

**WINTHROP PUBLIC LIBRARY & MUSEUM  
MINUTES FOR LIBRARY BOARD OF TRUSTEE MEETING**

**DATE:** APRIL 16, 1998  
**TIME:** 7:30 P.M.  
**PLACE:** HYDE ROOM, WINTHROP PUBLIC LIBRARY

**PRESENT: DAVID REDGRAVE, TRUSTEE CHAIR  
PHYLLIS GREENE, TRUSTEE  
EDWARD HAZLETT, TRUSTEE  
MARY ANN ULRICH, TRUSTEE  
STEVE DALTON, TRUSTEE  
MARJORIE HILL-DEVINE, DIRECTOR  
CYNTHIA EDSON, ASST. DIRECTOR**

**PAMELA CORRADO, SECRETARY**

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Meeting called to order at 7:45 p.m. by Chair, Mr. David Redgrave.  
Bill signing followed.

Previous Minutes: Discussion and comments ensued.

**Motion:** Mary Ann Ulrich made a motion to accept minutes of March 3, 1998. Steve Dalton seconded the motion, and it was voted unanimous.

**Old Business: Director's Salary Discussion** ensued regarding the Personnel Board meeting on this subject. Mr. Redgrave explained the results of the meeting. The Personnel Study Committee took FY98 median salaries of selected towns and based the Director's recommended raise on half of the difference. This amount also included a 2% increase. They did not address the fact that she did not receive a raise last year. Mr. Redgrave reports that Mr. Mullane of the Personnel Board said that if we weren't satisfied with the recommendation then we have the right to present it as an article not recommended by the Personnel Board. The Director then displayed a possible brochure that she is considering mailing to Town Meeting members. She will be asking the Friends to endorse it.

**Motion:** Motion by Mr. Edward Hazlett to submit a letter to the personnel board to draft an article for the Director's salary so that the issue can be brought up on the floor of Town Meeting. Seconded by Steve Dalton, and voted unanimous.

**Museum:** (Letter from Historical Commission)

Mr. Redgrave reports that the Personnel Board does not feel that they have jurisdiction over the conservationist position. They feel it is a union matter. This is not on the table for negotiation. They implied that if it were up to them, they would be in favor of it. They would check with legal counsel.

The Director read a letter from the Historical Commission in favor of the position. She tried to reach Mr. Desaulnier with no response. Mary Ann Ulrich suggests that the Historical Commission should submit their letter to the Transcript.

Mr. Redgrave reports that since he is running for re-election he will be interviewed by WCAT and he will bring up all sorts of library issues such as Director's salary, museum position, and library air-conditioning.

**Technology Plan:**

The director feels that the Technology plan "Lite Draft" is a good starting point for our new Long-Range Plan.

**Budget:**

The Director reported that she had a visit from Ken Bloch of the Advisory committee. He came to view our present computer situation. He was very much in favor of our requests and feels that we should ask to fund the whole computer project this fiscal year instead of splitting it in 2 years.

**Selection an Usage Policy:**

The Director suggests that a sub-committee be formed to review the draft since it is a tedious project, and will take up much of the meeting time. Mary Ann Ulrich and Mr. Redgrave offered to meet in mid-June to start the project.

**Internet Policy:**

The Director handed out a copy of the Everett Internet policy. A discussion ensued about pornography on the Internet. Ms. Edson thought she noticed a filtering device on a Children's Dept. PC. Was it Noble? Mr. Redgrave feels that good filters are hard to find and Steve Dalton suggests that we look at other libraries for their filtering products.

The Director would like to go on the record as being opposed to any type of filtering.

**New Business:**

Report by Cynthia Edson on disaster planning, fire safety needs of the library and mold spores:

Ms Edson made a presentation of the fire safety needs of the library after her visit with Fire Chief, Ned Hazlett. It was recommended that we update our fire extinguishers and consider installing magnetic fasteners for the Children's Room doors so that they will close automatically in case of fire. Steve Dalton suggests that we draft a disaster plan to preserve our collection. The Director reports that she has a plan started.

Mary Ann Ulrich suggests that once the plan is approved we close the library so that the entire staff can be shown how to use the fire extinguishers and evacuate the building.

There was a discussion of possible fungus infestation in the old Tech. Services room. Ms. Edson had several solutions among which were to have Children's Librarian discontinue using it for (whatever.) Mr. Dalton had information regarding the health consequences of various types of mold and offered to test for type before any action was taken.

**Rotary 60<sup>th</sup> Anniversary:**

The Director suggests that we ask the Winthrop rotary Club to buy us a "book drop" since they are looking for ways to help the community.

**NEXT MEETING DATE; MAY21, 1998,7:30 PM****Charge for Obituaries (Report by Cynthia Edson)**

Ms. Edson reports that she has spent a great deal of time researching obituaries for patrons. She thinks it would be a good idea to charge for this service. Mr. Redgrave thinks we cannot formally charge for this service. He suggests that we draft a form letter asking for donations and if the search is too time-consuming and tedious, just refuse the request.

**National Library Week:**

The Director reminds everyone of the various programs being held at the library during National Library Week.

**Negotiation** meeting for the Library Union has been changed to May 7, 1998

**Motion** to adjourn by Mary Ann Ulrich. Seconded by Ed Hazlett. Voted unanimous.

**Meeting adjourned at 9:20 PM**