

BOARD OF TRUSTEES
WINTHROP PUBLIC LIBRARY AND MUSEUM
MEETING MINUTES: NOVEMBER 6, 2025

In Attendance:

In Person

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

Absent:

Trustee Marie Matarazzo

Call to order:

Meeting called to order at 6:00pm

Minutes:

Minutes from September submitted for approval

- Motion by Gary Skomro
- Seconded by Annie Ferreira
- No discussion
- All present in favor
- Motion passed

Chair Report:

Betty Peabody, our Treasurer, will be leaving us after the December meeting. We will need to get the treasury sorted out at that time.

Director's Report:

Holiday Schedules:

The library will be closed on November 11 for Veterans Day.

Thanksgiving Hours will be: a half day (9am - 1pm) on November 26, closed on both November 27 (Thanksgiving Day) and November 28. The library will reopen on Saturday November 29.

We are going to repeat that pattern for Christmas: half day on December 24, closed on December 25 & 26. Normal hours resume on Saturday, December 27.

The staff holiday party is scheduled for 12/5/25. As long as there are no objections from the Trustees, the Director will speak to the Town Manager about closing one hour early that day for the party - hours will be 9am - 4pm. (There were no objections from the Trustees.)

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Study Rooms:

The work is ongoing. Walls are framed out and waiting for the electrical work to be finished before enclosing the walls. The electricians asked if we wanted individual light switches for each room. We do. Once the spaces are complete, the Director plans to (temporarily) furnish the rooms from existing furniture in the library. Once there is a better idea of what works in the spaces and how they are being used, new furniture will be purchased.

Assabet is our online services manager (museum passes and calendar). They have a module for booking meeting and study rooms that we have added. Patrons may be able to reserve the rooms themselves online with a 4-hour maximum - the Director and staff will see how that goes. Currently to book the Bergman and Hazlett rooms, interested patrons need to contact the library directly. That will continue for now.

Discontinuing Service - O'Reilly Database:

The library has subscribed to the O'Reilly database (research and technology resources) for three years. Usage is low and the costs keep increasing. Even with promotion, it does not get used enough to justify the cost (\$6,000 -- \$7,000 per year). We are dropping that service.

New Resource - Freegal:

The Director used Freegal at a previous library and liked it. It is a music streaming service with a library of 20 million songs in a variety of genres. It allows patrons to stream up to 12 hours of music per day from that library. It also allows patrons to download 3 songs, in MP3 file-format, per day to their own music library. We will need to publicize the service. The Director expects it will be popular once patrons are aware of it. There is an app that patrons download. They will sign in with some combination of library card number and password. The service allows the library to create playlists which could be a lot of fun for promotional angles.

Festival of Wreaths

For the past few years, the Odd Fellows of Zenith Hall have held a "Festival of Wreaths." Various organizations and individuals create wreaths that are displayed in the hall. The public is invited to view the wreaths and also purchase raffle tickets for the chance to win one.

The Director handed the assignment to Children's. The staff, along with some teen volunteers, produced a lovely wreath fashioned from the pages of books and adorned with a ribbon (see picture, which does not do it justice, at the end of the minutes).

Donald Sullivan Mural

The plaque for the mural outside of the Hazlett Room was placed in the last week. The library is submitting an article for publication in next week's Winthrop Transcript.

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Grants:

Our Children's Librarian, Elizabeth Telmosse, applied for and received a grant from the Mass Cultural Council. It is for a series of art classes, in the spring, that will culminate in the painting of a mural in the Young Adult section of the library (Main floor, to the right of the main entrance, likely above the fireplace).

From the application:

"The program consists of two separate art class programs concluding with community art class receptions.

1. A four-week painting class for ages 8 - 12 led by local artist and educator, Paige Covello. At the conclusion of the classes the library will host an artist reception to showcase the completed works. The works will remain on display through the month of March, Children's Art Month.
2. A four-week Mural Design Class for ages 12 - 18 led by local artists and MassArt professor, Alex Gerasev. The program will lead participants through the process of designing, painting, and installing a mural in the Library's Teen Room. The mural will be ceremoniously unveiled to the public and remain on display in the library."

The library has also joined a grant application under the CASA umbrella (Community Action for Safe Alternatives) to the Massachusetts Broadband Institute's Connected & Online Program. The program provides computer equipment to non-profits. The grant requested tablets to be checked out by patrons and desktop computers for the Hazlett room to be used for classes. The program does stipulate participation in the MBTA Communities Act. We are hoping that submitting through the CASA umbrella will allow us to be eligible.

