

BOARD OF TRUSTEES
WINTHROP PUBLIC LIBRARY AND MUSEUM
MEETING MINUTES: JUNE 12, 2025

In Attendance:

In Person

Trustees: Gillian Teixeira, Alyson Dewar, Gary Skomro, Marie Matarazzo, Betty Peabody; Library Director - Greg McClay; Executive Assistant - Alana Locke

Absent:

Trustee Anne Ferreira

Call to order:

Meeting called to order at 5:33pm

Minutes:

Minutes from May submitted for approval

- Motion by Gary Skomro
- Seconded by Betty Peabody
- No discussion
- In Favor: Betty Peabody, Gary Skomro, Alyson Dewar, Gillian Teixeira
- Abstain: Marie Matarazzo
- Motion passed

Chair Report:

The chair, Trustee Teixeira, proposed changing the time of the meetings from 5:30pm to 6:00pm. The board takes a break for the summer (barring extenuating circumstances/emergencies); the September meeting will begin at 6:00pm. The September meeting will be September 4, 2025 at 6:00pm.

Three Trustee positions are up for re-election this year. There are hard deadlines for names to appear on the ballot. Anyone running needs to gather signatures and file the papers whether or not they are currently serving on the Board. At-Large positions in the town require candidates to gather 150 certifiable signatures from Winthrop Residents. It is advised if you would like to run for Library Trustee that you pull your papers sooner rather than later.

Director's Report:

Disability Grant:

There was one bid during the bidding process for the lift up to the Hazlett Room. 101 Mobility, the company the director was in communication with,

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did not submit a bid. The single bid came in at double the estimate from 101 Mobility. The bid was rejected. There is no time to re-bid the project before the grant funds have to be spent. That work has been tabled. The director will bring that project to the Trustees again in the future.

In the meantime, we have about \$50,000.00 remaining from the grant. Those funds will be put towards much-needed elevator repairs and maintenance. Rich Cifuni has been in contact with the elevator company and they have made a list of work that can be completed within the time frame of the grant. While inspecting the elevator, they discovered that an upper vent was wide open, likely causing the elevator to be very cold in the winter months. It is possible some of the other ongoing issues are also due to this open vent.

Construction of the ramp/walkway in the back is well underway. The most significant change is that the placements are stone instead of concrete. This will result in additional cost that is still well-within the grant parameters. There is a walkway plan attached to these minutes. It was assumed that the ramp would resemble the one out front; it does not. We are retaining a set of stairs and a straight access path with a graded ramp branching off and returning to the main path around the stairs. The Town Manager feels that we are making good progress and work will be complete at or near the deadline. If the work goes slightly past the end of June, the TM feels the State will give an extension. The drainage outside of the children's room door was the biggest part of the project and that work is complete. The puddle should be fixed.

Fiscal Year 2026 Budget update:

We are down to the final weeks of the FY2025 budget. We are using \$5,000 - 6,000 of the O'Brien Fund to supplement the book budget through June. The current balance of the fund is \$245,000. (Discussion ensued about whether the O'Brien money was specifically earmarked for physical book purchases only. The Director will double check on that and make sure to adhere to the guidelines.)

The Fiscal Year 2026 budget has been approved. The union has not finalized a contract. Once that is done, we will have the final budget numbers. (The Town Manager negotiates the union contract.) The recent salary survey did confirm that Winthrop Library compensation is below that of comparable towns. This may result in an increase in wages.

Adult Summer Reading:

Christine Catteneo and Alana Locke have been organizing Adult Summer Reading. It begins on June 14 and goes until August 8. Participants can complete multiple activities to earn entries into a raffle (drawing takes place on August 9). Activities include: reading, submitting book reviews, summer reading bingo, summer reading scavenger hunt, and attending adult summer programming events. Prizes are

- Kindle Fire (1)
- \$25 gift card to Dunkin Donuts (2)
- \$10 gift card to Twist and Shake (3)

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More information can be found on the library website: winthroppubliclibrary.org under the "Adult Programming" tab at the top of the page, under the banner.

