

Board of Trustees
Winthrop Public Library and Museum

Minutes

Trustees meeting, Edward A. Hazlett Meeting Room, Winthrop Public Library, April 15, 2004.

Mr. Dalton called the meeting to order at 6:54 P.M. The following trustees were present: Stephen Dalton, Chairman; James Matarazzo, Vice-Chairman; John Tranfaglia, and Richard Tyrell. The library was represented by Ann Gutting, Acting Director, and by Janice Flaherty, Administrative Assistant. Henry Dane, Friends of the Library, Alex Alexanian, and Stephen Nichols also attended the meeting.

A special welcome was extended to Mr. Alexanian, presumptive trustee, and then the discussion focused on FY 05 MAR and TAMM figures and on FY 05 strategies.

Minutes

Mr. Matarazzo made the motion to accept the minutes of March 25, 2004, as presented. Mr. Tranfaglia seconded the motion. Unanimous.

New Business

Ms. Gutting informed the trustees that Mr. Robert Mottola had been appointed evening custodian

National library week will be celebrated April 19-24. The Winthrop library will host the Mystery Authors Panel on Thursday, April 22, 2004, from 7:00 to 9:00 P.M. Friends membership information will also be distributed at this meeting. This is also amnesty week on fines etc.

Mr. Matarazzo made the motion to appropriate \$102.00 from Library State Aid in order that Ms. Gutting may be certified as a library director by the Board of Library Commissioners. Mr. Tranfaglia seconded the motion. Unanimous.

A brief discussion focused on the assessment of valuables possessed by the library.

General Business

Ms. Gutting brought the trustees up to date on the expenditures for elevator maintenance.

Ms. Gutting then announced the details of two generous donations to the library:

- 1.) Lloyd and Jean Cobb gave a check for \$500 that will be matched by EXXON.
- 2.) Winthrop Elks sent a check for \$50.

Trustees agreed that these gifts should be applied to the Hyde Fund.

Mr. Matarazzo moved that a gift certificate of \$50.00, from the contributory fund, and negotiable at The Book Depot, be awarded to Mr. William Dacey as a token of the trustees' gratitude to him for his faithful, generous, and valuable service to the Board. Mr. Tranfaglia seconded the motion. Unanimous.

Next Meeting

The trustees will next meet on May 6, 2004, at 6:30 P.M. in the Edward A. Hazlett Meeting Room.

Adjournment

As the trustees poised for adjournment at 8:19 P.M., Mr. Matarazzo intoned sonorously, "There being no further action to be taken this evening, let us adjourn, please GOD." Mr. Tranfaglia said amen and unanimous agreement rapidly followed.

RST

RST

ACCOUNT BALANCES AS OF 5/6/04

ACCOUNT	APPROPRIATION	SPENT	BALANCE REMAINING
ADMINISTRATION	\$6,000.00	\$2,501.69	\$3,498.31
BUILDING MAINTENANCE	\$5,000.00	\$4,377.64	\$622.36
ELEVATOR MAINTENANCE	\$2,900.00	\$2,900.00	\$0.00
FULL TIME SALARIES	\$207,627.00	\$160,419.10	\$47,207.90
PART TIME SALARIES	\$72,454.00	\$57,508.41	\$14,945.59
LIBRARY MATERIALS	\$24,347.00	\$24,347.00	\$0.00
NOBLE	\$38,799.00	\$33,046.65	\$5,752.35
TECHNOLOGY SUPPLIES	\$3,500.00	\$3,500.00	\$0.00
UTILITIES	\$11,570.00	\$8,284.44	\$3,285.56
TOTAL	\$372,197.00	\$296,884.93	\$75,312.07
BALANCE REMAINING		\$75,312.07	
LIBRARY STATE AID		\$30,057.97	
GEORGE HYDE FUND		\$7,173.67	
HAZLETT CHILDRENS FUND		\$2,092.04	
HELEN B. BLACK FUND		\$940.49	
NEW BOOK FUND		\$3,211.03	
TOTAL ASSETS		\$118,787.27	

3. Special Business

Information from Town on Selectmen's plans for Town Meeting & FY05 (AG)
Dept. Heads Strategic Management Meeting, Town Hall, May 5th 9am:

Notes from Michael Bertino's discussion:

- Romney has requested an increase in the Local Aid fund. This has passed the House and is in the Senate. Winthrop now stands to receive an additional \$700,000 from the state. While this does not mean that Winthrop is out of the woods, it will mean a potential 6%-7% more in budget funds than we were fearing - depending on what happens in Collective Bargaining.
- The Selectmen will be in Executive Session next week, after which they will be in touch with the Departments. Given additional funding from the state, the Selectmen plan to recommend level-funding all Departments plus adding to individual line items (such as Utilities) if they came up short this year.
- There is a huge press to get the Red Book finalized on Monday, May 10th, but the book can and will need to be changed/updated between next week and Town Meeting.
- Town budgeting is always fluid. The target keeps moving. In October Winthrop faced a \$1.6 million drop in aid from the state. This meant level-funding most Departments minus an estimated 2%. When the 2nd override was planned, there were moves afoot at the State House to increase the municipal aid fund, allowing the Selectmen to drop plans to close Departments.

