

**WINTHROP PUBLIC LIBRARY & MUSEUM
MINUTES FOR BOARD OF LIBRARY TRUSTEE MEETING**

DATE: JULY 8, 1998
TIME: 8:00 PM
PLACE: HYDE MEETING ROOM, WINTHROP PUBLIC LIBRARY

PRESENT: MARJORIE HILL-DEVINE, DIRECTOR
CYNTHIA EDSON, ASST. DIRECTOR
PHYLLIS GREENE, TRUSTEE
MARY ANN ULRICH, TRUSTEE
STEVE DALTON, TRUSTEE
DAVID A. REDGRAVE, TRUSTEE CHAIR

PAMELA M. CORRADO, SECRETARY

MEETING CALLED TO ORDER 8:13 P.M.

Motion to accept previous minutes by Mary Ann Ulrich. Seconded by P. Greene. Voted unanimous.

Old business:

A. **Fire & Disaster Plan.** Report by Asst. Dir. C. Edson. She reports that the fire extinguishers have been replaced and emergency signage is on hold until we determine if the library will get repainted. The new fire call box and alarm system is still being worked on. She also reports that she is still working on a disaster plan.

Mr. Dalton wants to note that the fire policy from the town does not cover Lincoln Memorabilia and other museum items.

B. **Filters:** C. Edson informed the board of drawbacks of all filters, some worse than others and that none of the staff members are in favor of filtering software. Mr. Dalton thought that the Board had already signed a policy regarding this issue. He feels that if we are going to revisit this important issue then we should have the input of the whole Board.

C. Approve changed job descriptions:

1. Secretary/Bookkeeper to Administrative Assistant. Ms Ulrich would like to see the Administrative Asst. qualification increase as follows: H.S. graduate minimal, two (2) years business degree preferred.

2. Asst. Director/Reference Librarian. Ms. Ulrich would also like to see these requirements for the Asst. Director: MLS required from an ALA accredited Library school. Public Library experience preferred or equivalent. The Director feels that under duties of the Assistant Director, #4 we should add: interface with Tech Services Librarian and Town Troubleshooter.

Mr. Dalton feels that since Ms. Edson is no longer covered under the library union, the Board must take provisions to protect her position.

Motion to approve changes as discussed by S. Dalton and seconded by M. Ulrich. Voted unanimous.

D. Transfer Request: Our Utilities transfer request was met with a request from the Advisory Board for a breakdown of all of our utility expenditures and at least 3 Trustee signatures. At the close of FY'98 we are not sure if the transfer will be approved leaving the Utility budget at a deficit.

Museum

A. Front building roof and third floor ceilings:

D. Redgrave suggests that we replaster the ceilings once we are sure that the roof is not leaking. The Board agreed that Community Development should coordinate the upcoming roof inspection of Town Hall with an inspection of our roof.

C. Edson will call FEMA to see if they can provide the Library with some disaster aid.

B. Appraisal of Museum Collection by S. Dalton:

He reports that some of the materials in the museum are in bad shape and they are worth a considerable amount of money. There is a dangerous possibility of the ceiling falling down on the collection. He feels that it is up to the Board to protect these materials. It is appalling to walk through the museum because 100's of items are on the floor and at high risk of roof leaks and the ceiling falling. He thinks that we should consider moving the collection for the time being.

C. Edson feels bubble wrap and drop cloth plastic will cover most things. She can elevate some items and try to shelve other things. S. Dalton feels temporary solutions should be implemented before the fall when we get heavy coastal storms.

S. Dalton also feels that Douglas Stinson would be a good source of appraisal of the collection for insurance purposes. We could then weed out what is valuable and show what really belongs in the museum. We should determine what we can adequately care for and decide what to discard. S. Dalton also feels that the Board should send a letter to Town Counsel, Bob Noonan and ask about the legality of obtaining insurance for some of the valuable items in the museum collection. Ms. Hill-Devine suggest that we get the appraisal before we send a letter to Mr. Noonan.

New list for Capital Improvement Committee:

Roof

Basement Windows

Dungeon Problems

New Business:

Personnel: Margaret Larity has left her janitor's position here at the library for a full-time position with the Winthrop Police Dept.

Nancy Walsh (Gen. Asst. Librarian) is pregnant and Ms. Hill-Devine will be working out coverage for her maternity leave.

Selection & Usage Policy: A tentative date has been set for the policy review meeting. Sometime during the first week in August. The Director will confirm via telephone.

Health Department: C. Edson reports that in order to get the name of a mycologist from the Board of Health, they are requiring an official request from this Board.

S. Dalton feels it is clearly humid and moist in the dungeon. It is a breeding ground for potential mold. He does not feel that it is an active mold. It probably needs a serious dehumidifier. If we don't have a problem now we may later. He suggests that we discard most of the affected material.

Motion to formally request the name of a mycologist from the Board of Health, by S. Dalton. Seconded by M. Ulrich. Voted unanimous.

Next meeting date: Sept. 8, 1998 7:30p.m.

Motion to adjourn by S. Dalton. Seconded by M. Ulrich. Voted unanimous.

Meeting adjourned 9:40 p.m.