Summer Programming:

- o English as a Second Language Classes (inaugural) hosted by Julie Hagigeorges, beginning July 9, on Wednesdays from 5:30 - 7:00pm. (registration required, more information on the Library website)
- o Adult Trading Card Game Nights with Dominic DeMasi and Frank Ferrara, beginning July 2, continuing every other Wednesday evening from 5 - 7 pm.
- o Zine Workshops with Alana Locke, June 24 and July 23, 2:30 - 4:30pm
- o Sit and Sew Upcycling Workshop with Alana Locke and Violetta Drobot, July 22 & 29, 3:00 - 5:00pm
- o Seashell Decoupage (July 7, 3:00pm - 5:00pm) and Seashell Painting (July 17, 5:30 - 7:30pm) with Christine Cattaneo
- o Sit and Sew with Joanne Hillman, July 10 from 10:30am - noon.
- o Fiber Spinning classes with Diane Stangle, June 17 and July 15, from 6:00 - 7:30pm

Summer Reading, Children's Edition

There are a few titles that are required summer reading for the schools. Where possible we will attempt to get ebooks at Cost per Circ, which limits borrowing to Winthrop Residents. In cases (most, it seems) where that is not available, we will buy extra titles; they will be available to anyone who can borrow from our library and will not be restricted to Winthrop Residents. Other communities also require these titles. Ideally, they will also purchase extra copies and the available pool of books for everyone will increase.

The titles are:

- *Out of My Mind* by Sharon Draper
- *A Very Large Expanse of Sea* by Tahereh Mafi
- *Insignificant Events in the Life of a Cactus* by Dusti Bowling

Question: Long Overdue Items

What does the library do about books that are long overdue? (Noble defines long overdue as books that have not been returned by 42 days past the due date.)

Nothing. If there is an email on file, we will email the borrower to remind them they have a book. We do not send out paper notices of any kind. When we did mail notices, our postage costs were very high. While the book is unavailable, we can borrow the title from other libraries or purchase a replacement if necessary. We currently have 333 books that are long overdue. All but a couple are from 2024 and 2025. It's not worth taking the time for the staff to track these items down. We will consider doing an annual notice to over-due patrons. If they attempt to check out additional books, they are reminded of their outstanding items and allowed to borrow new material, the first time. Subsequent times they are not

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allowed to borrow new materials until the overdue ones have been returned. With the automatic renewal, the occurrences of this have dropped significantly.

Trustee Teixeira said it would be interesting to know what other libraries do.

Trustee Skomro mentioned that sometimes people lose books. Sometimes the book has been returned and not checked back in by staff but is in the library.

Trustee Matarazzoo stated she doesn't think people do it on purpose.

Ultimately, the library wants the book. Sometimes the director will negotiate or waive fees for late books when the book is returned. If the book is lost patrons can give the library the money for the replacement book or give the library a replacement book (which can be in good, used condition, as the books in the library are all used books).

There arose a discussion of late fees and whether or not that discourages book returns. Winthrop Public Library is one of few libraries in the network that still charge a fee. If your interlibrary loan item is late, you often do not owe a fee. If your WPL items is late, you do. As of a few years ago, the impact of fees on patrons, collections, and library usage were mixed - there is no obvious outsized benefit from removing late fees. It is likely that large fees do keep people from returning items. The existence of fees may also inspire people to return things sooner rather than later. The money from fees goes to the town general fund. The Trustees are interested to know how much money that generates yearly.

The Trustees would like to discuss fees at a future meeting and re-visit whether or not Winthrop should keep assessing them. They would also like to know how much money is generated for the town from library fees.

Question: Outside Events

How many outside groups and individuals reserve/use the library for an event in the course of a year?

There were 49 public bookings over the past year. This is an estimate, the actual number closer to double, since not all private bookings are included in the calendar. Private bookings is a closed meeting that is first come/first served. All events booked in advance have to be theoretically open to the public. Private bookings are available day of and are listed as "Staff". Private bookings have use of the space for four hours.

In the past 12 months, what groups and individuals have used the library for an event and what was the purpose of their event?

We have had homeschool groups, Girl Scout Troops, Estate Planning Workshops*, Congresswoman Clark's Office Hours. All public events go on the public calendar. We allow individuals to use the rooms on a first-come, first-served basis for things like: studying, video-conferencing, and other non-public activities.

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*If it's not a non-profit, we ask them not to advertise (as in not plugging their business throughout the presentation but leaving business materials on a table is fine) but some of those groups are a net-savings to the library. To book estate planning, as a program, would have a cost. Having someone do it for free is a win.

Does the library charge outside groups and individuals to use the library? No, though a per person fee for materials - payable by attendees to the host or the library, depending upon which purchased the supplies, is sometimes done.

Schedules:

The Library will be closed next Thursday (6/19/25) for Juneteenth and again on Friday, July 4 for Independence Day. If Town Hall closes early on July 3, the Library will as well; there has been no information on this as yet. The Director will be away Monday and Tuesday, June 23 & 25, and again from July 7 - 11.