Ask a Librarian:

Executive Assistant Alana Locke outlined a new program: Ask/Book a Librarian. It would allow patrons to schedule 1:1 sessions of 30 minutes up to two times per month with a librarian. These are things that the staff routinely does, but now will be more organized and streamlined. EA Locke polled the staff to find out in what areas they would be comfortable providing assistance. The idea is patrons would be able to get help with things that are library related, help with technology/devices, writing/resume help, and help with research.

Trustee Teixeira mentioned that some libraries use high school or college students for technology help. She is interested in the feedback from the staff and patrons once the program is live.

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Agenda Items:

Building Updates:

Study rooms: see Director's Report

Trustee Skomro asked about the leaks in the building. Director McClay reported that there have been no surprise water features lately

Policies Update:

Executive Assistant Locke presented the Trustees with a draft of the Overdue Fines Policy. The Trustees discussed the language and made some changes. The final text is as follows:

Winthrop Public Library

Board of Trustees

Overdue Fines Policy

Winthrop Public Library and Museum does not charge fines for overdue books. Fines will be charged for other overdue items such as audiobooks, DVDs, and CDs.

Items that are more than 21 days overdue are considered lost and a bill for the replacement cost of the item will be added to the patron's account. Returning the item will eliminate any bill attached to the item. Library-acceptable condition replacements also may be accepted.

Non-Winthrop owned items returned after the due date may have fines as set by the owning library.

All fines accumulated by patrons must be paid in full, unless there are extreme circumstances that warrant forgiveness. Patrons with fines in excess of \$10 will not be allowed to check additional materials out of the library, or use library computers, until they reduce their fines.

Trustee Skomro made a motion to approve the policy. Trustee Ferreira seconded. All present voted in favor. Motion passed.

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The Trustees were also presented with Social Media Policies from area libraries. They will look them over and make changes, as deemed necessary, to the Winthrop Public Library Social Media Policy at that time.

Late Fees:

See above

Additional Items:

Trustee Ferreira asked about the survey on library satisfaction that went live after the Trustees last meeting.

EA Locke said it was good. The library received good feedback on adult programming as well as some good suggestions for programming. She has been in contact with both the Credit Union and the Alzheimer's Association about future programs. She will email the results to the Trustees.

For the next meeting, the Trustees will discuss the Social Media Policy of the library. They will also review the Unattended Child Policy.

Public Comment:

- No public comment

Future Meetings:

Thursday, December 4, 2025 at 6pm

Thursday, January 8, 2026 at 6pm

Adjournment:

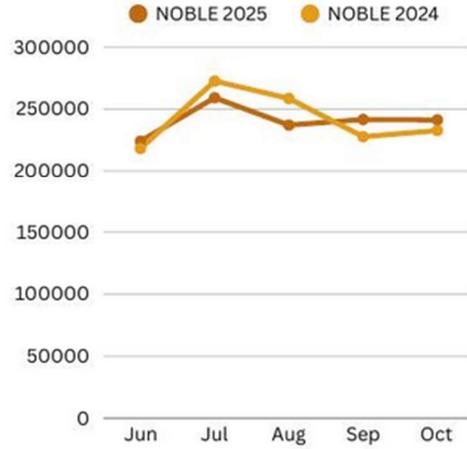
- Motion to adjourn by Gary Skomro
- Seconded by Annie Ferreira
- All voted in favor
- Meeting adjourned at 7:13

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Festival of Wreaths Submission

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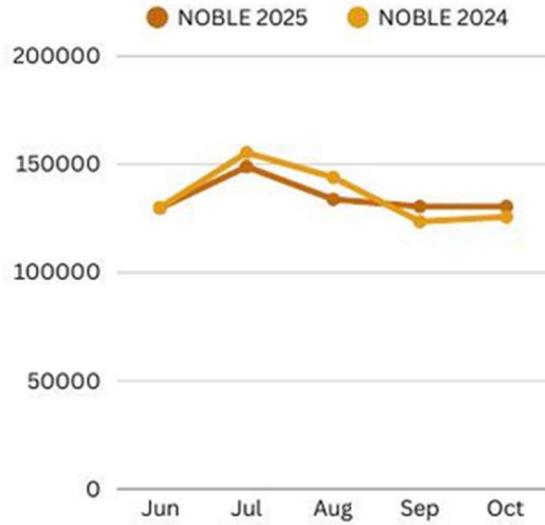


