



Board of Trustees
Winthrop Public Library & Museum
2 Metcalf Square
Winthrop, Massachusetts 02152-3159

James M. Matarazzo
Chairman

John Tranfaglia
Vice Chairman

Betty Peabody
Treasurer

Richard Tyrell
Secretary

Stephen Dalton

Virginia Wallace

NOTICE: BOARD OF TRUSTEES MEETING

The Winthrop Public Library & Museum Board of Trustees will meet on **Tuesday, December 14rd, 2010**. Meeting will commence at **6:30 p.m.** in the Hazlett Meeting Room, Winthrop Public Library & Museum, Two Metcalf Square, Winthrop, MA 02152-3159.

Agenda

1. Reading and acceptance of minutes from the previous (November 23rd, 2010) meeting [**see Supporting Document 1**]
2. Director's update
3. Old Business
 - *Florence & Bernie Basch Room dedication date & plans*
4. New Business
 - *Presentation of the Long Range Plan for Board review*
5. Public Comment
6. Date of Next Meeting:
7. Motion to adjourn

Board of Trustees
Winthrop Public Library and Museum

Minutes

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

Mr. Matarazzo called the meeting to order at 6:36 P.M. The following named trustees were present: James Matarazzo, Chairman; John Tranfaglia, Vice-Chairman; Stephen Dalton, Betty Peabody, and Richard Tyrell. The library was represented by Alan Thibeault, Director, and Janice Flaherty, Administrative Assistant.

Minutes

Ms. Peabody moved to accept the minutes of November 23, 2010, as presented. Mr. Tranfaglia seconded the motion which then passed unanimously.

Director's Update

1. Library Financials. Mr. Thibeault circulated a breakdown of library financials as of December 13, 2010.

2. Town Hall update. The Town Manager viewed the trustees' reaction to Regionalization as negative. The Director assured him that there was wiggle room.

The Town Manager asked the Director for ideas on the utilization of space at the E.B. Newton school.

Mr. McKenna has directed all department heads to provide mid-year updates for their departments. Mr. Thibeault submitted a list of goals for the library spanning January 1 to June 30, 2011.

3. Space reconfiguration. The Director met with Cheryl Bryant, MLS, who had several suggestions for consideration. She did not think that conversion of the "mold" room to a quiet study area was a good idea-- too remote from general traffic.

The plan for the placement of the circulation desk continues to be refined. Actual reconfiguration will take place in late spring or early summer of 2011.

4. Heating oil. Stadium Heating Oil of Peabody has the new contract. The cost will be .0893 above the dealer's cost.

5. Donations. The following donations have been made in memory of Natalie Furlong to the Hyde Fund: Eliot Community Human Services--\$500, Nancy Stowell--\$100, Elizabeth Kellogg--\$100, Fife Family--\$100, Ruth Housman--\$25, Jonlyn Walsh and Family--\$25, Amy Bertrand--\$25, Janet Tetrault--\$20, Bud and Elaine DeCell--\$25, Alice McGillicuddy--\$25, and Naomi Wright--\$40, also Walter and Jane Smith--\$100, Laura and Ed Atlee--\$100, and Ellen and Pete Cleaves--\$50.

Poinsettias and Christmas lights were donated by Judy Gaffney.

The estate of Robert W. Carlson donated \$10,000.

6. Long Range Plan. The Director distributed copies of draft #3 with the request that responses be forwarded by January 4.

7. Programs. Ed the Wizard had a successful program in the Children's Room, with 45 youngsters in attendance.

Stephanie Schorow will discuss the Cocoanut Grove fire on December 15, 2010.

8. MBLC. The State has directed the Board to reduce its 2012 budget 7.5% below this year's budget.

9. Friends. BookEnds gift certificates will be sold this month.

10. Holiday hours. Christmas Eve and New Year's Eve will be half holidays for the library--9:20 A.M. to 11:00 A.M. The library will be closed on Christmas and New Year's day.

New Business

Mr. Dalton moved to rescind the motion to take \$4,000 from State aid for new furniture. Ms. Peabody seconded the motion which passed with a unanimous vote.

