

**BOARD OF TRUSTEES**  
**WINTHROP PUBLIC LIBRARY AND MUSEUM**  
**MEETING MINUTES: OCTOBER 7, 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 6:02pm

**Minutes:**

Minutes from September submitted for approval

- Motion by Gary Skomro
- Seconded by Betty Peabody
- No discussion
- All present in favor
- Motion passed

**Chair Report:**

The chair has nothing to report.

**Director's Report:**

**Social Media Policy:**

A patron tagged the library in a Facebook post wherein they were soliciting funds for themselves via Venmo. This allows Facebook to push the post to the feeds of those who follow the library. The library has permissions in place to approve tagged posts. The tag was removed by the library for this particular post. Prior to that, the director reached out to a couple of social service organizations in town who then reached out to the poster with offers of assistance. The library does not allow solicitation of any kind. The incident has not been repeated.

The trustees had a discussion about updating the Social Media policy. Executive Assistant Locke will compile a selection of policies from other libraries and the Trustees will revisit this in November.

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Chair Teixeira reported that she did not see the post at all in her feed.

This incident was the catalyst for the Director to look up library policies and procedures for social media. It has not been updated since 2016. He also suggested that the Trustees go through all of the library policies to see which need updating.

Chair Teixeira is in agreement with this. Often the policies are updated as a reaction to an incident but should be looked at and updated periodically to be pro-active and stay up to date.

The policies are:

Circulation: updated January 19, 2023

Collection Development: June 2023

Computer & Internet use: September 7, 2017

Certified Libraries Policy: June 12, 2025

Display Space and Bulletin boards: February 25, 2016

Overdue Fines: March 24, 2016

Social Media: February 25, 2016

Patron Behavior: November 10, 2022

Unattended Child: November 10, 2022

Request for Reconsideration: March 3, 2022

**Model Boat:**

The director reached out to the previous person on record for giving a quote in 2011, Mr. Piel. Mr. Piel replied that he had previously given an estimate and that he had never heard back. He indicated that he was not especially interested in doing so. There was some back and forth, with an apology from the Director, and Mr. Piel indicated he could potentially get to it in April. He was not interested in coming to Winthrop and suggested renting a vehicle big enough to hold it.

Since nothing will happen until April at the earliest, the Trustees will revisit the issue in February or March. The director has reached out to Richard Honan in town and he is not interested in attempting any repairs.

Trustees Ferreira and Dewar think it's important to decide if there is a better use of \$5,000.00+ library dollars. Is there something we need more? Is there something better to spend it on? We still do not know any real historical significance of this ship.

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**Financial Report:**

Our Financial Report to the State has been submitted. It is the second of two reports to the state. It helps determine whether we qualify for State Aid. Last year we were accidentally \$400 short and had to scramble. This year we were \$3500 ahead of the three-year average for State Aid (Budget was \$638,169). The magic number for next year will be \$643,905.

**Aspen**

The public catalog update is now done and live. So far, so good. The staff side updates go live tonight.

Aspen an update to our catalog with some nice new features. It will list ebooks the same as the old catalog and it will link you to Libby, also like the old catalog did. It had been a choice on the catalog for a couple months now but became the primary link just this past week. So before, you'd go to the "Old Catalog" and see a choice on top for the "New Catalog", now it's the reverse.

Trustee Ferreira is eager to hear the feedback from the staff.

**Budget**

As of now we are approximately three months into our fiscal year. We have spent 1/3 of our materials budget (about \$90,000) and 1/4 of what we usually spend for books through our main vendor, Ingram (about \$40,000).

**Bench**

Mary Lou Osborne and the Director took a trip to the former Middle School to see if there was anything worth salvaging before it is demolished. Word on the street was there was a lot of interesting things that had been abandoned. They did not find that. They did find a small collection of class photos and a memorial bench. The bench was dedicated to the memory of Alessandra Iannuzzi, Class of 2005, who passed away a few years before graduation. The bench has been placed in the nook before the Children's Room. Our Children's Librarian suggested staging a display of the class photos and inviting residents to come in and find themselves in the pictures. Stay tuned for that.

**Study Room Project:**

The lights have been removed from the area in the basement slated to become the study rooms. There have been no further updates from Rich Cifuni but the director will reach out this week.