Month	2025	2024
Jun	5960	5494
Jul	6704	6814
Aug	5594	5904
Sep	5484	5416
Oct	6140	6051

Month	2025	2024
Jun	223983	218074
Jul	259161	272643
Aug	237040	258580
Sep	241593	227657
Oct	241263	232666

Total Circulation

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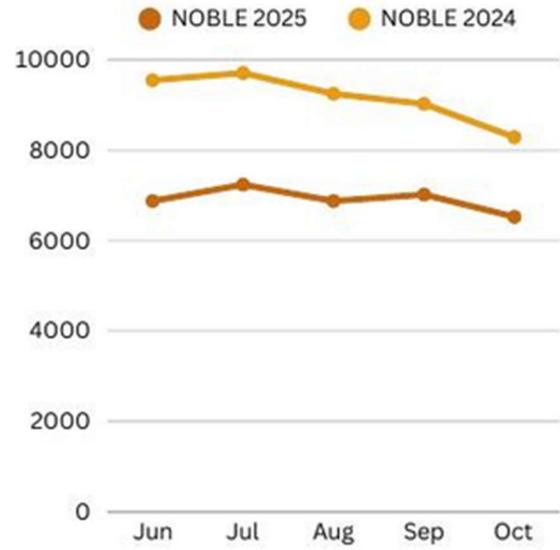
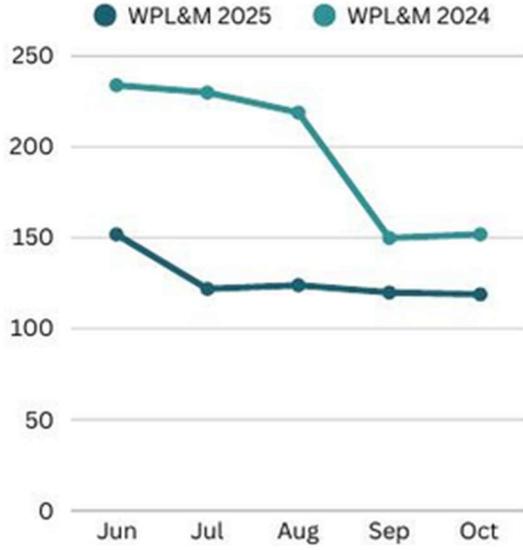


Month	2025	2024
Jun	3504	3247
Jul	3764	3846
Aug	3007	3357
Sep	3098	3075
Oct	3488	3465

Month	2025	2024
Jun	129836	130089
Jul	148944	155437
Aug	133864	144051
Sep	130532	123589
Oct	130539	125726

Checkouts

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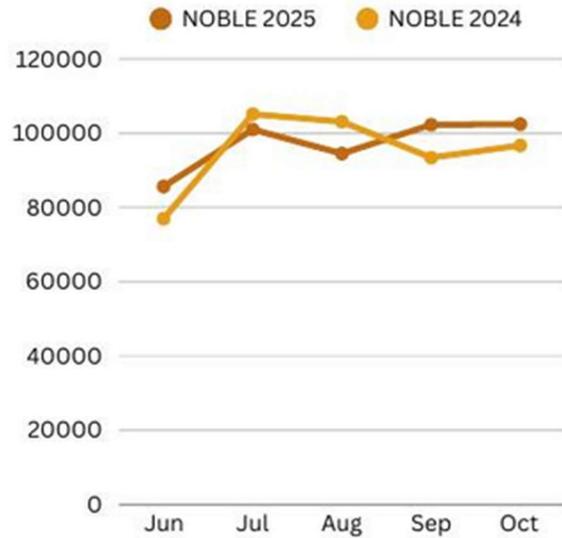


Month	2025	2024
Jun	152	234
Jul	122	230
Aug	124	219
Sep	120	150
Oct	119	152

Month	2025	2024
Jun	6872	9545
Jul	7235	9705
Aug	6872	9245
Sep	7015	9021
Oct	6523	8285

