

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

In Attendance:

In Person

Trustees: Gillian Teixeira, Alyson Dewar, Betty Peabody, Gary Skomro,
Library Director -- Greg McClay

Via Zoom

Trustee Anne Ferreira

Absent:

Trustee Marie Matarazzo

Call to order:

Meeting called to order at 5:36pm

Minutes:

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

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

Chair Report:

The Chair asks for the Board to be kept in the loop regarding the ribbon cutting for the ramp in the children's room as well as any celebrations for Mary Lou Osborne's retirement celebration.

- The Director stated it would come up later in the meeting and he will do so.

Director's Report:

Staffing:

There is now a third person in Children's. Jamie Farrel started recently. She has a great attitude and we are happy to have her. She has an art background and seems like she will be a good fit with the crafty women of the Children's section.

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

Things have been bumpier hiring the Executive Assistant. The job will be posted on Indeed this week. The director has been getting qualified candidates and has extended three offers but all three declined for different reasons.

Furniture Removal:

The library has furniture that needs to be removed -- couches in Bergman room and on the main floor among other things. Pete's Disposal came in this morning and gave an estimate of up to \$1500. The Friends of the Library has offered to contribute to the costs. The Director asks the Trustees to pay for half from State Aid with the Friends covering the other half.

New furniture is a work in progress. Some will come from Amazon and some heavier duty furniture will come from the library furniture supplier.

Motion: to appropriate up to \$750 from State Aid to pay for furniture removal and disposal made by Gary Skomro. Seconded by Betty Peabody.

Discussion: There is plenty of money in State Aid. The items to be disposed of can be picked up as early as next week.

Vote: All present voted in favor. Motion passes

Mural:

The installation of the mural outside the Hazlett Room, above the door to the parking lot will take place in April. There was a small window where it could have happened a few weeks ago but it did not work out.

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

Circulation Numbers:

The Director handed out circulation statistics with his report (the numbers include checkouts, renewals and web renewals).

- There were 279 checkouts yesterday (March 5, 2025) and 390 on March 4, 2025
- March (to date) there have been 1,165 checkouts
- February had 5,676 check outs
- Fiscal year 2025 (to date) has had 46,198 checkouts; 2024 had 67,989.
- Overdrive
 - February: 1,344; FY 2025 (through February) 10,347
- Monthly Summary (from ARIS)
 - Adult: 2,081; Children: 3,331; Young Adult: 196
 - The collection contains 52,101 adult titles (68%), 21,513 children's titles (28%); and 3,053 young adult titles (4%)

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

- The Director gave a list of the top books on hold and top videos on hold. Familiaris is the #1 book on hold with 12 people waiting. Conclave is the top movie with 5 patrons waiting.
- The top circulating books were three Dog Man titles. This is likely due to: Dog Man being popular, the release of the Dog Man movie, and the Children's Room Dog Man program that they ran in February.
- The top circulating movie was the Lord of the Rings Trilogy (checked out 32 times).

Agenda Items:

Staff update

- Covered above

Ramp Update:

- The ramp in the Children's room is finished. There will be a ribbon cutting. It had been scheduled for the February Meeting but that was cancelled. The Director would like to have a dual event celebrating the ramp and Mary Lou's retirement. He will check with Mary Lou Osborne about the date of the next Trustee meeting (April 3, 2025). If that does not work, he will get a few dates from her and it will be figured out.
- The ramp will be shut down on Monday, March 10, for the railings to be sanded and coated with another layer of varnish to try and get it a little smoother.
- The final invoice for the ramp came in at \$25,000. And is set to be paid for with the ADA grant the library received. It should be fine as long as ADA compliance is met.
- The director is also trying to get the two remaining projects for the grant going: ramp from the parking lot and the lift to the Hazlett room.
 - The specifications for the walkway are being put together.
 - As long as the contracts are in place for the work by the deadline, the grant should pay for it.
 - There is a question of how the ramp from the lot will be sited: either a long ramp or a switchback
 - The Trustees reminded Greg to have the drainage addressed back there at the same time. Currently the area by the backdoor floods regularly. The Director stated he is on it.

Other Items

- Trustee Gillian Teixeira mentioned that her home library, Emma Clark (in New York) has been posting stats online for patrons to see (400 movies were checked out this year! 700 people received free or

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

discounted museum admission through our pass program, etc - numbers made up for examples). They are interesting in themselves and remind patrons of library services they may not know about or may have forgotten about.

- Summer reading prep is underway
 - Children's staff is looking into blank shirts and hats that they will use the heat press and cricut to embellish themselves. They have a goal of 700 pieces; last year they did 500 pieces
 - Trustee Teixeira said that she has seen libraries work with school art departments to design the summer reading bookmark.
 - The Director said they are looking into similar things
 - Jamie will be doing an inventory of the art supplies and putting together an art supply and activity list
- The Director reports it's been a hectic few months without an assistant and billing has been "fun."
- Trustee Anne Ferreira asked for an update on the AV in the Bergman room.
 - The Director reported there has been no progress but sourcing from a retail store should make it much cheaper.
- Trustee Gary Skomro had questions about the monthly summary numbers. Those were answered by the Director.
- Betty Peabody asked that the area between the children's room and the back door (nook under the stairs) be looked at to be spruced up a bit.)
 - The Director said he would ask the staff in Children's to do some brainstorming for that area.

Meeting Schedule:

The date for the April meeting was already decided. The Trustees decided on a date for the May Meeting. The next two meeting dates are:

- April 3, 2025 at 5:30pm
- 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 Anne Ferreira

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

- All voted in favor
- Meeting adjourned at 6:08pm

Next Meeting: April 3, 2025 at 5:30pm