

**Winthrop Public Library  
Board of Library Trustees Meeting Agenda  
Wednesday, April 14, 6:30 p.m.**

1. Reading and acceptance of minutes from the previous (April 14, 2010) meeting.

2. Director's update

**\*\* Town Hall update**

**\*\* Budget/Financials**

- *FY 10 year to date*
- *FY 2011 budget update (review ongoing at Town Hall)*
- *State budget update*

**\*\* Long-Range Strategic Plan update**

**\*\* Winthrop Public Library Foundation, Inc. update**

**\*\* Chamber of Commerce Breakfast, April 12, 2010**

**\*\* Book Drop sales of donated materials**

3. Old Business

**\*\* Interlibrary Loan Policy[action]**

4. New Business

**\*\* Materials Donations policy [action]**

**\*\* Orient Heights branch closure: Possible impact on WPL&M  
[discussion/possible action]**

**\*\* Out of System (state) ILLs [discussion/action]**

**\*\* Business sponsorship of new garden plot in front of library (Mrs. Peabody,  
Mr. Thibeault) [discussion/possible action]**

**\*\* BookEnds/Library participation in June town-wide yard sale [discussion]**

5. Executive session

6. Date of Next Meeting

7. Motion to adjourn

Board of Trustees  
Winthrop Public Library and Museum

Minutes

Trustees meeting, April 14, 2010, Edward A. Hazlett Meeting Room, Winthrop Public Library.

Mr. Matarazzo called the meeting to order at 6:55 P.M. The following named trustees were present: James Matarazzo, Chairman; Stephen Dalton, Betty Peabody, and Richard Tyrell. The library was represented by Alan Thibeault, Director, and Janice Flaherty, Administrative Assistant.

Minutes

Mr. Dalton moved to accept the minutes of March 24, 2010, as presented. Ms. Peabody seconded the motion. Passed.

Director's update

A. Town Hall. Mr. Thibeault reported that the library budget was well received by the Town Manager.

Regionalization must show value not just the saving of money.

The library should become even more visible in the community.

B. Budget/Financials. Mr. Thibeault submitted FY 10 Library Financials as of 13 April 2010.

C. Health Fair. Mr. Thibeault attended the Chelsea Health Fair of 4/10/10, where he learned more about the workings of their library.

D. Long Range Strategic Plan, The Director has begun writing the plan, and hopes to have a survey ready in May.

E. Winthrop Public Library Foundation. The Director has filed the necessary paper work for employer I.D.

F. Chamber of Commerce Breakfast, April 12, 2010. Mr. Thibeault reported that the breakfast was a positive experience. He spoke to the Chamber and promised to start a business reference collection in the library.

G. Book Drop. We have been a help to the company, and the company promises to be a plus for the library.

New Business

A. Materials donations. Mr. Thibeault presented Draft #2, Materials Donation Policy. Discussion was held but final action will be taken in May.

B. Orient Heights Branch. The Director shared a paper reflective of much information on the Orient Heights Branch Library

Ms. Peabody moved to accept the recommendation found in section IV of the paper. Mr. Dalton seconded the motion which was swiftly passed.

C. Out of System (state) ILLS. Mr. Dalton moved to accept the recommendation of the Director found in the paper devoted to Inter Library Loan Service. Ms. Peabody quickly seconded the motion which then gathered immediate approval.

D. Garden Plot. Mr. John Young has volunteered to take charge of a garden plot to the left of the library door. Century 21 is responsible for the right side.

E. BookEnds. The library will be an enthusiastic partner in the town wide sale in June.

Executive Session

Ms. Peabody moved that the trustees go into Executive Session at 7:45 P.M. Mr. Dalton seconded the motion, and the trustees, after approving the motion, went into Executive Session.

At 7:57 P.M. Ms. Peabody moved that the trustees withdraw from Executive Session. Mr. Dalton seconded the motion which was approved.

Next Meeting

The trustees will meet next on Wednesday, May 12, 2010, at 6:30 P.M. in the Hazlett Meeting Room.

Adjournment

Mr. Dalton promptly at 7:59 P.M. moved to adjourn the meeting. Ms. Peabody, smilingly approving, seconded the motion which quickly passed.