Agenda Items:

Decertified Libraries

Trustee Teixeira has a point of clarification: if we make changes to the proposed policy, does it have to be tabled until the next meeting?

Consensus was if the change is substantial and regards the policy itself, yes. If the change is merely editing, spelling, or grammar related or to clarify a point, no.

Trustee Skomro stated that we can open discussion, go through the document, and motion to amend as we do that, and then vote on the amended document at the end.

Trustee Skomro made a motion to adopt the policy

Trustee Teixeira seconded.

Discussion is open

Trustee Skomro proposed an amendment to spell out LSTA (Library Services & Technology Act) in the document along with the acronym.

Trustee Skomro made the motion; Trustee Teixeira seconded. All voted in favor, motion passed.

Trustee Dewar proposed capitalizing "State Aid" in the document, as a specific source of funding.

Trustee Dewar made the motion; Trustee Teixeira seconded. Trustees Matarazzo, Dewar, and Teixeira voted in favor. Trustees Skomro and Peabody voted against. Motion passed, the spelling will change.

There were no other changes or amendments

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Trustee Teixeira made a motion to close the discussion and accept the policy and amendments. All voted in favor, motion passed. The policy, without changes is attached.

- it to the Trustees before the next meeting, where there will be a vote. If a Trustee has input on the proposed policy, they will reply to the Director and the Chair only. Replying all could be construed as a violation of the State Open Meeting law. Board-wide discussion will resume at the next meeting.

Budget:

See the Director's Report: Fiscal Year Budget Update

Disability Commission Grant

See Director's Report: Disability Grant

Long Overdues:

See the Director's Report: Question: Long Overdue Items

New Items:

In the past, the Board has voted to allow the Board Chair to authorize up to \$5,000 in emergency spending without a meeting. Anything above that requires an emergency meeting and a quorum to approve.

Trustee Skomro: Made a motion that the Chair shall have the ability to authorize the director to spend up to and including \$5,000, from State Aid, for emergency purposes at the discretion of the Director.

Trustee Peabody: Seconded

All voted in favor. Motion passes.

Trustee Dewar asked if there is a place where these sorts of motions and policies are kept?

They exist in the meeting minutes, which one would have to go through one by one. The Director has asked the Executive Assistant to go through past minutes and compile a file of such motions and policies for the future. There are meeting minutes missing from the website. Trustee Teixeira will get together with the Executive Assistant to find any missing minutes from her term on the Board.

Meeting Schedule:

The next meeting is:

- o September 4, 2025 at 6:00pm (note the meeting will start a half hour later than usual).