Mr. Dalton then moved to take \$4,000 from the Hyde Fund for new furniture. Mr. Tranfaglia seconded the motion which passed unanimously.

Next Meeting

The trustees will meet next on Tuesday, January 11, 2011, at 6:30 P.M. in the Hazlett Meeting Room.

Adjournment:

Mr. Tranfaglia moved to adjourn the meeting at precisely 7:41 P.M. Ms. Peabody alertly seconded the motion which was quickly passed, and then followed by holiday wishes by all the participants.

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Board of Trustees
Winthrop Public Library and Museum

Minutes

Trustees meeting, November 23, 2010, Edward A. Hazlett Meeting Room, Winthrop Public Library.

Mr. Matarazzo called the meeting to order at 6:41 P.M. The following named trustees were present: James Matarazzo, Chairman; John Tranfaglia, Vice-Chairman; Stephen Dalton, Betty Peabody, Richard Tyrell, and Virginia Wallace. The library was represented by Alan Thibeault, Director; Ann Gutting, Assistant Director, and Janice Flaherty, Administrative Assistant.

Minutes

Ms. Peabody moved to accept the minutes of October 21, 2010, as presented. Mr. Tranfaglia seconded the motion which passed unanimously.

Director's Update

1. Library Financial. Mr. Thibeault presented a paper showing library financials as of 23 November 2010.

2. ~~TownHall~~. There is little to report as there have not been any recent department head meetings.

3. Circulation Desk. Ron Bergman has volunteered to build a new circulation desk which will be much like the one being retired, but the Director reported that much is still in the discussion stage. A drawing of the main floor gave trustees a view of that being proposed for late spring or early summer

Cheryl Bryan, MLS, will offer a space planning consult on December 1, 2010.

4. Carpeting. The Director announced the figures for the completed carpeting: \$20,000, with \$4,300 coming from Building Maintenance, and the remainder, \$15,700, to be paid by the Town

5. State aid. The Director noted that all the paperwork for State aid has been completed within the deadline. The Director is sanguine that his petition will be honored.

6. Donations. The following contributions to the Hyde Fund were made in memory of Roberta Halloran: Carol and Kakala Folau, \$150.00, Mally's Hair Expressions, \$40.00, Mary and Paul Ciampa, \$250.00, Maurice and Lourdes Peri Samuels, \$1,000, Martin and Mary Levine, \$25.00, Cheryl Mariolis, \$100.00 and Michelle and David Mittelman, \$1000.00.

7. Long Range Plan. The third draft of the Long Range Plan is expected in December and will be presented to the trustees for Board review.

8. NOBLE. NOBLE will change staff P.C. Internet Connection to Comcast Business Class in July, 2011. Early returns, the Director notes, are favorable with the new system, Evergreen, also being a cost saver.

Next Meeting.

The trustees will meet next on Tuesday, December 14, 2010, at 6:30 P.M. in the Hazlett Meeting Room.

Adjournment

Ms. Wallace moved to adjourn the meeting at 7:22 P.M. Ms. Peabody seconded the motion which was accepted by all the trustees.

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FY11 13 DECEMBER 2010				
LINE ITEMS	1 JULY 10	\$\$ Left	\$\$ Spent	% Spent
Payroll	313,261.71	170,816.59	142,445.12	45.47%
S&E	81,050.00	44,927.98	36,122.02	44.57%
NOBLE	49,490.00	14,567.66	34,922.34	70.56%
Contract Services	3,800.00	3,525.00	275.00	7.24%
Utilities	25,232.00	20,558.91	4,673.09	18.52%
Conference	1,500.00	1,386.89	113.11	7.54%
OVERALL	474,333.71	255,783.03	218,550.68	46.08%
DISCRETIONARY FUNDS	1 JULY 10	Expen'tures	FY11 Deposits	Current \$\$ Available
.State Aid	24,029.13	2,811.00	0.00	21,218.13
.George Hyde Fund	8,407.09	0.00	2,195.00	10,602.09
.Hazlett Children's Fund	1,040.03	0.00	100.00	1,140.03
.New Book Fund	412.21	0.00	0.00	412.21
.Carr Museum Fund	887.00	0.00	0.00	887.00
S&E DETAIL \$\$SPENT	81,050.00			S&E Remainder
S&E Admin	1,607.07			
S&E Bldg Mnt	3,208.75			
S&E Tech Serv	1,712.24			
S&E Materials	29,593.96			
Total SPENT	36,122.02			44,927.98
****S&E MATERIALS COMPLIANCE	Spent			
Materials w/ Discretionary Funds	0.00			
Materials TOTAL	29,593.96			
56,920.05	12%			
64,035.05	13.5%			
71,150.06	15%			



