

BOARD OF TRUSTEES
WINTHROP PUBLIC LIBRARY AND MUSEUM
MEETING MINUTES: DECEMBER 4, 2025

In Attendance:

In Person

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

Absent:

Trustees Marie Matarazzo, Betty Peabody

Call to order:

Meeting called to order at 6:05pm

Minutes:

Minutes from November submitted for approval

- Motion by Annie Ferreira
- Seconded by Alyson Dewar
- No discussion
- All present in favor
- Motion passed

Chair Report:

We have an occasional fund totaling \$318. It has existed since before the Chair joined the Trustees. The Trustees have not been consistent about collecting or managing this fund lately. That will have to change at some point. Discussion should wait until the new members are on board in January. At that point we can discuss continuing or discontinuing the fund and appoint a new treasure as needed.

Director's Report:

Study Rooms:

Work is currently paused. The doors are ordered and those will take at least two to three weeks to arrive. The walls are finished, aside from paint. Flooring needs to be ordered and laid. The director is planning to use the same carpet as was used in the Children's Room. The library has some in-house but not enough to complete the project. More will be ordered.

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NOBLE:

Our assessment from NOBLE has increased from \$59,023 to \$65,824. NOBLE did a re-calculation of assessments this year. Our share increased about 10%. This assessment includes Libby and Overdrive, Wowbrary, Envision, IT services, EBSCO access, and Evergreen and Aspen - the systems the library uses for staff and public access to the collection: Interlibrary Loan, Circulation, and Cataloging.

NOBLE has added an additional library, not in Massachusetts, with academic ties.

State Aid:

The State announced the first round of State Aid for recipients. We should be receiving a check for \$24,395 any day now. The second installment should arrive in March.

Roof

Tuesday's rain brought some slight, unexpected roof leaking. Water gets in at the roof-access hatch. This time it traveled in new and exciting directions that we had not seen before. It was easy to track because tiles have been removed to deal with previous water. There was no damage. However, while inspecting the area, Rich Cifuni discovered a few areas where small animals have been causing damage and pulling at the underlying insulation. He will look into pruning the branches of trees close to the roof to make future damage more challenging for those causing it.

Intrigue in Bookends

The Friends of the Library had noticed that they seemed to have fewer books than they had payment for. It seemed they were leaving in chunks.

The Director looked at some security footage and noticed that the books on a shelf visible by the camera had shifted. A little sleuthing showed a man on the camera loading up a bag and leaving without paying. It is not at all clear that this individual is responsible for all of the missing books. The director took a screen shot of the individual to the police in case he continues to be a problem. The staff has been made aware and are being more vigilant about the Bookends inventory. Another individual was seen on camera filling two bags with books. He then did pay for those books. Often these people are re-sellers and looking for the more valuable books they can then resell on Ebay, etc.

Trustee Ferreira inquired about the plan going forward. The Director would be hesitant to cause a scene or have the man arrested. He was masked and wore gloves, both of which would make him stand out while also making a positive ID difficult. The director would probably give the man a warning if he returns. Trustee Ferreira suggested giving a heads up to the other library directors in the area.

Holiday Party:

Chairperson Teixeira mentioned the library holiday party is the day after this meeting (Friday, December 5, 2025). The library is closing to the public 1-hour early. She asked about the Town Department's party. The director said that is next week. It is no longer in the middle of the week, in the middle of the day but

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on Friday evening, after library hours. Staff is welcome to attend. No scheduling changes will be necessary for them to do so.

Holiday Hours:

Chairperson Teixeira mentioned the upcoming holiday hours at the end of the month. The director confirmed them.

December 24: Library open until 1pm

December 25 & 26: Library is closed

December 27: normal hours resume

December 31: Library open until 4pm

January 1: Library closed

January 2: Normal hours resume

December 25 falls on a Friday in 2026. As of now, the Director is planning to be closed December 25 and 26 again. The Library will reopen on December 28 - December 27 is a Sunday; the Library is closed on Sundays. Town Hall is normally closed on Friday and, therefore, will also be closed on Monday December 28. This should not affect Library hours.

Agenda Items:

Building Updates:

See [Director's Report](#) for information on Study Rooms and Leaks

Policies Update:

Circulation Policy

Trustee Skomro proposed updating the Circulation Policy to remove language that refers to fines charged for print materials that are overdue. These references occurred in Section 2, subsection A.

The Proposed change reads: The following lists the loan periods and fines for various library materials. Winthrop Public Library and Museum does not charge overdue fines for books.

The chart listing fines was updated to indicate that the fines for Adult or Children's books are n/a, with no maximum fine.

Chairperson Teixeira made a motion to open discussion on changes to the Circulation Policy as suggested by Trustee Skomro. Motion seconded by Trustee Skomro.

Discussion of fines led to a proposed amendment to the original motion by Trustee Ferriera.

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Trustee Ferriera proposed an amendment to the Circulation Policy Amendment to increase fines on Audio Books and Music CDs from \$.15/day to \$.50/day. Maximum fine to remain \$5. Trustee Skomro seconded the amendment.