**Fall Forum:**

The Town's Fall Forum is scheduled to take place on October 21 at 7pm. It will likely be focused on the building of the new fire station. The director will attend but does not expect there will be questions directed to him.

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Agenda Items:

Social Media Policy:

See Director's Report

Library Bill of Rights:

A copy of the Library Bill of Rights is attached to these minutes. It was not discussed further

Late Fees:

Whether or not to abolish the fees for late books was discussed at the last meeting. Trustee Skomro forwarded the letter prepared by Children's Librarian Liz Tellmosse to all of the Trustees.

Should Winthrop go fee-free for overdue books, any relevant fees for inter-library loan books charged by partner libraries will be collected by the WPL or can be paid online through Noble.

The director included copies of the fee-free policy at local libraries in the handouts. They are included in these minutes.

A discussion ensued. The current consensus seems to be that Winthrop will adopt a policy of no-fees for overdue books. This will only apply to books. DVDs and other media as well as any other materials loaned out by Winthrop will be treated separately. At some, to be determined, length the book will become "lost" or "long overdue" and the patron's account will be suspended (they will no longer be able to borrow materials) until the item is returned or the patron pays for the replacement. The patron may supply a suitable replacement copy to the library subject to the Director's approval. At that time, the account will again be considered "in good standing" and borrowing privileges will be restored.

Ultimately it was decided that Executive Assistant Locke would prepare a policy, based on those from our partner libraries that are also fee-free, for the next meeting in November. At that time, the Trustees will work on the final language and policy they will adopt.

Public Comment:

- No public comment

Adjournment:

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

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*Most libraries in our network are doing away with late fees*

Everett - "The Everett Public Libraries are no longer charging fines for overdue materials. Effective immediately, materials owned by the Parlin Memorial Library or Shute Memorial Library will not accrue any overdue fines, and any existing fines have been removed from patron records.

However, patrons are still responsible for charges regarding lost or damaged materials, and a block will be placed on a patrons account to prevent further checkouts until a long overdue material is returned. In addition, fines and fees for items borrowed from other libraries will still apply depending on the owning libraries policies."

Lynnfield - "Lynnfield Library Owned Items that are returned after the due date will not be charged an overdue fine. There is an exception for some Library of Things items that are subject to their own fines and fees as per the [Library of Things Lending Agreement](#).

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

Long Overdue items - items that are more than 42 days overdue - may be 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.

Any patron with an item more than 42 days overdue will also receive a temporary block on their library card until the item is either returned or a replacement fee is paid to the Library. The block will prohibit check-outs, hold placement, renewals, and various other services.

Patrons with fines totaling \$10.00 or more may not checkout additional items until the fine has been paid off or reduced."

From the Head of Circulation - There are no late fees for items within the Library of Things collection. Should an item from the collection be overdue by six weeks, a bill for the price of the item will be

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placed on your record, which will be removed upon the return of the item or payment of the replacement fee.

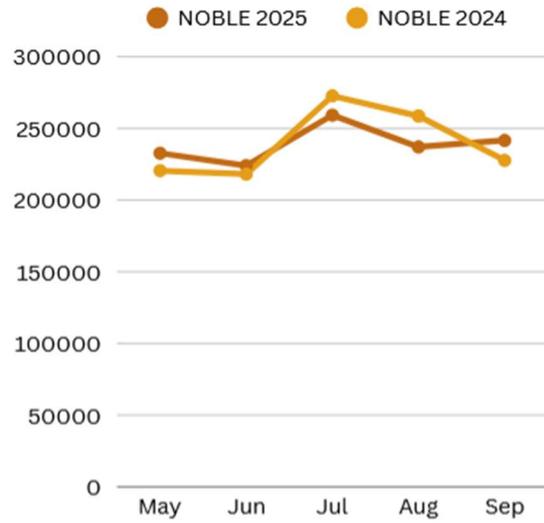
Marblehead - "Abbot Public Library no longer charges fines for overdue material. Any lost or damaged items will incur a replacement fee equal to its original costs. Patrons who owe \$50 or more will not be allowed to check out materials until the fee is paid. Replacement copies of materials will not be accepted."

Reading - "The only Reading Public Library issued fine is the replacement cost for lost items. Reading patrons are also responsible for the replacement cost for lost materials or damaged items from any library but are not held responsible for other overdue fines incurred at other libraries. Patron accounts are blocked forty-two (42) days after the due date and the item will be assumed lost. The account will remain blocked until the patron returns the item or pays the replacement cost."