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FY10 LIBRARY FINANCIALS as of 13 APRIL 2010

LINE ITEMS	1 JULY 09	Current \$\$ Available	\$\$ Spent	% Spent
Payroll	336,847.00	85,544.58	251,302.42	74.60%
S&E Non-Materials (see Non-Materials details below)	18,000.00	-692.70	18,692.70	103.85%
S&E Materials** (see compliance levels below)	74,966.00	11,764.84	63,201.16	84.31%
NOBLE	48,282.00	864.44	47,417.56	98.21%
Contract Services	3,800.00	3,800.00	0.00	0.00%
Utilities	15,929.00	4,059.68	11,869.32	74.51%
Conference	1,500.00	1,397.54	102.46	6.83%
OVERALL	499,324.00	106,738.38	392,585.62	78.62%
<b>DISCRETIONARY FUNDS</b>				
	7/1/2009	Expen'tures	FY10 Deposits	Current \$\$ Available
. State Aid	15,228.84	2,623.99	6,080.49	18,685.34
. George Hyde Fund	12,667.37	4,662.73	315.00	8,004.64
. Hazlett Children's Fund	805.03	600.00	712.50	917.53
. New Book Fund	2,170.21	0.00	73.50	2,243.71
. Carr Museum Fund	777.00	0.00	110.00	887.00
<b>S&amp;E NON-MATERIALS DETAIL</b>				
	18,000.00	Current \$\$ Available	% Spent	
S&E Admin	6,000.00	357.92	94%	
S&E Bldg Mnt	6,000.00	-2,731.04	146%	
S&E Tech Serv	6,000.00	1,680.42	72%	
Remaining Overall		-692.70		
<b>*****S&amp;E MATERIALS COMPLIANCE</b>				
	Spent			
59,918.88	63,201.16	105.48%	<--Spent toward 12% compliance	
67,408.74	63,201.16	93.76%	<-- 13.5%	
74,898.60	63,201.16	84.38%	<-- 15%	

**-DRAFT #2 FOR BOARD APPROVAL-**  
**Winthrop Public Library & Museum**  
**Materials Donation Policy and Guidelines**

The library receives gratefully welcomes donations of print and non-print materials. Donated items are accepted without precondition and immediately become property of the library. The library reserves the right to handle, distribute and dispose of donated materials as we see fit. Donated materials cannot be returned. The library reserves the right to refuse donations

Donated items that are in excellent shape and fill a need in the library's collection may be added to it. However, most donated items will go to BookEnds, the bookstore in our basement operated by the Friends of the Winthrop Public Library, which helps fund library programs. Please be certain your materials are clean and dry. Dirty, moldy, musty, malodorous or poor-quality/condition items will not be accepted.

The library accepts donations between the hours of 12 p.m. and 5 p.m., Tuesday through Saturday. Please call ahead to (617) 846-1703 to coordinate a time and date for delivery. Do not leave donations in the drop box out front. Any donations left in the drop box may take up space needed for returned items and will be thrown away. Do not leave donations outside the library as inclement weather or vandals may damage them, rendering them useless to us.

We are happy to provide written acknowledgment of gifts provided you request it at the time of the donation. Written acknowledgment will include a description of the item(s) donated but will not include an assessed value. It is the responsibility of the donor to set a value on donated items for tax reporting purposes.

Please call us at (617) 846-1703 if you have any questions about donations that are not covered by these guidelines.

The library accepts books and media in good to excellent condition. That means the hardback books should have covers, no underlining and not be musty or dirty.

**1. Paperbacks:** Paperbacks must not be yellowed or have cracked spines (many dry out within ten years if stored improperly). Paperbacks must have covers.

**2. No Magazines:** No magazines will be accepted. Exceptions can be made only with the personal approval of the Director and/or consent of the proprietor of

BookEnds. We have stopped taking *National Geographic* and other heavily pictorial magazines because they do not sell. We have no interest in back issues of magazines for our collection (to replace those lost or stolen) because most titles are available online.

**3. No Encyclopedia and Reference Sets:** Encyclopedia and reference sets will not be accepted. We have found that they do not sell.

**4. CDs, DVDs, and Videos:** Compact discs, vinyl records (with cover), DVDs and videos in good condition or better, regardless of age, will be accepted as long as they are in their original packaging. We cannot accept black box or no-box videos and DVDs, nor do we accept non-copyright-compliant recordings of music, television shows, movies or events.

