

**LIBRARY BOARD OF TRUSTEE'S
MINUTES OF JANUARY 11, 2001 MEETING**

PRESENT:

David Redgrave, Chair
Edward Hazlett, Trustee
Phyllis Green, Trustee
John Meehan, Trustee
Donald Ford, Trustee
Marjorie Hill-Devine, Director
Ann Gutting, Asst. Director/Reference Librarian
Ellen Nickerson, Children's Librarian

Meeting called to order at 6:15 p.m.

The following motions from the Dec. 21, 2000 meeting were reaffirmed:

1. Motion by Trustee Meehan to accept the minutes of the October 19, 2000 meeting. Seconded by Trustee Ford. All in favor. Vote unanimous.
2. Motion by Trustee Ford to accept R & D Electric's estimate for 3rd floor work. Seconded by Trustee Hazlett. All in favor. Vote unanimous.
3. Motion by Trustee Hazlett to purchase an additional receipt printer using State Aid money. Seconded by Trustee Ford. All in favor. Vote unanimous.

Regarding Dec. 21, 2000 minutes, Trustee Meehan states that they do not represent what actually happened. He says that the items regarding the dying flowers out front and New Year's Day be given as a day off to the staff was more extensive than what is typed in the minutes. He states that he feels that not enough detail of these topics were put into the minutes. Director Hill-Devine reminded Trustee Meehan and the rest of the board that previous minutes were very cut and dry and sometimes only being 1 page. (Such as those done by Trustee Maryann Ulrich) Trustee Hazlett states that Trustee Meehan's motion regarding New Year's Day off to the staff wasn't seconded and that there shouldn't have been discussion over it. Further, he suggests that this topic be ended here and now. Chair Redgrave thought that the minutes were reasonable and asked Trustee Meehan if he wanted a motion to change them or to disagree with them. Chair Redgrave states that after trying numerous ways of the minutes being taken, it was agreed upon that the tape recorder was the best way. Trustee Ford states that the only way he has ever seen minutes kept at any business he was associated with were direct and to the point, and that issues were voted or not voted period. Trustee Hazlett motioned to accept the minutes. Trustee Ford seconded. Everyone else present except Trustee Meehan agree with the minutes.

Chair Redgrave states the he and Director Hill-Devine attended the Personnel Board meeting of 1/10/01 regarding merit raises for the Director and the Asst. Director. Discussion ensued.

Trustee Meehan asked why Chair Redgrave was the only one to review the Director. Trustee Hazlett told Trustee Meehan that the meeting of the Personnel Board is a public meeting and he could have gone if he wanted. He told Trustee Meehan that at anytime you would like to attend a public meeting he is welcome. Trustee Meehan states that he wished he had knew about it because he would have tried to help the Asst. Director with getting the raise. Director Hill-Devine stated that she was told if only one step was involved, the Dept. Head did not have to attend and she wasn't going to until she was advised of her own step being discussed at the last minute. Chair Redgrave states that he was also informed last minute.

Elaine Dacy and Natalie Lichtenstein, 2 patrons of the Library where there to ask what the status is of the Museum. They wanted to know if they could help get the ball rolling in opening the Museum. They stated that not only they would help but that possibly the Historical Society could help along with volunteers. Trustee Hazlett told them as an advocate for the Museum, that he recommends them speaking to David Hubbard, Head of the Historical Association. He told them that the Director is trying to obtain staff for the Museum but if the Town's override doesn't get passed then nothing will happen up there. The Director thanked them for coming to the meeting and explained the 3 studies that have been done regarding the Museum. She states that each study done says that the Museum job is too big for volunteers and needs a professional. Trustee Hazlett interjects and suggests to them to also speak with Trustee Dalton who isn't present at the meeting. Chair Redgrave suggests that the patrons set up a meeting with the Director in her office so they can obtain the information needed.

NEW BUSINESS:

Ellen Nickerson, Children's Librarian, states that unofficially the Library will be receiving a grant from the Cultural Council to be used for a special Summer program. She also states that the lower level of the Children's Room needs to be made handicap accessible. Several of her kids can't get down to that area in their chairs. Trustee Hazlett told her to talk to the Jim Wallace of the Handicap Development Committee. He states they get certain funding and can help her with information on obtaining funds. Chair Redgrave says that another issue regarding handicap accessibility is the railings. He also states that the Hyde Room isn't accessible either and really shouldn't be used.

Director Hill-Devine states that she requested additional staff for the Children's Room in the override. She also asked if Ellen Nickerson had the requested Action Plan "Visioning" which Trustee Dalton had asked her for at a previous meeting for the Children's Room. She replied no. Discussion about morning programs and preschool programs ensued. Director Hill-Devine told Ellen Nickerson that she would like to attend the grant meeting of January 30, 2001 with her to help transport her there and to learn more about the grant.

Evelyn Maurici, staff member who works in Tech Services room asked what was happening with that room. The board invites her to stay to hear the update of that room.

OLD BUSINESS:

Chair Redgrave states that he has spoken to a few plasterers in regards to the electrical work needed for upstairs. He states that everyone of them said that it would be easier for the electricians to run wiring with exposed walls, but it would be very expensive. At the plasterers suggestion, they said not to take all the old walls down. Trustee Hazlett states that the building code does not call for taking all the old walls down. Chair Redgrave says that in regards to the work downstairs, the plasterers suggest that the plaster in the hallway not be taken down but patched and skimmed. Director Hill-Devine states that the one estimate we have received is for the whole job not broken down into separate areas and is around \$9,000.00. She states that the periodical room will be all new plaster. Evelyn Maurici says that the air down in that room is bad and would like the windows to be made functional. They are nailed shut as they are right now. Asst. Director Gutting state that the air purifier is ordered and is on its way. Evelyn Maurici asks that they do not install the future AC unit into the only working window. Chair Redgrave tells Evelyn Maurici to make sure that Asst. Director Gutting be made aware of all her concerns. Asst. Director Gutting assures Evelyn Maurici that she will keep her posted on the room developments.