Boston - "BPL has decided to stop charging overdue fines on late items. BPL continues to charge fees for unreturned items.

- 10 overdue items on your account will block you from further borrowing until items are returned.
- Any item that has been overdue for more than 45 days will be marked as lost, a replacement fee will be added to your account, and your account will be blocked from further borrowing. Returning the overdue item will clear the replacement fee from your account and allow you to begin borrowing again.
- If your loan originated with another member library in the MBLN Network, it is subject to the lending policies of that library, including replacement fees. For more information, contact the lending library."

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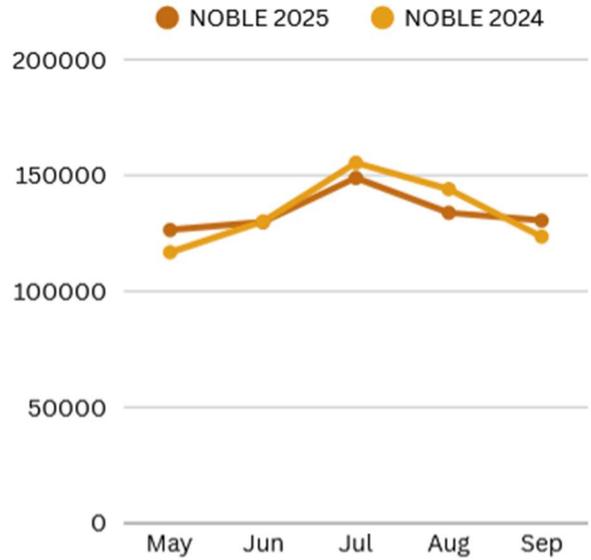


Month	2025	2024
May	6083	5813
Jun	5960	5494
Jul	6704	6814
Aug	5594	5904
Sep	5484	5416

Month	2025	2024
May	232648	220499
Jun	223983	218074
Jul	259161	272643
Aug	237040	258580
Sep	241593	227657

# Total Circulation

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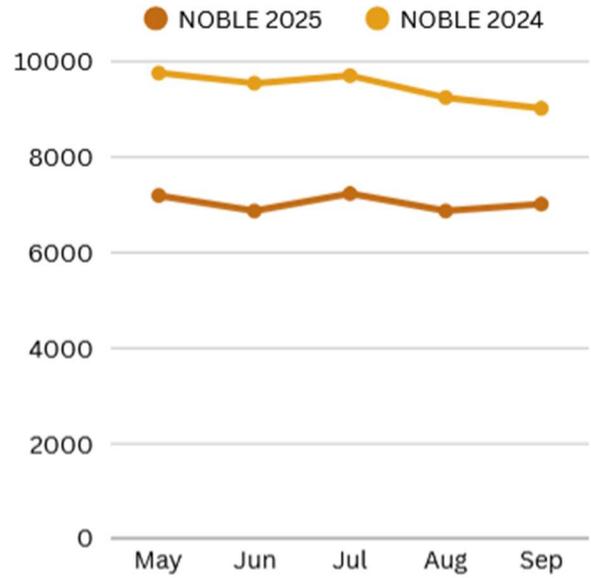
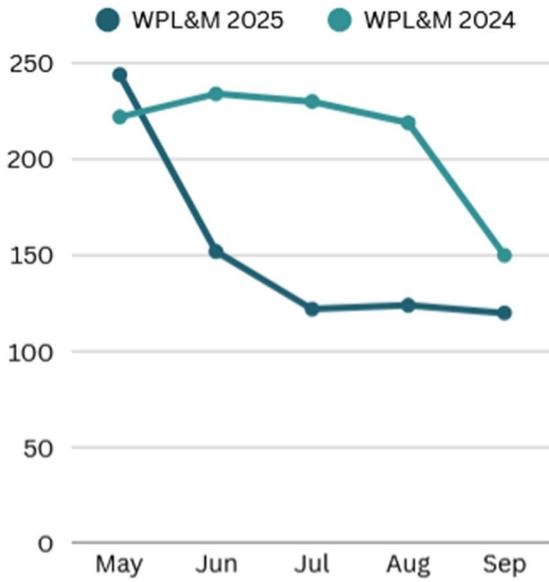


Month	2025	2024
May	3246	3207
Jun	3504	3247
Jul	3764	3846
Aug	3007	3357
Sep	3098	3075