Discussion of the amendment: Other materials (videos and DVDs) are assessed a \$1/day fine with a \$10.00 maximum. A patron will reach that maximum in 10 days. At \$.15/day with a \$5 maximum, it would take 32 days to reach \$5. At \$.50/day, Audiobooks and Music CDs would also reach the maximum fine in 10 days.

Vote on the amendment to increase fines on audio-only media (Audiobooks and CDs) from \$.15/day to \$.50/day. All in favor. Motion passed.

Vote on the motion to amend the Circulation Policy to reflect the changes in the Overdue Items policy - i.e.: Books are exempt from overdue fines (but not from consequences of loss or damage) in Section 2A and the accompanying chart. All in favor. Motion passes: the policy shall read as presented in the meeting agenda on 12/4/25.

Social Media Policy

Trustee Ferreira made a motion to amend the Social Media Policy; Trustee Skomro seconded

Trustee Ferreira proposed adding "Solicitations" to the list of prohibitions on the Library's social media pages.

Discussion ensued. It led to Chairperson Teixeira suggesting reviewing the wording of the policy in its entirety at a future meeting.

Vote was unanimous. Solicitations will be added to the list of prohibitions in the Library's social media pages.

Unattended Child Policy:

Trustee Skomro suggested pushing discussion of this policy off to a later meeting. Probably February unless it can be communicated to the incoming Trustees before the January meeting. Chairperson Teixeira would like the Children's Staff to be asked if they have any thoughts on the policy. The last time it was updated it was because there were issues with unattended children. It would be good to have input about what changes, if any, are necessary from those who interact most frequently with children in the library.

Treasure Report:

There are \$318 dollars in the Trustee Funded Cash Account. See above for more information

Additional Items:

Trustee Dewar watched the annual State of the Library from the Boston Public Library on Wednesday. It was interesting. Nothing really directly applicable to WPL&M but interesting nonetheless. It is available here: <https://bplfund.org/view-the-fifth-annual-state-of-the-library/>

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Trustee Dewar also asked about whether the Library would be willing to collect and dispense reading glasses (cheaters). She has a bunch that no longer work for her. It's likely other people do as well. Having them available for patrons, to use and keep, might be a useful service and allow for re-use of valuable items instead of putting them in the trash. The Director said to bring them in.

Trustee Ferreira asked about the status of no fees for overdue books. The Director said it's in the system.

Trustee Ferreira noticed that the announcement of "Food for Fines" mentioned that we no longer charge fines for overdue books but there hasn't been a larger announcement of the change. The Director cautioned against doing so. He pointed out that the Trustees had a robust back and forth about it and that the general public's response was likely to be mixed and possibly a headache to deal with. He did say they could have in-house signage mentioning the change but that he would not announce it in the newspaper.

In that vein, Trustee Ferreira offered to write a piece for the paper highlighting the accomplishments of the library over the past year (ramps, Kanopy, Freegal). Trustee Dewar offered to go over it and edit it. It was acknowledged that the paper may choose not to print the piece. However, if they don't have anything to print they're guaranteed not to print anything.

Public Comment:

- No public comment

Future Meetings:

Thursday, January 8, 2026, at 6pm

Adjournment:

- Motion to adjourn by Annie Ferreiar
- Seconded by Gary Skomro (is that right?)
- All voted in favor
- Meeting adjourned at 7:01pm

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Appendix:

Total Circulation refers to items circulated in the past month, either physical or online and renewals of same

Total Checkouts refers to new items lent to borrows that are not renewals

Total Patrons is the number of active Winthrop Public Library and Museum cards

Added Patrons are new cards issued (that were not done so because they had been lost).

Active Patrons used library resources in the past month, in a way that was recorded. It would not count someone who browsed the cookbooks, in person, and left without borrowing any.

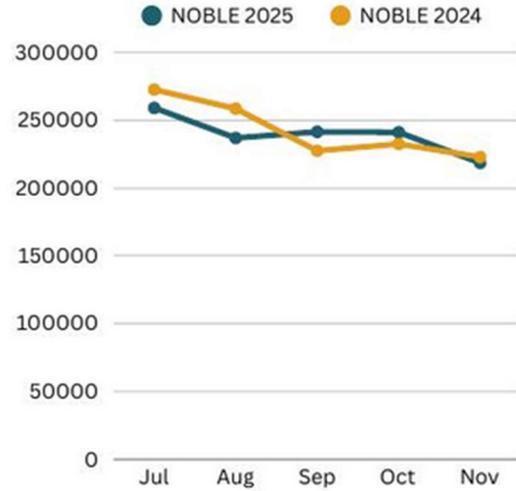
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WPL&M



Month	2025	2024
Jul	6704	6814
Aug	5594	5904
Sep	5484	5416
Oct	6140	6051
Nov	5470	5730

NOBLE



Month	2025	2024
Jul	259161	272643
Aug	237040	258580
Sep	241593	227657
Oct	241263	232666
Nov	218722	223062

