

6

Minutes of the Board of Library Trustees (2-16-95)

1. Bills were signed.
2. The meeting was called to order at 7:45 p.m.

MOTION -- by John Cronin "to accept the minutes from the previous meeting" was seconded by Ms. Ulrich. The vote was unanimous.

3. **Old Business:**

- A. Roof and Air-Conditioning Projects:

Mr. Redgrave explained that he will be meeting with Mr. Farley on Monday, February 21, and it looks like the job will be going to bid quickly.

There was nothing new to report on the air-conditioning project.

- B. Policies:

Mr. Cronin is working on the policies governing *Personnel* and *Volunteers in the Library*. Drafts have not yet been completed.

Ms. Ulrich working on a *Sexual Harassment* document, but no draft is yet available.

[Aside] -- Ms. Hill-Devine mentioned that an inquiry was made to the Town to determine if Mr. Redgrave's signature alone could be sufficient to validate bills. The answer was no.

4. **Current Business:**

- A. Annual Report, 1994:

Ms. Hill-Devine submitted a copy of the 1994 Annual Report (see attached). Some discussion followed.

- B. Roof Reimbursement Grant Application & Building Program:

Ms. Hill-Devine elaborated on the draft of the reimbursement proposal (see attached). She also reported speaking with Virginia Wilder about the reimbursement. Ms. Wilder indicated that, if a (25%) reimbursement is given, the funds might be available for future Library building projects -- rather than depositing the reimbursement in the Town's general fund.

Mr. Redgrave will seek Ms. Wilder's advice regarding proper wording and will then write a letter to the Selectmen explaining that the chance for reimbursement will be enhanced if the funds will definitely be used for Library building projects.

Ms. Hill-Devine also raised the issue of the *Library Building Plan*, which must be submitted to the State if the Library is to remain eligible for future grants.

[Aside] -- The need for a new printer for the Library Director's office was raised by Ms. Hill-Devine.

MOTION -- by John Cronin "that a sum of up to \$350 be expended from Library State Aid to purchase a computer printer for the Library Director's office" was seconded by Ms. Ulrich. The vote was unanimous.

C. FY96 Budget:

Mr. Redgrave and Ms. Hill-Devine reported on their meeting with the Advisory Committee relative to the FY96 budget. A copy of the budget given to the Advisory Committee was distributed to the Trustees (see attached). There were some modifications from the version previously seen by the Board. The adjustments were in the full-time personnel and the preservation line items.

The full-time personnel request was increased by \$6,782.00 in anticipation of the Board's appeal for an increase in the Library Director's salary.

D. Personnel:

- 1.) Staff Changes -- The morning custodian is leaving the Library. Advertisements have been placed and interviews have been conducted. Beth Mariano, who is currently a Library page, is the top candidate.

Ms. Hill-Devine stated her intention is to hire Ms. Mariano as a custodian and then to re-hire Madeline Butters as a Library page. Both were cited as fine workers who have made a significant contribution to the Library.

- 2.) Personnel Board Meeting -- February 22, 1995, is the tentative date for a meeting between the Board of Library Trustees and the Personnel Board. At issue are the two personnel articles submitted by the Library for a vote at this year's Town Meeting, i.e., the article requesting a new full-time staff member and the article requesting a raise in the Library Director's salary.
- 3.) The Assistant Library Director's status as a union member was discussed. Mr. Crosby indicated that he intends to remain in the union. Some discussion followed.

5. **Other:**

A. Latchkey Kids: (see sample policy, attached)

Mr. Crosby described a recurring circumstance in which a 12 year old boy arrives at the Library at 2:30 p.m. and remains until closing. He suggested that the Board should prepare a policy regarding so-called *latchkey kids*. Some discussion followed.

The Board decided that latchkey kids are subject to the same policies pertaining to all Library users, and that no specific policy was needed at this time.

B. Museum Tour and Reception for Winthrop Historical Committee:

A tour of the Museum area is planned for members of the Winthrop Historical Committee on Tuesday, April 11, 1995. Refreshments will be served in the Conference Room. Ms. Hill-Devine encouraged the Trustees to participate.

6. **Date of Next Meeting:**

The date of the next meeting was set for March 14, 1995.

7. **MOTION --** by Mr. Dalton "to adjourn the meeting" was seconded by Mr. Hazlett. The vote was unanimous.

Attendance:

David Redgrave, Chairman
Steve Dalton, Secretary
Mary Ann Ulrich
John Cronin
Edward Hazlett
Marjorie Hill-Devine, Library Director
Steve Crosby, Assistant Library Director