Month	2025	2024
May	126458	116812
Jun	129836	130089
Jul	148944	155437
Aug	133864	144051
Sep	130532	123589

# Checkouts

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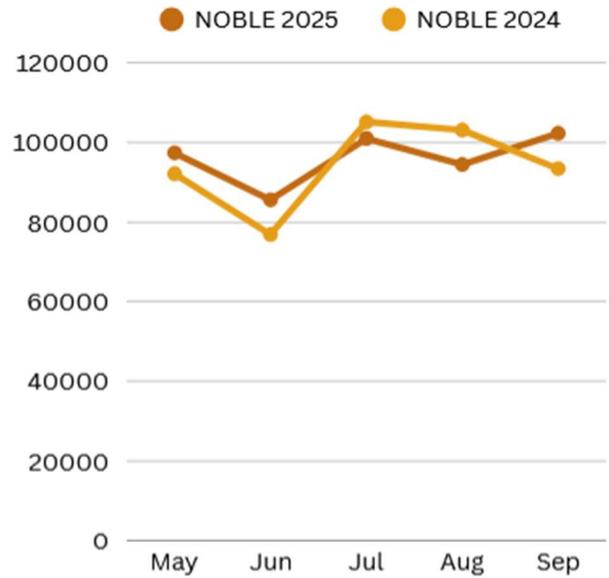
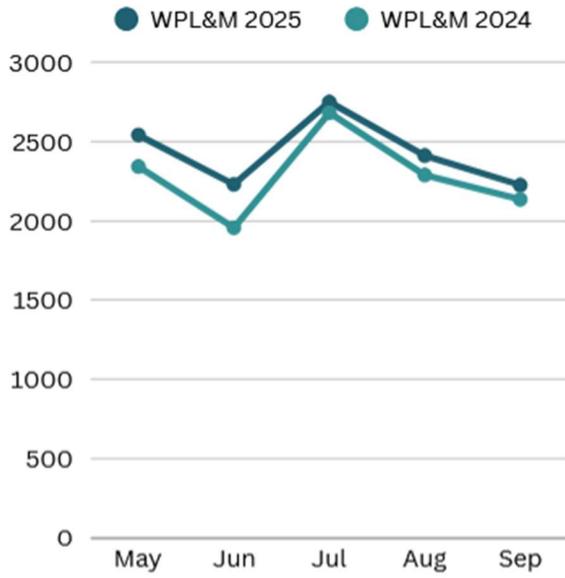


Month	2025	2024
May	244	222
Jun	152	234
Jul	122	230
Aug	124	219
Sep	120	150

Month	2025	2024
May	7194	9758
Jun	6872	9545
Jul	7235	9705
Aug	6872	9245
Sep	7015	9021

# Web Renewals

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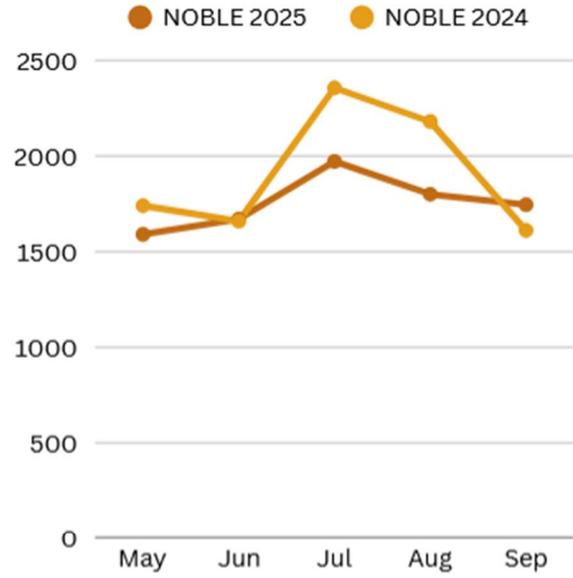
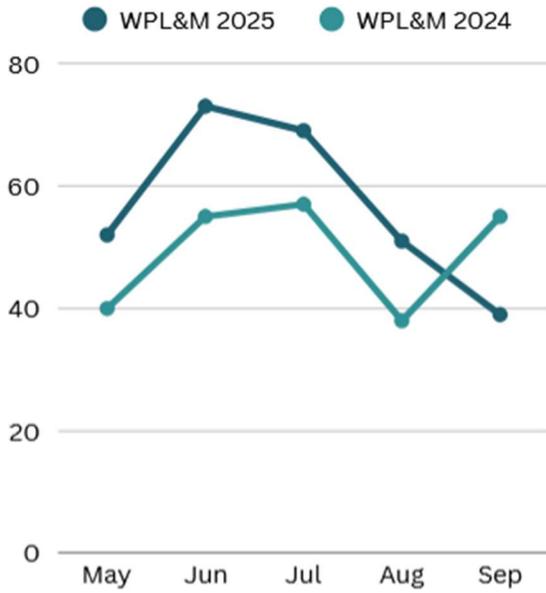


