

**Winthrop Public Library  
Board of Library Trustees Meeting Agenda  
Wednesday, June 24, 2009 6:30 p.m.**

**1. Reading and acceptance of minutes from the previous (May 20, 2009) meeting.**

**2. Old Business**

**\*\* Current status of Hyde & State Aid funds to include expenditures to date (Mar-June 09)**

**\*\* Updated status on overdue bills.**

**\*\* Update on Staff recall plans/status.**

**\*\* Status of woodwork restoration of the "Basch Room."**

**\*\* Preliminary discussion: Library Long Range/Strategic Plan.**

**3. New Business**

**\*\* Public computer purchase: Five *Dell Vostro* mini towers (\$410.00 each; total \$2,050.00) through NOBLE.**

**\*\* Retirement celebration for John Cronin.**

**4. Date of Next Meeting**

**5. Motion to adjourn**

Board of Trustees  
Winthrop Public Library and Museum

Minutes

Trustees meeting, June 24, 2009, Edward A. Hazlett Meeting Room, Winthrop Public Library.

Mr. Matarazzo called the meeting to order at 6:33 P.M. The following named trustees were present: James Matarazzo, Chairman; John Tranfaglia, Vice-Chairman; Susan Brazil, Stephen Dalton, Bet Peabody, and Richard Tyrell. The library was represented by Alan Thibeault, Director; Ann Gutting, Assistant Director, and Janice Flaherty, Administrative Assistant.

Minutes

Ms. Brazil moved to accept the minutes of May 20, 2009, as presented. Ms. Peabody and Mr. Tranfaglia seconded the motion simultaneously. Approved.

Old Business

1. Mr. Thibeault clarified the status of Hyde and State Aid funds. He too explained the position of overdue bills and brought the trustees up to date on staff recall plans.

2. Mr. Thibeault then focused on the status of wood-work restoration of the "Basch Room." About \$7,000 remains in the account to finish the project. The job should be completed this summer.

3. Mr. Thibeault began discussion of the Library Long Range/Strategic Plan-5 years. A sub-committee was tentatively formed with Mr. Dalton as Chair, the possibility of Erin Flaherty as a member. Mr. Thibeault will join the committee, as will Ms. Gutting. A member of the Friends will be asked to represent supporters of the library.

New Business

1. Members who will be seeking re-election were reminded of the need to draw papers.

2. Mr. Dalton moved that five Dell Vostro mini towers be purchased with whatever sum is needed from State Aid to complement the contribution of the Friends of the Library. Ms. Brazil and Mr. Tranfaglia seconded the motion which gained rapid approval.

3. Preliminary discussion was held on the proper retirement celebration for Mr. John Cronin. August was designated as the best time for this party.

4. Mr. Matarazzo won the applause of the trustees when he announced that he was going back to an old custom, and that the trustees would not meet in July and August unless an emergency arises.

Next Meeting

The trustees will meet next on Wednesday, September 9, 2009, at 6:30 P.M. in the Hazlett Meeting Room.

Adjournment

Mr. Dalton moved to adjourn the meeting at 7:29 P.M. Ms. Brazil quickly seconded the motion which met instant approval.

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**Outstanding Invoices/Debt (as of 6/24/09)<sup>1</sup>**

| <u>VENDOR</u>            | <u>AMOUNT OWED</u> |
|--------------------------|--------------------|
| Atlas Alarm              | \$849.00           |
| AmSan                    | \$134.05           |
| ABD                      | \$189.74           |
| Amsterdam Press          | \$18.91            |
| ATS                      | \$105.00           |
| Basch Subscriptions      | \$14.11            |
| Baker & Taylor           | \$1,000.93         |
| Datel Communications     | \$161.00           |
| Dean News                | \$117.00           |
| Gale Cengage             | \$588.64           |
| Harris InfoSource        | \$159.00           |
| Ingram                   | \$22.63            |
| Information Publications | \$128.00           |
| Keane Fire & Safety      | \$277.80           |
| Learning Express LLC     | \$3,585.00         |
| OCLC                     | \$323.15           |
| Reader's Digest          | \$27.96            |
| Recorded Books           | \$118.55           |
| Reliance Label           | \$9.57             |
| Simon & Schuster         | \$31.92            |
| Thomson West             | \$473.00           |
| Woodside Ace Hardware    | \$51.39            |
| <b>TOTAL</b>             | <b>\$8,386.35</b>  |

**Subscription Items owed (as of 6/24/09)<sup>2</sup>**

| <u>VENDOR</u> | <u>AMOUNT OWED</u> |
|---------------|--------------------|
| NADA          | \$90.00            |
| NewsBank      | \$4,330.00         |
| <b>TOTAL</b>  | <b>\$4,420.00</b>  |

<sup>1</sup> Invoices unpaid/unencumbered

<sup>2</sup> Invoices for services not yet renewed

**LIBRARY EXPENDITURES**

Period: **March - June 09**

| <u>Payroll Date</u> | <u>Pay Total</u> | <u>Subtotal Pay</u> |
|---------------------|------------------|---------------------|
| 13-Mar              | \$10,106.35      | \$10,106.35         |
| 27-Mar              | \$8,835.30       | \$18,941.65         |
| 11-Apr              | \$7,759.72       | \$26,701.37         |
| 24-Apr              | \$7,660.72       | \$34,362.09         |
| 8-May               | \$7,792.72       | \$42,154.81         |
| 22-May              | \$7,726.72       | \$49,881.53         |
| 5-Jun               | \$7,660.73       | \$57,542.26         |
| 19-Jun              | \$7,858.72       | <b>\$65,400.98</b>  |

| <u>P.O. Date</u> | <u>Hyde Fund</u> | <u>Subtotal Hyde</u> |
|------------------|------------------|----------------------|
| 25-Mar           | \$3,597.50       | \$350.00             |
| 14-Mar           | \$2,569.84       | \$2,919.84           |
| 21-Apr           | \$2,225.00       | \$5,144.84           |
| 6-May            | \$275.00         | \$18,395.20          |
| 16-Jun           | \$12,975.36      | <b>\$18,120.20</b>   |

| <u>Utilities</u> | <u>Date</u> | <u>Amount</u>   |
|------------------|-------------|-----------------|
| Nat. Grid        | 29-Apr      | \$5.90          |
| Verizon          | 29-Apr      | \$75.23         |
| Nat. Grid        | 6-May       | \$314.88        |
| AT&T             | 6-May       | \$30.83         |
| Nat. Grid        | 9-Jun       | \$244.27        |
| <b>TOTAL</b>     |             | <b>\$671.11</b> |

| <u>TOTAL EXPENDITURES</u> |                    |
|---------------------------|--------------------|
| Payroll                   | \$65,400.98        |
| Pos Hyde                  | \$18,120.20        |
| Utilities                 | \$671.11           |
| <b>TOTAL</b>              | <b>\$84,192.29</b> |

**STATUS: DISCRETIONARY FUNDS**  
as of 6/24/09

| <u>FUND NAME</u> | <u>AMOUNT</u> |
|------------------|---------------|
| Hyde Fund        | \$12,667.37   |
| State Aid        | \$15,228.84   |
| LSTA             | \$0.85        |
| New Books        | \$2,132.96    |
| Hazlett Fund     | \$638.48      |
| Carr Grant       | \$777.00      |