

Board of Trustees
Winthrop Public Library and Museum

Minutes

Trustees meeting, April 11, 2012, Hazlett Meeting Room,
Winthrop Public Library.

Mr. Matarazzo called the meeting to order at 6:37 P.M. The following named trustees were present: James Matarazzo, Chairman; Alex Alexanian, Vice Chairman; Maria Ferri, Betty Peabody, Richard Tyrell, and Virginia Wallace. The Library was represented by Ann Gutting, Acting Director; Janice Flaherty, Administrative Assistant, and Richard Allen, Technical Service Librarian.

1. Reading and acceptance of minutes. Ms. Wallace moved to accept the minutes of March 14, 2012, as recorded. Mr. Alexanian seconded the motion which was approved unanimously.

2. Acting Director's update. Ms. Gutting submitted copies of the final budget proposal submitted to the Town Manager for FY 2013. A supplemental budget/capital request was added showing needed repairs for restoration of the former Tech Services Room, gutter and downspout repairs, and chimney restoration.

Ms. Gutting also submitted copies of library expenditures covering up to April 11, 2012.

3. Chairman's update. Mr. Matarazzo indicated that he will ask Mr. Klein of B.K. Enterprises to donate some time to paint around windows that have weathered.

Mr. Allen related that two weeks ago Mr. Boyle, Facilities Manager, took a tour through the library with an electrician who is to submit a bid for electrical improvement costs.

4. Old business. Ms. Gutting submitted work outlines for the A.M. and P.M. custodians. Consideration will be given to the hours that the work is to be performed.

Mr. Alexanian spoke of his and Ms. Ferri's contribution at the Council meeting of 3/29/12. Councilors listened with "Rapt attention," Mr. Alexanian reported. Copies of the library 5 Year Plan will be provided to all the members of the Council. Mr. Matarazzo suggested that 10 or 12 power points be provided in order to underscore the target areas, along with an introductory cover letter.

Mr. Allen announced that as of May 29, 2012, NOBLE will change its computer from Innovative to Evergreen. The library staff will be trained and poised for the move.

Atlas Alarm System is still a consideration for the library, and Mr. Matarazzo is working to combine our effort with Town Hall to consolidate and, hopefully, lower costs.

6. Date of next meeting. The trustees will meet next at 6:30 P.M., Wednesday, May 16, 2012, in the Hazlett Meeting Room.

7. Adjournment. Mr. Alexanian called for adjournment at 7:14 P.M. Ms. Peabody quickly seconded the motion which then carried unanimously.

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FY12 MAY 16, 2012

LINE ITEMS	1 JULY 11	\$\$ Left	\$\$ Spent	% Spent
Payroll incl. additional \$6265.23 from Town	319,225.23	74,886.67	244,338.56	76.54%
S&E	81,050.00	8,825.82	72,224.18	89.11%
NOBLE	49,490.00	7,238.65	42,251.35	85.37%
Contract Services	3,800.00	3,650.00	150.00	3.95%
Utilities	25,504.00	16,694.68	8,809.32	34.54%
Conference	1,500.00	1,081.28	418.72	27.91%
OVERALL	480,569.23	112,377.10	368,192.13	76.62%
DISCRETIONARY FUNDS	1 JULY 11	Expen'tures	FY11 Deposits	Current \$\$ Available
. State Aid	37,167.98	2,000.00	0.00	35,167.98
. George Hyde Fund	34,446.81	0.00	357.00	34,803.81
. Hazlett Children's Fund	631.47	0.00	1,055.00	1,686.47
. New Book Fund	96.76	0.00	120.00	216.76
. Carr Museum Fund	887.00	0.00	0.00	887.00
S&E DETAIL \$\$\$PENT	81,050.00			
S&E Admin	9,754.21			
S&E Bldg Mnt	1,890.22			
S&E Tech Serv	2,527.46			
S&E Materials	58,052.29			
Total SPENT	72,224.18	8,825.82		
****S&E MATERIALS COMPLIANCE	58,052.29			
Materials purch w/ Discretionary Funds	0.00			
Materials TOTAL	58,052.29			
57,668.31	12%	100.67%	toward goal	
64,876.85	13.5%	89.48%	toward goal	
72,085.38	15%	80.53%	toward goal	