Month	2025	2024
May	2541	2344
Jun	2231	1958
Jul	2749	2681
Aug	2412	2290
Sep	2227	2136

Month	2025	2024
May	97406	93887
Jun	85650	79831
Jul	101010	105145
Aug	94504	103104
Sep	102301	93436

# Auto Renewals

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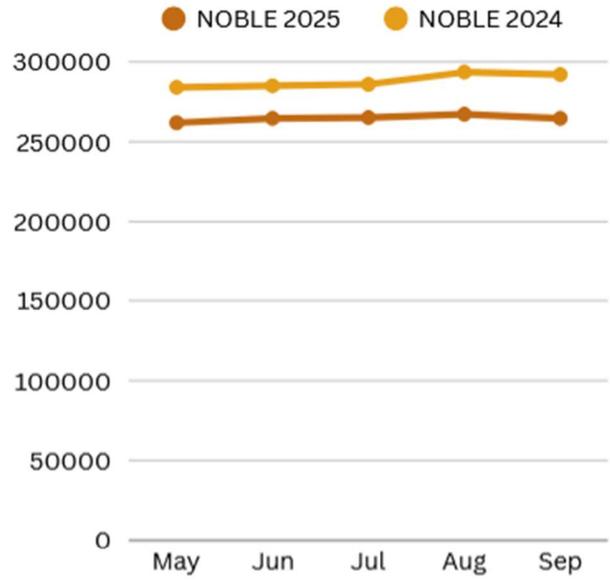


Month	2025	2024
May	52	40
Jun	73	55
Jul	69	57
Aug	51	38
Sep	39	55

Month	2025	2024
May	1590	1740
Jun	1670	1659
Jul	1972	2356
Aug	1800	2180
Sep	1745	1611

# Staff Renewals

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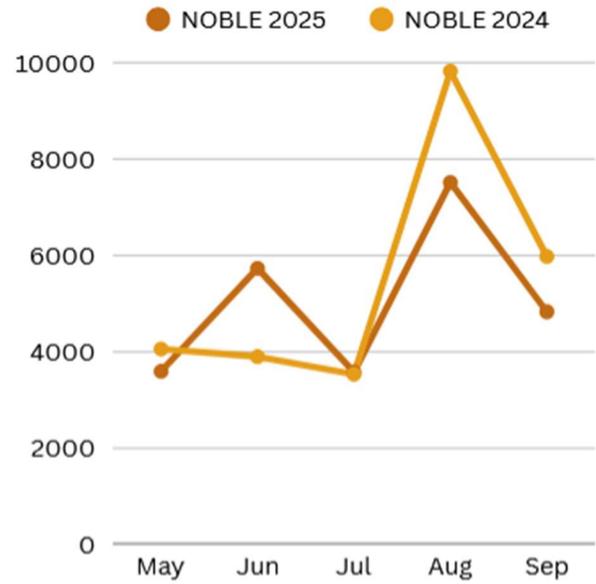
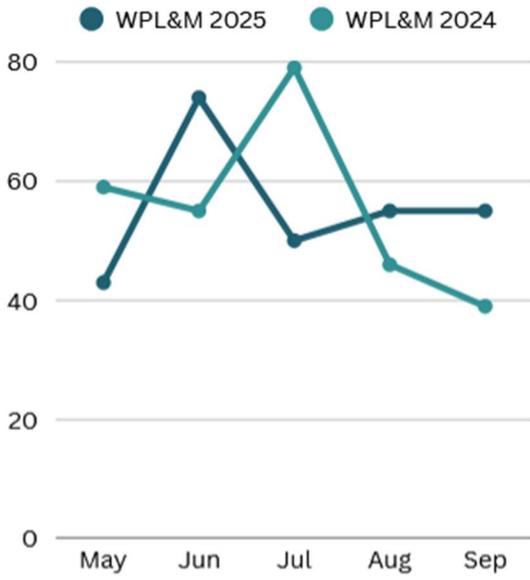