Web Renewals

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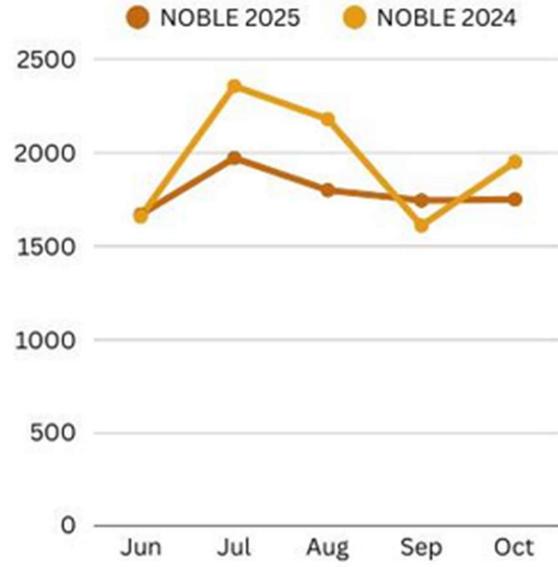
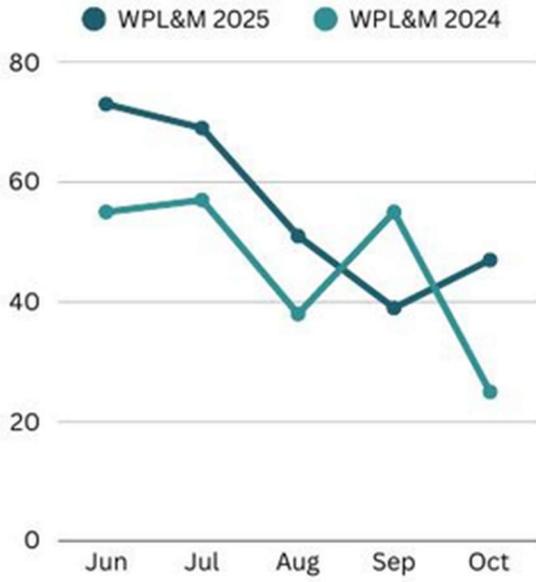


Month	2025	2024
Jun	2231	1958
Jul	2749	2681
Aug	2412	2290
Sep	2227	2136
Oct	2486	2409

Month	2025	2024
Jun	85650	79831
Jul	101010	105145
Aug	94504	103104
Sep	102301	93436
Oct	102450	96704

Auto Renewals

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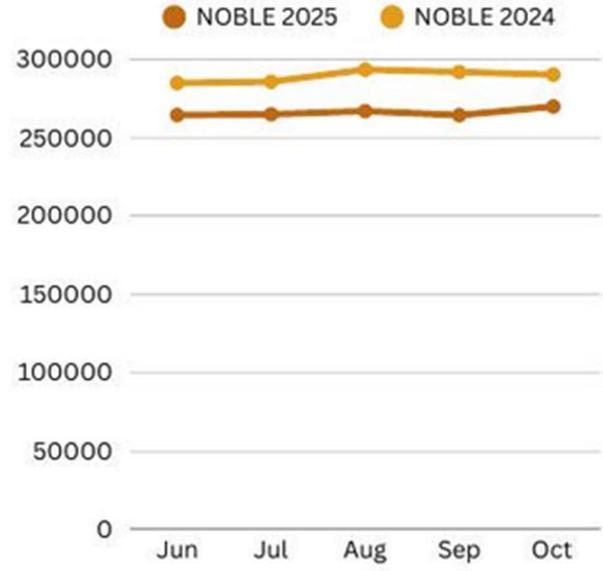


Month	2025	2024
Jun	73	55
Jul	69	57
Aug	51	38
Sep	39	55
Oct	47	25

Month	2025	2024
Jun	1670	1659
Jul	1972	2356
Aug	1800	2180
Sep	1745	1611
Oct	1751	1951

