideally we get them a few days before they're on sale. If the book is already out then it make take a couple weeks due to pre-processing.

- Do you usually buy several books at a time?

Almost always. An order can range from 30 items to as many as a hundred. We added over 4,000 last year, an average of 80 items a week. Unless the question is do we usually buy several copies of a title at a time, in which case no, only bestsellers we know will have waiting lists.

- Do you pay full price?

A recent order that was placed ranged from 30% to 44% discount, depending on publisher.

- Do you get an invoice from the book seller or do you pay in advance?

It is against the law to pay in advance though we work to find ways to minimize invoicing.

- How do you prepare a book for the shelf?

Books purchased through Ingram are pre-covered and mostly pre-labeled. Beyond that just date and ownership stamps plus a barcode. Other books are covered and labeled by us. Then it's

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entered into the cataloging system. Mostly it is just attaching an item to an existing record, occasionally the original record has to be created.

- What do you do if there is no room on the shelf for it?

We weed regularly so that does not become an issue. We are also doing a large reorganization to free up space for certain areas.

- How do you decide when to remove a book from the self due to lack of interest?

The past two years we've been clearing out a lot of deadwood, so it's been easy. We're now entering a zone (particularly in fiction) where if a book doesn't circulate at all after a 2 year period it will be pulled.

- What happens to removed books?

They go into a special recycle bin contracted by the town's Solid Waste & Recycling Manager and CMRK Inc.

- Bonus: The 80/20 Rule

In the spirit of these questions I wanted to share a basic library tenet: 20% of the collection satisfies 80% of the requests, 80% of the collection satisfies the remaining 20%.