

**WINHROP PUBLIC LIBRARY & MUSEUM
MINUTES FOR MEETING OF BOARD OF LIBRARY TRUSTEES**

DATE: JANUARY 7, 1998
TIME: 7:30 P.M.
LOCATION: HYDE ROOM, WINTHROP PUBLIC LIBRARY

PRESENT: MARJORIE HILL-DEVINE, DIRECTOR
BEN REYNDERS, ASST. DIRECTOR
DAVID REDGRAVE, TRUSTEE CHAIR
PHILIP HALLORAN, TRUSTEE
PHYLLIS GREENE, TRUSTEE
STEVEN DALTON, TRUSTEE

PAMELA CORRADO, SECRETARY

Meeting called to order by Chair, Mr. Redgrave, 7:30 p.m.
Bill signing followed.

Review of previous minutes, 12/3/97. Motion to accept minutes as amended by removing sentence # five, from paragraph # 6, on page 3, by P. Halloran. Motion seconded by S. Dalton. Voted unanimous.

Report to Trustees from Director:

Director reported that the library has received it's FY'98 state award, which reflects the lower population figures of Winthrop. Although the population has decreased our state aid award has increased because of non-resident circulation going up.

Also received from the state MBLC, notification that our 1999 Action Plan is acceptable. We should consider doing another long-range plan as the existing one is for 1995-1998. Many of the items would remain the same. It may be a good idea to survey patrons to see where they would like the library to be headed.

1999, is the 100th year anniversary of the Frost Building. We could include renovations in our new long-range plan. We could revise and update the old plan rather than developing a new one. New data gathering seems to be indicated.

Director reports that she has not heard from the Advisory Board liaison regarding our recent budgetary requests. Has been suggested to the Director that we will have a hard time getting a computer up-grade.

Old Business:

- A. Need to fix air-conditioner fence, down spouts and gutters.
 1. The top 24' of each downspouts (4) of the Frost Building must be repaired. These were not included in roof repair article.
 2. At Trustee Dalton's request Marjorie had the gutters cleaned around the lower

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area of the Frost Building by a different contractor, who advised not to drain our gutters into the drywells, because they become clogged with leaves and debris.

3. Mr. Quist, who we are hoping to hire for future work, suggested that we line the gutters to stop further decay. He will unclog the downspouts .

Director asks the Trustees how much money can she authorize to drain and repair the down spouts, replace and line the gutters.

Mr. Dalton suggests that they authorize unclogging of the downspouts, and fix the other problems in segments. \$999.00 was authorized to begin the project. We should consider installing screens in the gutters or on top of the down spouts to prevent further clogging. Mr. Dalton also suggested calling Mr. Farley for his opinion of drywell and other issues.

Marjorie reports that Mr. Farley was coming to the library the following Friday to take a look at the leak in the Children's' Room, and the old spot in back of the Circ. Desk that is still leaking.

8:15 Trustee Mary Ann Ulrich arrives

The Director reported that she was having a hard time getting estimates for replacing the downspouts because they are made of copper , not aluminum, and they require special machinery.

B. Director's Salary:

The Director handed out notices from Town Hall Personnel Board regarding submission deadlines for articles to the Personnel Board (enclosed). The deadline is Jan. 23, 1998. Mary Ann Ulrich noted that she had never seen this kind of notice before. It was suggested that a reply should be made noting that this is the first time we have seen this type of message.

State Aid Requests:

Asst. Dir., B. Reynders and Director made several requests for technology and reference material.

Motion by S. Dalton to approve State Aid request. Seconded by P. Halloran. Voted unanimous. A list od approved items is attached.

Secretary/Book-keeper Position:

M. Ulrich suggests that a trustee ask to meet with V. Wilder regarding status of library negotiations and bargaining. If granted , trustee will inquire about sec/book-keeper request to be returned to previous classification held by former secretary, P. Greene.

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Selection & Usage Policy Draft II:

The draft was handed out to be read at home as well as an article about the first filter lawsuit .

National Library Week: (April School Vacation)

S. Dalton suggests that we pull all stops and get some big name speakers.

He also suggests that we could offer a program on how to preserve family collections, like, pictures and correspondence. He would be willing to hold the program if timing permits.

Next meeting is scheduled for Wednesday, Feb. 11, at 7:30 p.m. Discussion should include upcoming trustee elections. We should find out who is up for re-election.

Motion to adjourn, by P. Greene. Seconded by M. Ulrich. Voted unanimous.

Meeting adjourned at 9:30 p.m.



Town of Winthrop Personnel Board

Daniel C. Mullane, Chairman
Nancy Baxter Dudley
Marianne Impemba
David L. O'Brien, III
Stephen G. Stoddard, Jr.

Town Hall
Winthrop, MA 02152

Phone: (617) 846-1852
Fax: (617) 846-5458

TO: All Departments & Committees
FROM: Personnel Board
RE: Articles for 1998 Annual Town Meeting
DATE: December 22, 1997

Please be advised that the deadline for submission of articles to the Personnel Board for the 1998 Town Meeting is Friday, January 23, 1998. All Personnel-related articles must first be presented to the Personnel Board for consideration and you will be afforded an opportunity to discuss them with the Board. If the Board votes unfavorably on any article, you will then have the opportunity to present it at Town Meeting yourself.

Also, please remember that any submissions from those in appointed positions must first be approved by their appointing authority before they can be discussed with the Personnel Board.

Should you have any questions, please contact our Secretary, Kathleen Guillory, in the Community Development Office.

Distribution:

Board of Selectmen

Treasurer/Collector
Council on Aging
Recreation
Accounting
Building Department
Animal Control
Police Department
Fire Department
Public Works
Harbormaster
Veterans' Agent

Assessors

Town Clerk
Library
Cemetery
Board of Appeals
Advisory Board
Board of Health
Data Processing
Planning Board

NEW STATE AID REQUESTS

(In Addition to Down Spout & Gutter Repair Costs)

OFFICE & BLDG. EQUIPMENT	REF. BOOKS	SOFTWARE	COST	NOTES/COMMENTS
Flatbed scanner			\$300.00*	For all staff use - place near M.A.B.'s PC ✓
Paperport Upgrade or 2 new Paperports			\$200.00*	For M.H.D. Give old one to Library Secretary, or both get new. These are VERY useful. ✓
Memory upgrades			\$400.00- \$500.00	Have not yet surveyed which staff PC's need which amounts ✓
Adding Machine			\$50.00	Replacement for Secretary ✓
Computer Tool Kit			\$39.95	
Rope gateway			\$110.00*	To cordon off left stairway to Museum-help prevent unauthorized traffic ¹
	5 Law books		\$95.00*	Basic set
	Black's Law Dict.		\$37.95*	→ P. Halloran will donate
		Elec. Dewey Upgrade	\$150.00	
		Norton Anti-virus 4.0 & Utilities 3.0 upgrades	\$99.95* (Bundled with Uninstall)	
		Art Today	\$17.95*	On-line subscription
		ClickBook Upgrade	\$33.20*	
		Tax Software	\$140.00	For public to borrow
TOTAL =			\$1,774.00	

¹ Kids would have to come out to 1st floor (where we can hopefully see them) and attempt to use the right stairway to go up.

* These are actual prices from paper or on-line catalogs.