Staff Renewals

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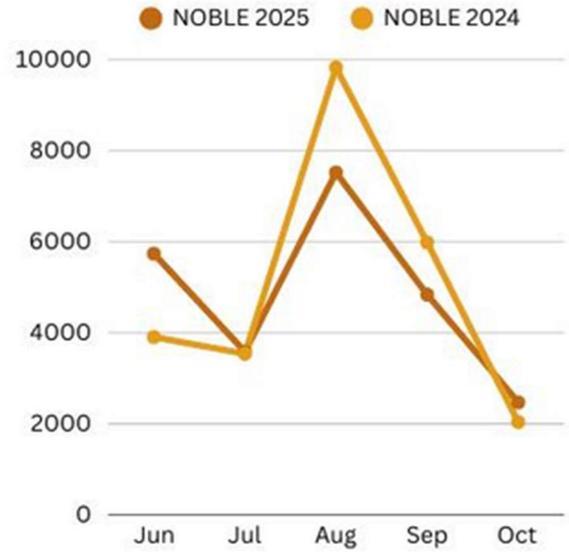
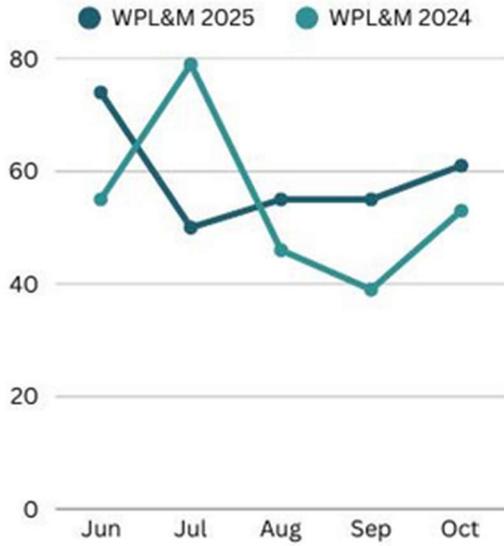


Month	2025	2024
Jun	5360	6335
Jul	5330	6352
Aug	5291	6315
Sep	5277	6301
Oct	5351	6282

Month	2025	2024
Jun	264610	284893
Jul	265116	285852
Aug	267157	293528
Sep	264569	292029
Oct	270032	290299

Total Patrons

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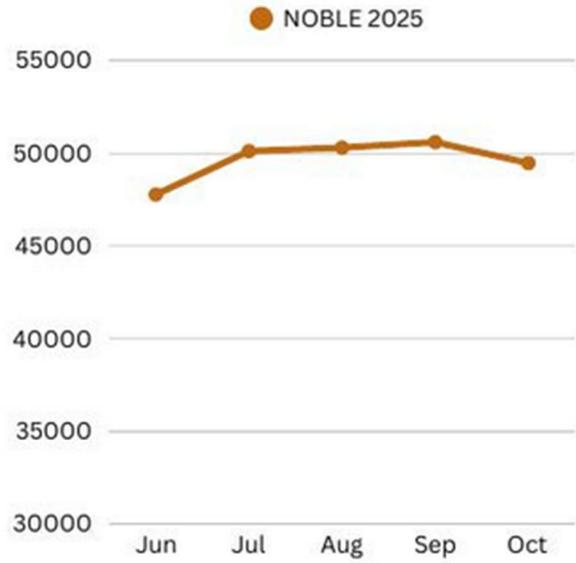
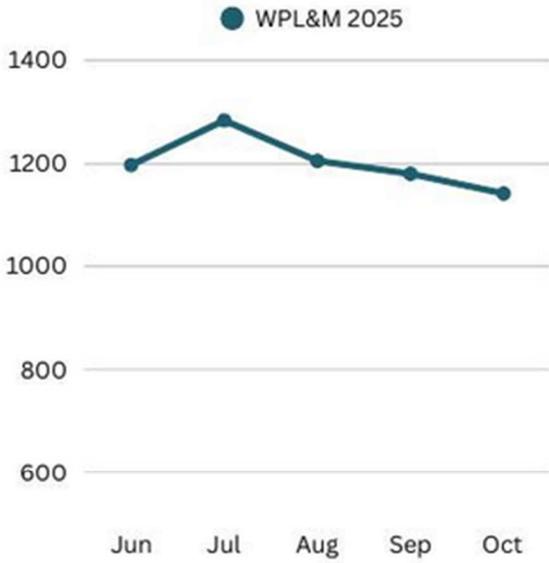


Month	2025	2024
Jun	74	55
Jul	50	79
Aug	55	46
Sep	55	39
Oct	61	53

Month	2025	2024
Jun	5732	3901
Jul	3580	3533
Aug	7515	9820
Sep	4833	5979
Oct	2465	2034

Added Patrons

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Month	2025
Jun	1198
Jul	1284
Aug	1206
Sep	1181
Oct	1143

Month	2025
Jun	47805
Jul	50134
Aug	50320
Sep	50615
Oct	49492

Active Patrons

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