Notes for the May 6, 2004 WPL Trustees Meeting

Information from MBLC on WPL's Certification for FY05 (AG)

Dianne Carty, MBLC, says that the 12% Materials line-item requirement can be satisfied from any source, not necessarily Town appropriation. It can be State Aid, donations, gifts, discretionary funds.

\$406,593.00	FY04 MAR
\$48,791.16	12% Materials
\$24,347.00	FY04 Actual Materials appropriation
\$4,333.76	New Books Fund (July03-May 4, 2004)
\$20,110.40	Remainder, to be spent before 6/30/04

Bottom line, if we find and spend \$24,444.16 between now and June 30th, we may apply for another waiver on the MAR – because, in essence, we will have complied with MBLC requirements for Hours and Materials. It doesn't mean we are guaranteed acceptance, but the MBLC will consider our request seriously.

**POLICY FY2005 STATE AID TO PUBLIC LIBRARIES PROGRAM
DETERMINING ELIGIBILITY FOR A WAIVER OF THE
FY2005 MUNICIPAL APPROPRIATION REQUIREMENT (MAR)**

The Board of Library Commissioners will consider requests for waivers of the FY2005 Municipal Appropriation Requirement (MAR) from municipalities that demonstrate fiscal hardship. Requests for waivers must include the following documentation and must be received by the MBLC State Aid and Data Coordination Unit with a postmark no later than October 22, 2004:

1. a signed Petition for Waiver of the FY2004 Municipal Appropriation Requirement.
2. a completed FY2004/FY2005 Total Municipal Operating Budget Worksheet, with supporting municipal budget document(s), listing the FY2004 and FY2005 total operating and departmental budgets for the municipality,
3. a statement from a municipal official:
 - a. citing the fiscal hardship surrounding the municipality's inability to meet the FY2005 MAR,
 - b. explaining the municipality's FY2005 budget process regarding the library,
 - c. providing evidence that any reduction to the library budget is not disproportionate relative to changes in other municipal departments and the overall municipal budget.
4. a cover letter from the library director and trustee chair, with enclosures if appropriate, explaining the library's FY2005 budget process and reasons why the community did not comply with the FY2005 MAR. (Examples of enclosures include: narratives from municipal officials describing the fiscal situation, text of referenda.)
5. Any additional supporting documentation must be submitted to the State Aid Unit by **November 19, 2004**, or the municipality will not be eligible for a waiver of the FY2005 MAR.

The Waiver Review Process

According to Massachusetts General Laws, c.78, s19A: "No city or town shall receive any money under this section in any year when the appropriation of said city or town for free public library services is below an amount equal to the average of its appropriation for free public library service for the three years immediately preceding, increased by two and one-half per cent of said average. Said board may, upon petition of a community, waive aforesaid requirement upon demonstration of fiscal hardship. "

The number of waivers available for FY2005 will not be determined until the budget language is final for FY2005.

1. Petitions for a waiver will be reviewed by the Board of Library Commissioners at their January 2005 meeting.
2. All petitioners for a waiver must present their petition at the January 2005 meeting.
3. The Board of Library Commissioners will review FY2005 MAR Waiver Petitions based on:
 - a. demonstration by the municipality that the library's budget was not disproportionately reduced, and
 - b. evidence of fiscal hardship based on statewide rankings for the following indicators of fiscal hardship from the latest Department of Revenue data: State Aid Percent of Revenues Rank, Per Capita Personal Income Rank, EQV (Equalized Valuation) Rank, and Debt Service Percent of Total
4. The Board of Library Commissioners will vote on the petitions for waivers of the FY2005 MAR at their February 2005 meeting.

Policy Approval Date: January 15, 2004

State Aid Policies are approved annually

URL: http://www.mlin.lib.ma.us/mblc/sadac/sa_mar_waiver_policy.shtml

Last Modified: January 16, 2004

© 2003 Massachusetts Library & Information Network