Other Items for Discussion

No additional items

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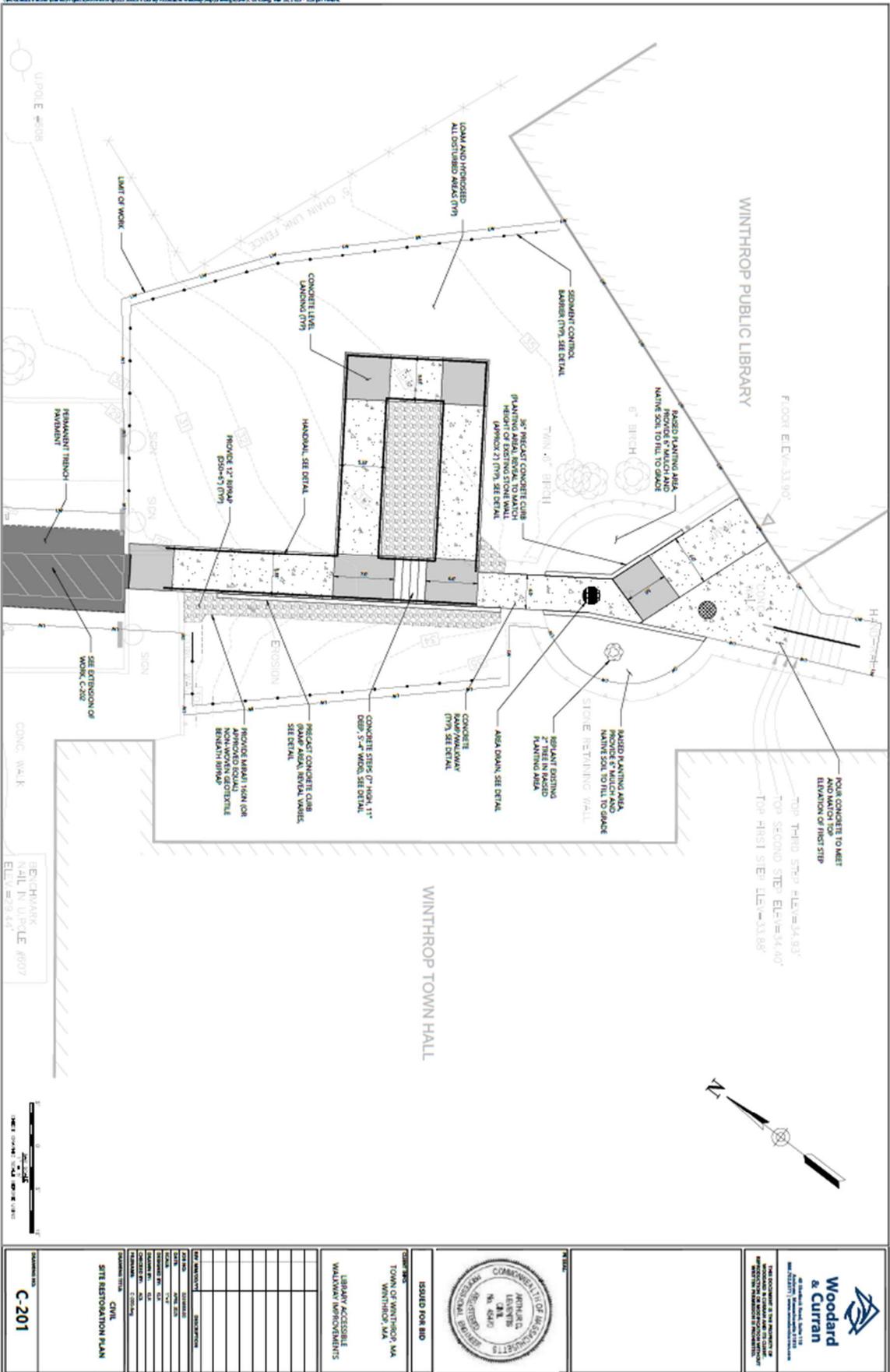
Public Comment:

- No public comment

Adjournment:

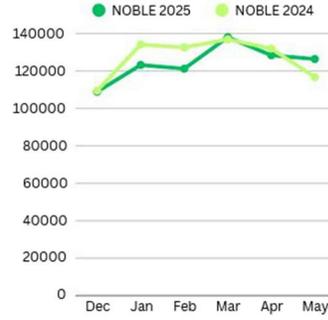
- Motion to adjourn by Gary Skomro
- Seconded by Gillian Teixeira
- All voted in favor
- Meeting adjourned at 6:42pm

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 Woodard & Curran <small>an Equal Opportunity Employer</small> <small>100 State Street, Suite 1100 Boston, MA 02109 Tel: 617.552.3000 Fax: 617.552.3001 www.woodardcurran.com</small>	 COMMONWEALTH OF MASSACHUSETTS ANTHONY D. LEWIS GOVERNOR JUNE 12, 2025	ISSUED FOR BID TOWN OF WINTHROP, MA WINTHROP, MA	LIBRARY ACCESSIBLE WALKWAY IMPROVEMENTS	DRAWING NO. C-201
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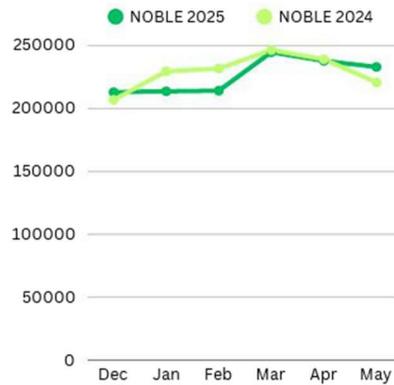
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Month	2025	2024
Dec	2034	2755
Jan	3034	3416
Feb	3209	3304
Mar	3818	3538
Apr	3341	3458
May	3246	3207

Month	2025	2024
Dec	108941	109561
Jan	123268	134207
Feb	121251	132658
Mar	138116	137013
Apr	128458	132020
May	126458	116812

Checkouts



Month	2025	2024
Dec	4415	5183
Jan	5027	5609
Feb	5576	5742
Mar	6609	6370
Apr	6425	6045
May	6083	5813