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December 13, 2010

James McKenna, Town Manager
Town of Winthrop
One Metcalf Square
Winthrop, MA 02152

Subject: Library Mid-Year Evaluation, FY 2011

Jim:

1. Thus far FY 2011 has been both busy and fruitful for the library. Despite a reduced budget and continued austere staffing, the library continues to be a heavily-used asset in this community. The November carpet replacement kept us closed for 5.5 days. This skewed our key indicators a bit for that month, but by prorating those figures to account for the closure, our circulation and public PC usage numbers continue to increase steadily as does use of meeting spaces in our facilities.

Major Accomplishments, July 1 - December 10, 2010:

- * Installed new carpet in public areas on the main floor of the Frost Building and in the Children's Room to enhance the safety and comfort of our patrons and staff.
- * Surveyed user/citizen (online and in hard copy) for long range planning purposes.
- * Completed a final draft of the Long Range Plan for presentation to the Board of Trustees.
- * Acquired the capability to screen movies and display other media via purchased licensing, a new DVD/VCR player and a 47" LCD television donated by the Friends of the Winthrop Public Library & Museum.
- * Created a library gift shop on *Café Press* © (accessible via link from our Web site, <http://www.noblenet.org/winthrop>) to generate additional revenue. Proceeds will go to the town's General Fund. This is an experiment at this point and early returns are quite modest. We plan to promote it more heavily for the holiday season.
- * Switched fax carrier (AT&T to Verizon) to modestly cut overall telecomm costs.
- * Added five new PCs (three via purchase, two via donation) to upgrade staff/public computer stable.
- * Accomplished a complete non-fiction shelf read to better organize and ascertain the current state of our collection; this is a first step in completing a new collection development plan.
- * Filed for certification/eligibility for State Aid to Public Libraries; we expect our application will be approved by the MBLC next month.

Library Mid-Year Evaluation, FY 2011

2. Each of the below-listed goals are included in the Long Range Plan (mentioned above) which we expect to have approved by our Board of Trustees in January. This document will chart our course over the next three years. A planning committee formed by our Trustees will meet annually to assess progress and adjust our goals, objectives and activities as necessary based on emerging opportunities and challenges.

Key Goals, January 1 – June 30, 2011:

- * Gain final approval for as well as publish and implement the Long Range Plan; this document will chart our course for the next 3 years.
- * Create digitization plan for historical materials in our collections to make them accessible online.
- * Complete collection development plan for non-fiction items (circulating books and media as well as in-house reference materials); this will help us keep this important component of our collection current and adequate to our patrons' needs.
- * Evaluate and re-write job descriptions; a first step in an ongoing re-evaluation of our staffing needs.
- * Reconfigure public spaces in the Frost Building to create a "community commons" area and consolidate admin/circulation/receiving into a single work space. This includes replacing and relocating our circulation desk (a new desk will be built and installed with support from the Friends of the Winthrop Public Library & Museum) and work area as well as creating a new area dedicated to young adults adjacent to the current circulation/receiving area.
- * Repair and maintain facility lighting to enhance patron comfort and safety
- * Survey patrons and citizens to identify the types of library programming and events our citizens want.
- * Secure budget and funding for FY 2012 that ensures certification and provides the necessary resources for continued improvement of free public library services in Winthrop.

Sincerely,

Alan M. Thibeault
Director

Cc: Winthrop Board of Library Trustees
File

Handout 3: Long Range Plan

[Contact the Director, Winthrop Public Library & Museum, for access to this document]