

**BOARD OF TRUSTEES**  
**WINTHROP PUBLIC LIBRARY AND MUSEUM**  
**MEETING MINUTES: APRIL 3, 2025**

**In Attendance:**

In Person

Trustees: Gillian Teixeira, Alyson Dewar, Gary Skomro, Marie Matarazzo,  
Library Director -- Greg McClay

Via Zoom

Trustee Anne Ferreira

**Absent:**

Trustee Betty Peabody

**Call to order:**

Meeting called to order at 5:35pm

**Minutes:**

Minutes from January submitted for approval (February meeting was cancelled due to weather and was not rescheduled.)

- Motion by Gary Skomro
- Seconded by Anne Ferreira
- No discussion
- Four voted in favor, one abstained
- Motion passed

**Chair Report:**

The chair reported that the library celebrated both the opening of the accessible ramp in the Children's Room and the retirement of Mary Lou Osborne immediately prior to this meeting. She would like to extend special thanks to Gary Skomro for moving the issue forward. The issue was kicked around forever with no progress and now it is complete. We are looking forward to the work to make the back entrance and the Hazlett room accessible.

Trustee Skomro thanked everyone for the group effort and willingness to see the ramp as a priority.

**Director's Report:**

**NOBLE Assessment:**

North of Boston Library Exchange (NOBLE) is changing the way it assesses the fees due by member libraries. The Director forwarded the

**BOARD OF TRUSTEES**  
**WINTHROP PUBLIC LIBRARY AND MUSEUM**  
**MEETING MINUTES: APRIL 3, 2025**

details to the Board. Winthrop's expected contribution stays essentially the same between the old method and the new method. We are a small library that contributes strongly to Overdrive (online ebook and audiobook collection) and lends more material to NOBLE libraries than we borrow. A couple of libraries will see substantial savings and a couple will see a substantial increase in fees. The new method still needs to be voted on by the NOBLE libraries.

One of the methods of assessment is a per active user fee. This led Trustee Alyson Dewar to ask a few questions about that.

- Our active user number seems low (she actually had conflated the NOBLE charge with the number of active cards in Winthrop). What do we do to encourage library card sign-up?
  - o The children's staff makes a big push for library cards during summer reading
  - o Any of the online resources require a library card and people who are requesting help/assistance with online resources are also signed up for a card.
  - o Anyone in Winthrop is eligible for a card. There are no age restrictions. (At one time children had to be able to write their own name but that is no longer the case.)
  - o Alyson suggested having card signup at programs and events, at the very least a sign that encourages people to get one and where to go would be an easy way to encourage more people to have a card.

**Disability Grant Update:**

Bids for the back walkway from the parking lot into the Children's Room are open. They close on April 16, 2025. The bidding process is being handled by Town Hall and the Director does not know if any bids have come in yet. Work needs to begin quickly because receipts for the work are due to the Commission on Disability in June.

Once the cost of the walkway is known, we will know how much money we have left to make the Hazlett Room accessible and for repairs to the elevator.

It has been three years since the installation of the (different) mural in the children's room.

**Water Fountain:**

Trustee Marie Matarazzo asked about the state of the water fountain

- The water fountain has been installed. It works great. The water is nice and cold. It may be slightly less cold in the heat of summer if it is used frequently.

**BOARD OF TRUSTEES**  
**WINTHROP PUBLIC LIBRARY AND MUSEUM**  
**MEETING MINUTES: APRIL 3, 2025**

**Cost Per Circulation:**

We have been doing the Cost Per Circulation program with Libby for five months. The director included the billed amounts for each month. He has set aside a limit of \$500/month for this service. Usage has increased to very close to that amount.

- November 2024: \$160.15
- December 2024: \$183.99
- January 2025: \$462.44
- February 2025: \$376.90
- March 2025: \$438.30

To recap: the Winthrop Public Library has a list of 50 titles they can pick from that are available on a per-checkout basis (we don't have a certain number of copies or a wait list) to Winthrop resident card holders only (some of what we have on Libby is available to anyone in Massachusetts with a library card from any of the various consortiums). From that list, the director makes selections that are available and do not cost too much. Some of the MOST popular books are either unavailable for this service or cost the library substantially more.

Trustee Gillian Teixeira asked if this could be used for summer reading? The director thinks it could be cost-prohibitive to do that.

**Television**

We have removed the TV that was mounted in the kitchen and hasn't been used in years. It can be used as an electronic billboard for:

- Slide shows
- Advertising of library services
- Promoting programs
- Hot books
- Library statistics
- Museum passes
- Showcase art

The director has submitted a work ticket to have it remounted in the alcove where the DVDs are by the main circulation desk.

**Furniture**

The old couches have been removed. There are new chairs in the New Book area and working out well. We have seen an increase in adults making use of the new seating. Chairs have been ordered for the Bergman room. Based on the delivery time of the other chairs, they should arrive next week. Trustee Betty Peabody has suggested we update the coffee tables throughout the library. We are also considering a bench for the mezzanine outside of the elevator and more seating for the YA area.

**BOARD OF TRUSTEES**  
**WINTHROP PUBLIC LIBRARY AND MUSEUM**  
**MEETING MINUTES: APRIL 3, 2025**

Agenda Items:

Staff update

- The Executive Assistant position has been offered and accepted. The candidate is a young Winthrop resident with an art background. It still needs Town Manager approval. The candidate should do paperwork next week and has a tentative start date of April 21.
- I don't anticipate any issues with this position, regardless of the outcome of the Override Vote; the Town Manager did not indicate he saw any problems.
- Primary duties will include:
  - Adult programming
  - Occasional circulation desk coverage
  - Assisting the director in organizing his office

NOBLE:

See above

Disability Commission Grant

See above

New Items:

Trustee Alyson Dewar asked how the Maker Space is going. The director replied that it's going well. The dates are somewhat sporadic, which is unideal. Currently the children's staff is working on prep for summer reading, making t-shirts and hats themselves using in-house equipment. Liz Telmosse plans to bring back the End of Summer Ice Cream Social.

Meeting Schedule:

The next meeting is:

- May 8, 2025 at 5:30pm

Other Items for Discussion

No additional items

Public Comment:

- No public comment

Adjournment:

- Motion to adjourn by Gary Skomro
- Seconded by Alyson Dewar
- All voted in favor
- Meeting adjourned at 6:00pm