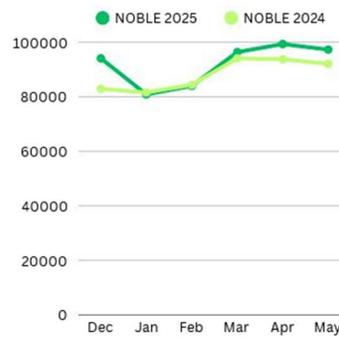
Month	2025	2024
Dec	212613	206537
Jan	213335	229172
Feb	213823	231347
Mar	244334	246076
Apr	237480	238769
May	232648	220499

Total Circulation

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Month	2025	2024
Dec	2134	2047
Jan	1760	1899
Feb	2266	2095
Mar	2554	2457
Apr	2846	2334
May	2541	2344

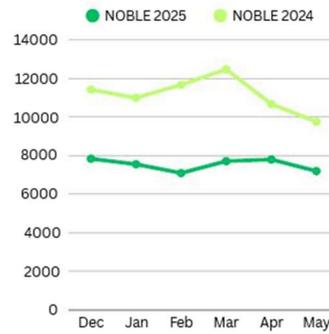


Month	2025	2024
Dec	94216	83037
Jan	80976	81727
Feb	84087	84516
Mar	96508	94247
Apr	99448	93887
May	97406	93887

Auto Renewals



Month	2025	2024
Dec	214	256
Jan	182	212
Feb	154	253
Mar	204	306
Apr	189	212
May	244	222



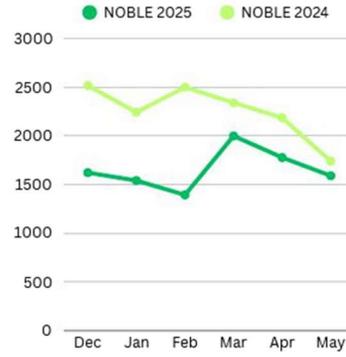
Month	2025	2024
Dec	7834	11421
Jan	7550	10995
Feb	7092	11672
Mar	7710	12475
Apr	7796	10675
May	7194	9758

Web Renewals

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Month	2025	2024
Dec	33	125
Jan	42	82
Feb	47	90
Mar	33	69
Apr	49	41
May	52	40

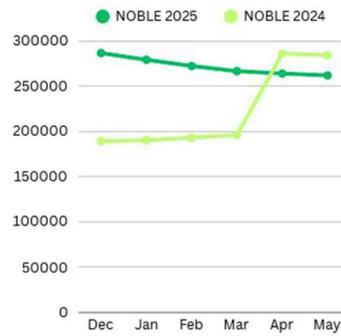


Month	2025	2024
Dec	1622	2518
Jan	1541	2243
Feb	1393	2501
Mar	2000	2341
Apr	1778	2187
May	1590	1740

Staff Renewals



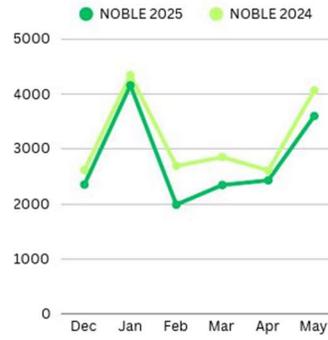
Month	2025	2024
Dec	6083	6172
Jan	6029	6218
Feb	5846	6267
Mar	5541	6305
Apr	5447	6354
May	5364	6330



Month	2025	2024
Dec	286580	189195
Jan	279137	190193
Feb	272291	192999
Mar	266578	195998
Apr	263957	286104
May	261884	284010

Total Patrons

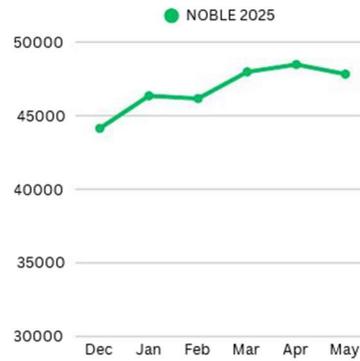
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Month	2025	2024
Dec	34	29
Jan	44	45
Feb	35	51
Mar	45	38
Apr	52	51
May	43	59

Month	2025	2024
Dec	2353	2615
Jan	4155	4338
Feb	1989	2692
Mar	2345	2852
Apr	2429	2610
May	3597	4059

Added Patrons



Month	2025
Dec	976
Jan	1078
Feb	1106
Mar	1173
Apr	1175
May	1098

Month	2025
Dec	44142
Jan	46356
Feb	46169
Mar	47980
Apr	48484
May	47831

Active Patrons

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Event Room Stats (11/04/2024 - 06/04/2025)