Chair Redgrave states that he has a copy of a letter sent to the Fire Chief from Trustee Meehan. He wants to know why he didn't raise these questions when they were discussing it at length at the previous meeting and how come he wrote a letter representing himself on behalf of the Board by signing it "Trustee Meehan". He states that as a private citizen he could have sent any letter he wanted but signing it Trustee isn't right. He then asked Trustee Meehan if he feels a part of the Board or not. Chair Redgrave asked if the rest of the Board knew what had happened. Trustee Ford replied no and Chair Redgrave passed him the letter. Chair Redgrave then told Trustee Meehan he should have raised those concerns at the last meeting if he was a safety issue. He told him that acting on the Board's behalf is totally out of line. Trustee Meehan stated that several times at meeting he has brought up the condition of that room and nothing is done about it. He states that he called Fire Prevention because he walked downstairs and saw some things that concerned him. He was told Capt. Hazlett was out of town that is why he wrote the letter. He states that he has tried numerous times to work with this Board and that Chair Redgrave doesn't even speak to him outside of the meetings. Chair Redgrave says that is incorrect- he tried to say hello to him one time in the Library and Trustee Meehan just turned his head. Trustee Meehan replied that if that happened he apologizes. Trustee Green interjects and says that she feels since Trustee Meehan has been there that he has been trying to change the whole Board. Trustee Meehan replies that he is trying to change things for the better. He also states that Fire Prevention told him that some things aren't safe and that he feels that he can write letters to anyone at anytime to make suggestions. Trustee Ford says that he thinks that it is great that Trustee Meehan is taking an active interest in what's going on, but it bothers him that he wrote a letter to the Fire Chief and signed it "Trustee". He asked Trustee Meehan if he was trying to embarrass the Board. Trustee Meehan responds with no. Trustee Ford continues saying that the letter as an individual is fine but not signing it as a Trustee. Trustee Hazlett interjects saying he resented the letter because of his past 36 years as Chief of the Fire Dept. If there was anything dangerous he would not be on this Board. He states emphatically that there are no code violations. He told Trustee Meehan that he felt that he was way out of line. Trustee Meehan disagrees. Trustee Hazlett states that the only thing that was found was poor housekeeping. It states that if it wasn't safe then no one could occupy that room. He tells Trustee Meehan that he

feels like he has everyone on the Board agrees that he was out of line sending and signing the letter. He tells Trustee Meehan that if he wants to be constructive to get in line with rest of the Trustees. Trustee Meehan states that he cannot finish the loop because he never received a report back from the Fire Dept. Trustee Hazlett lets him know that he isn't going to receive a report because there are no violations, only poor housekeeping. Trustee Hazlett tells Trustee Meehan to either get in line with everyone or get off of the Board.

COPY RIGHT ISSUES:

Was tabled until Trustee Dalton is present. He had requested that copyright and provenance issues be investigated prior to lending pictures to the DeSaulniers who are managing the project.

MICROFILM READER PRINTER:

Asst. Director Gutting said she looked into the printers and the Canon Digital Micro Printer is what is recommended by the Mass. Library Organization. She said that she was hoping to use State Aid money for this purchase. Chair Redgrave asked Trustee Meehan for his knowledge in leads to raise the money for this purchase. Trustee Meehan responded that Chair Redgrave probably has more contacts than he does in town and that he really doesn't have the time to invest into this. Director Hill-Devine let the Board know that any purchase over \$25,000 will need to be put out to bid per State regulations and that \$19,000 of State Aid money is already committed. Trustee Hazlett motioned to purchase this printer at the price given by the Asst. Director of \$7,761.00. Seconded by Trustee Meehan. Asst. Director Gutting raised the issue of patrons paying \$.10 per page for printouts. Trustee Hazlett states that he wants his motion to be amended regarding the paper. All in favor. Vote unanimous.

FY2002 BUDGET:

Director Hill-Devine presents her final budget recommendations to the Board, noting that an additional position has been written in for the Children's Dept. It was previously agreed to seek this position with or without the override. She also states that the salaries are based on the union contracts and also on the hope that the Personnel Board will pass the raises for the Director and the Asst. Director. Trustee Hazlett suggests to Director Hill-Devine to change the wording on the budget sheet regarding the Conference line item to say Training. Trustee Hazlett motions to accept the budget as recommended by the Director with the exception of changing Conference to Training on the line item. Seconded by Trustee Ford. All in favor. Vote unanimous.

MEALS POLICY:

Trustee Meehan states that he agrees with the meals policy as presented by Director Hill-Devine. Trustee Hazlett states that he will go along with the recommendation subject to appropriation. Director Hill-Devine states that the money will come out of State Aid and that a \$10.00 per meal is reasonable with a \$200.00 cap each year beginning July 2001. Trustee Meehan motions to accept the meals policy per the Directors recommendation of \$200.00 per year. Seconded by Trustee Hazlett. All in favor. Vote unanimous.

NATIONAL LIBRARY WEEK:

Director Hill-Devine asks for programming ideas for National Library Week (usually the 3rd week in April). Trustee Hazlett suggests doing something about the history of Winthrop. The Director tells him she will contact Dave Hubbard.

DATE OF NEXT MEETING:

Chair Redgrave suggests meeting Thursday, February 8th at 6:30 p.m. instead of 6:00. Trustee Hazlett motions to accept this date. Seconded by Trustee Ford. All in favor. Vote unanimous.

Meeting adjourned at 8:15 p.m.

As transcribed from tape by Barbara Clarke