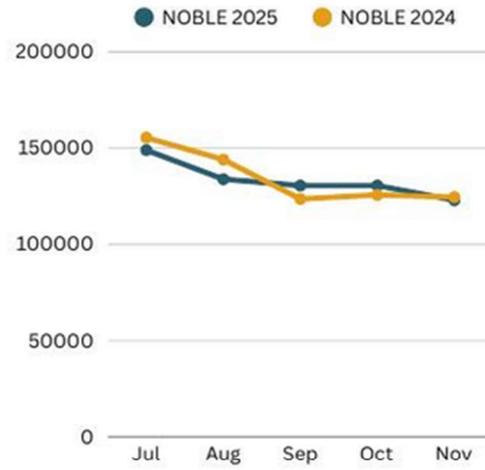
Total Circulation

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WPL&M



NOBLE



Month	2025	2024
Jul	3764	3846
Aug	3007	3357
Sep	3098	3075
Oct	3488	3465
Nov	3079	3008

Month	2025	2024
Jul	148944	155437
Aug	133864	144051
Sep	130532	123589
Oct	130539	125726
Nov	122950	124541

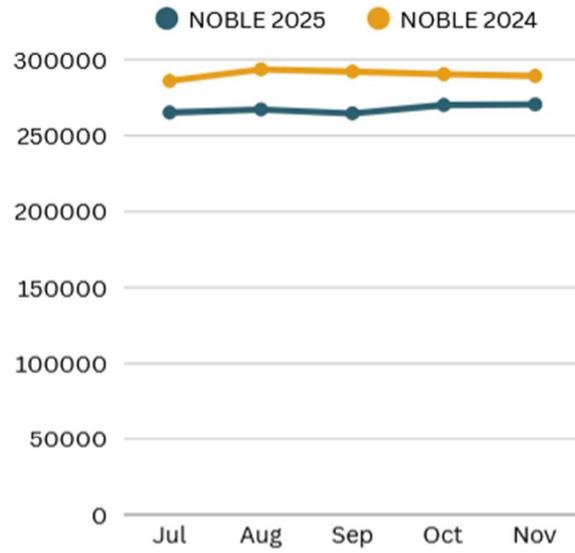
Checkouts

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WPL&M



NOBLE

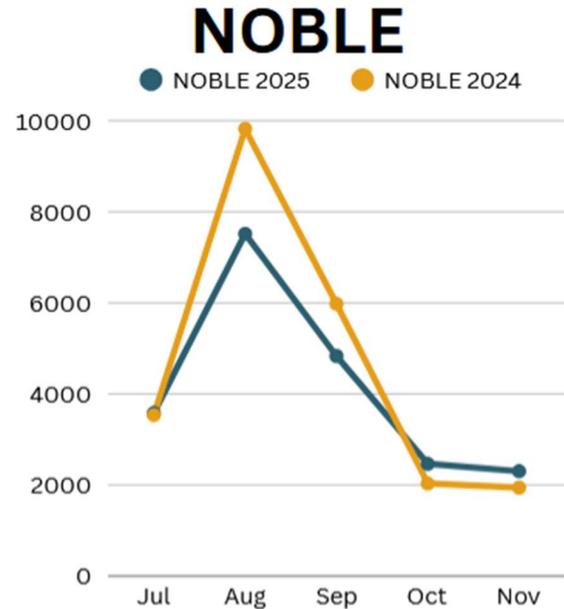


Month	2025	2024
Jul	5330	6352
Aug	5291	6315
Sep	5277	6301
Oct	5351	6282
Nov	5355	6235

Month	2025	2024
Jul	265116	285852
Aug	267157	293528
Sep	264569	292029
Oct	270032	290299
Nov	270498	289215

Total Patrons

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Month	2025	2024
Jul	50	79
Aug	55	46
Sep	55	39
Oct	61	53
Nov	49	31

Month	2025	2024
Jul	3580	3533
Aug	7515	9820
Sep	4833	5979
Oct	2465	2034
Nov	2303	1943

Added Patrons

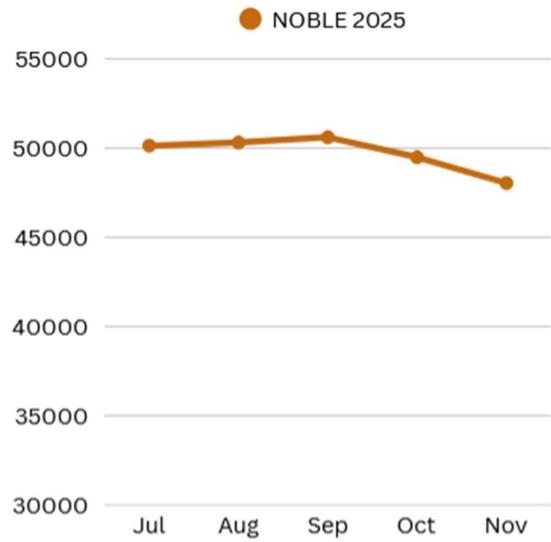
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Month	2025
Jul	1284
Aug	1206
Sep	1181
Oct	1143
Nov	1136

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Month	2025
Jul	50134
Aug	50320
Sep	50615
Oct	49492
Nov	48034

Active Patrons