

BOARD OF TRUSTEES
WINTHROP PUBLIC LIBRARY AND MUSEUM
MEETING MINUTES: JANUARY 16, 2025

In Attendance:

In Person

Trustees: Gillian Teixeira, Anne Ferreira, Alyson Dewar, Betty Peabody, Gary Skomro, Marie Matarazzo (arrived 5:42pm), Library Director -- Greg McClay

Via Zoom

Assistant Library Director: Mary Lou Osborne

Absent:

None

Call to order:

Meeting was called to order at 5:33pm

Minutes:

Minutes from December submitted for approval

- Motion by Anne Ferreira
- Seconded by Betty Peabody
- No discussion
- All voted in favor
- Motion passed

Chair Report:

The chair had nothing to report.

Director's Report:

New Books:

- Children's Librarian, Liz Telmosse, and Director, Greg McClay, sat down with a new vendor and purchased books. They arrived last week.
- Some of those books were in the Berman Room for the meeting.
- Many are children's books along with some YA (Young Adult) non-fiction and adult hi/low books (High Interest, lower reading ability). Many will serve diversity purposes to reach and serve patrons with a range of abilities.

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Budget:

- FY 26 has been submitted to the town. There may be a meeting with the town to discuss it.
- Requested a part-time custodian for the library. Currently we share a custodian with other town buildings and we are the largest and the one regularly used by the public extensively. We need more, we are a large space with a lot of traffic and a lot of items in the building that need regular cleaning. It would be 12 - 15 hours per week at minimum wage. It's not a difficult job but there is a lot of work.
- We need a certain amount of money to be budgeted to us to stay State certified. State Certification requires a dollar amount in the budget (based on the previous budget + growth) with at least 15% of the budget going towards materials. If we do not get that, we can apply for a waiver. Waivers are only available for a limited amount of time and growth continues from where we were before we needed the waiver, not through the lower budget amount that necessitated the waiver. \$634,700 is the magic number for State Certification. The Director has requested \$635,165.
 - o State Certification also requires the library be open a certain amount of hours, currently we have no issues with hours of operation but have used waivers for this in the past.
 - o Loss of State Certification results in the loss of our ability to share materials with other libraries. We would also lose State Aid. If we apply for and receive a waiver, State Aid decreases proportionally with the actual budgeted funds.

Ramp:

- The saga continues. We continue to make progress. It is still not finished and not open to use.
- Currently the railings are being fabricated and are what is holding the project up.
- Trustee Skomro mentioned there is an overhanging piece of aluminum at the top of the ramp that is a hazard and suggested cutting it out. The Director will confirm what is happening with the workers.

Staffing:

Diane Stangle has been promoted to the position of Children's Librarian II and will continue to assist Children's Librarian Liz Telmosse.

- We are hiring for the position of Library Assistant. The position is posted. It is part-time, about 18 hours/week
- The Executive Assistant position is also posted and remains open. It was posted for two weeks and went unfilled. It has been reposted as

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“open until filled.” There have not been many qualified applicants. The director is looking for a good fit who will be a long-term employee.

Winthrop Classification and Compensation Report:

The town contracted the Collins Institute to look at town positions and compare them with other, similar, communities. It began over a year ago and has recently become available; some of the information is already out of date. There seems to be a generally negative response to how the work was compiled and presented. The results clearly show that compensation for Winthrop Library staff is well below that of other communities.

- The Library staff union is currently in contract negotiations.
- It is expected they will receive a 2.5% increase
- The report is available online at the town website (winthropma.gov) under Human Resources - Employee Information.

AED:

The Winthrop Department of Public Health has given the library an Automated External Defibrillator (AED). It will be mounted on the first floor, near the circulation desk, next week. CPR and AED classes will be made available to any staff that want to become certified. It is not mandatory

- Much of the training is online.
- Trustee Gillian Teixeira suggested that the Director confirm the types of pads that come with the device and check the expiration dates on them. She also suggested confirming who is responsible for any maintenance and replenishing of pads or other parts.

Water Fountain

On November 7 the Trustees approved \$2,500 towards a new water fountain. The estimate from the town contracted plumber has come back at \$3,700.

- The cost of the equipment is somewhat higher than expected. The cost of labor is also higher than expected.
- The director requests an additional \$1,200 in State Aid to cover the difference.

Motion to increase the original allotment of \$2,500 for the water fountain replacement to \$3,700.

- Motion is made by Gary Skomro
- Seconded by Betty Peabody
- There was no discussion
- All voted in favor, motion passed.
- \$3,700 from State Aid has been allocated to the purchase and installation of a water fountain in the library

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Friends of the Library

The Friends report they have two new volunteers. They also have a high school student who will be putting in volunteer service hours at the library this winter and spring.

The shelves in the back room are now safely affixed to the wall. The next order of business is to secure the shelves in the rest of Bookends.

Last day of School

- Currently the last day of school is scheduled for June 11, 2025.
- June 14 will be the last open Saturday before Summer Hours begin. The Summer Reading launch will be on that day.

Agenda Items:

Ramp Update

- Covered above

Fiscal Year 2026:

- Covered Above

Assistant Director:

- The last day of the Assistant Director, Mary Lou Osborne, is Friday, January 17. We thank her for her time at the library. A celebration will be planned in the future.

Meeting Schedule:

Calendars were consulted and the dates were decided for the next two meetings.

- o February 6, 2025 at 5:30pm
- o March 6, 2025 at 5:30pm
- o April 3, 2025 at 5:30pm

Other Items for Discussion

No additional items

Public Comment:

- No public comment

Adjournment:

- Motion to adjourn by Anne Ferreira
- Seconded by Betty Peabody
- All voted in favor
- Meeting adjourned at 6:14pmNext Meeting: February 6, 2025 at 5:30pm