**5. No Artifacts:** We do not accept knick-knacks or appliances. Exceptions can only be made with the personal approval of the Director or consent of the proprietor of BookEnds. If you have items you believe may be of value to our museum collection, contact the Director.

**6. Furniture:** We will accept furniture in excellent condition but only with the approval of the Director.

**7. Framed Art:** We will not accept framed art with broken frames, tears, stains or other damages. All framed art donations must be clean and wholly-intact.

**The following are organizations that may also accept book and materials donations. To avoid inconvenience, we recommend consulting with them before dropping anything off.**

- **Morgan Memorial Goodwill**

230 Elm Street (Davis Square)

Somerville, MA

(617) 628-3618

<http://www.goodwillmass.org/stores/store-locations-and-hours.html>

- **Got Books**

978-284-2500

<http://www.gotbooks.com>

(Note: The First Church of Winthrop United Methodist, 217 Winthrop St. in Winthrop has a Got Books drop box located in the parking lot behind the church)

- **Salvation Army Family Store**

295 Broadway; Chelsea, MA 02453

617-884-0260

## Closure of Orient Heights Branch, BPL (Tentative June 2010)

### I. Comparative Key Statistics: Orient Heights vs. Winthrop

<u>Category</u>	<u>Orient Heights</u>	<u>Winthrop</u>
COLLECTION	34,100	98,350
2009 ITEMS CIRCULATED	58,281	68,984
# PUBLIC PCs	7	11
2009 PC Usage (log-ons)	7,644	7,073

### II. Distance from Orient Heights branch location to nearby libraries:

To <b>Winthrop</b> (2 Metcalf Sq.):	<b>1.46 miles</b>
To E. Boston Branch BPL (276 Meridian St.):	2.73 miles
To Chelsea (569 Broadway):	2.50 miles
To Revere (179 Beach St.):	2.58 miles
To West End Branch BPL (151 Cambridge St.):	4.33 miles
To North End Branch BPL (25 Parmenter St.):	4.37 miles
To Charlestown Branch BPL (179 Main. St.):	4.90 miles
To Everett (410 Broadway):	5.07 miles
To Copley Square Branch BPL (700 Boylston):	6.18 miles

### III. NOTES

- Difficult to forecast amount of increased traffic/use by “library refugees” from Orient Heights closure. Guessing we’ll see an increase of 33% in circulation and PC usage as a result. We should be able to absorb this level of additional patronage with existing resources.
- We CANNOT charge Boston residents for library services (reference, item loans, PC use (per MBLC). Since the BPL is a state-certified system, we cannot REFUSE them library services (per MBLC).
- We receive a non-resident circulation offset (as part of our state aid package) each year. For FY 2009, we received \$191.10 as our non-resident circulation offset; this comes to 3.86 cents per item circulated to non-residents.
- We can provide PREFERENTIAL levels of service to Winthrop cardholders (per MBLC), however we recommend no changes at this time.

IV. **Recommendation:** Henceforth, all non-Winthrop residents who seek to avail themselves of our services and resources will be entered into the NOBLE database using their existing card (be it Boston or wherever). We will enter their actual residence into the “RECIPROCAL” field of the patron record so that we will get credit for all loan transactions as “non-resident circulation,” entitling us to the offset award (see III.c. above) via state aid.

## Out-Of-State/System ILLs

**Background:** Beginning in June (exact day TBA), 2010, the Mass. Regional Library System and its contractors will no longer handle shipping costs for items obtained or sent via out-of-state-wide delivery system via interlibrary loan. This will require us to return out-of-state/system ILLs via postal service or commercial carrier. The estimated average cost of mailing the “average” book to its owning library is about \$2.50 (based on USPS “Library Rate” cost). We average approximately 13 of these transactions per year (either Winthrop items we ship out of state/system or items we receive from out of state/system and must ship back to the owning library. Thus, our projected annual cost, based on historical usage, would be less than \$35.00.

**Recommendations:** Due to the historically small volume of out-of-state ILLs and relatively low cost of returning these items:

1. Recommend that we pay return shipping costs on items obtained via out-of-state/system ILL.
2. However, recommend we require our patrons requesting materials from out-of-state/system to pay all delivery and/or usage costs, if incurred, from owning library to Winthrop. Patron will be required to pay us before the ILL is fulfilled.

Once board guidance is received, the library director will draft a policy letter on this matter for formal board approval at the May, 2010 board meeting.