Month	2025	2024
May	5364	6330
Jun	5360	6335
Jul	5330	6352
Aug	5291	6315
Sep	5277	6301

Month	2025	2024
May	261884	284010
Jun	264610	284893
Jul	265116	285852
Aug	267157	293528
Sep	264569	292029

# Total Patrons

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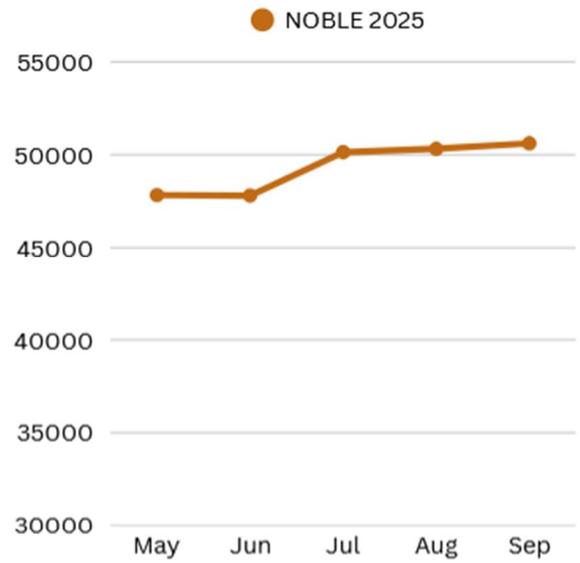


Month	2025	2024
May	43	59
Jun	74	55
Jul	50	79
Aug	55	46
Sep	55	39

Month	2025	2024
May	3597	4059
Jun	5732	3901
Jul	3580	3533
Aug	7515	9820
Sep	4833	5979

# Added Patrons

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Month	2025
May	1098
Jun	1198
Jul	1284
Aug	1206
Sep	1181

Month	2025
May	47831
Jun	47805
Jul	50134
Aug	50320
Sep	50615

# Active Patrons

# Adult Holdings & Circulation

Holdings			Circulation		
Materials	As of June 30, 2025	As of June 30, 2024	Materials	As of June 30, 2025	As of June 30, 2024
Print Books	43,912	47,797	Print Books	21,710	20,177
Print periodicals, newspapers & other print serials	402	334	Print periodicals, newspapers & other print serials	235	202
Physical Audio (CDs, vinyl, etc)	2,243	2,245	Physical Audio (CDs, vinyl, etc)	1,022	965
Physical Video (DVDs, bluray, etc)	3,634	3,656	Physical Video (DVDs, bluray, etc)	2,862	3,061
<b>TOTAL</b>	<b>50,290</b>	<b>54,136</b>	E-books	5,706	5,441
			Downloadable Audio (audiobooks, music, etc.)	4,819	3,976
			<b>TOTAL</b>	<b>36,369</b>	<b>33,822</b>

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## Young Adult Holdings & Circulation

	Holdings		Circulation		
Materials	As of June 30, 2025	As of June 30, 2024	Materials	As of June 30, 2025	As of June 30, 2024
Print Books	3,069	2,887	Print Books	3,286	4,119
<b>TOTAL</b>	<b>3,069</b>	<b>2,887</b>	E-books	866	790
			Downloadable Audio (audiobooks, music, etc.)	322	269
			<b>TOTAL</b>	<b>4,519</b>	<b>5,183</b>

## Children Holdings & Circulation

	Holdings		Circulation		
Materials	As of June 30, 2025	As of June 30, 2024	Materials	As of June 30, 2025	As of June 30, 2024
Print Books	20,517	20,922	Print Books	39,841	38,338
Physical Audio (CDs, vinyl, etc)	171	244	Physical Audio (CDs, vinyl, etc)	84	224
Physical Video (DVDs, bluray, etc)	452	452	Physical Video (DVDs, bluray, etc)	336	452
<b>TOTAL</b>	<b>21,175</b>	<b>21,656</b>	E-books	1,627	2,508
			Downloadable Audio (audiobooks, music, etc.)	716	516
			<b>TOTAL</b>	<b>42,685</b>	<b>42,102</b>

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