



Board of Trustees
Winthrop Public Library & Museum
2 Metcalf Square
Winthrop, Massachusetts 02152-3159

NOTICE: BOARD OF TRUSTEES MEETING

The Winthrop Public Library Board of Trustees will meet on **Thursday, June 17th, 2010.** Meeting will commence at **6:30 p.m.** in the Hazlett Meeting Room, Winthrop Public Library & Museum, Two Metcalf Square, Winthrop, MA 02152-3159.

Agenda

1. Reading and acceptance of minutes from the previous (May 12, 2010) meeting.
2. Director's update
3. Old Business
 - ** Basch Room [discussion]:**
 - *Dedication date? Ceremony?*
 - *Furnishings etc.*
 - ** Tote bags (promotional tool) [discussion/action]**
4. New Business
 - ** Retiring of books on tape format**
 - ** Board letter to the Town Manager re: regionalization plans**
 - ** Circulation Policy [discussion/action]**
6. Date of Next Meeting
7. Motion to adjourn



**Board of Trustees
Winthrop Public Library & Museum
2 Metcalf Square
Winthrop, Massachusetts 02152-3159**

MINUTES

Trustees meeting, June 17, 2010, Edward A. Hazlett Meeting Room, Winthrop Public Library & Museum

Mr. Tranfaglia, Vice Chair, called the meeting to order at 6:37 p.m. The following named trustees were present: Betty Peabody, John Tranfaglia, Richard Tyrell and Virginia Wallace. The Library was represented by Alan Thibeault, Director.

Minutes:

Ms. Peabody moved to accept the minutes of the May 12, 2010 meeting, including executive session, as presented. Mr. Tyrell seconded. Motion passed (Yes = 4, No = 0)

Director's Update:

A. Town Hall update:

Mr. Thibeault informed the Board that the Town's budget for fiscal year 2011 has been approved by the Town Council. The Town Council voted to withhold approximately \$240,000 in School Department funds on contingency. The library's appropriation of \$474,334 was approved as submitted. He expressed confidence that the appropriation would be sufficient to retain certification, although a waiver from the Massachusetts Board of Library Commissioners will be required.

The Town Manager plans to reorganize the office spaces in Town Hall. This move is in anticipation of the School Department's administrative offices moving into the building. Current departments occupying the building will be relocated to increase efficiency, workflow and enhance customer services. There are concerns that the building's electrical system will require work in order to accommodate the new plan.

The Town is changing its financial management software next month. Softrite will replace the current MUNIS system. Richard Allen, Technical Services Librarian, is working with Michele Karas, MIS director, on the conversion.

The Town has hired Peter Lombardi as Grants Writer. Mr. Tranfaglia expressed hope that Mr. Lombardi will help the Library to obtain more grant monies.

NOBLE will be changing the Library's staff computers from the current secure telecomm connection to Comcast Business Class Cable connection in the spring of 2011. The change is expected to save NOBLE approximately \$33,000.00 per year; savings that will help keep our NOBLE membership costs down.

B. Financial Report: Mr. Thibeault presented the financial report as of June 15, 2010. He reports that the 15% threshold for materials has been achieved. He believes that the Library will have expended at total of approximately \$476,000 by the end of the fiscal year. The exact amount will not be known until after the Town closes out its fiscal year 2010 books.

C. The long range planning survey was presented to the Board.. It was put together by Trustee Stephen Dalton, Mr. Thibeault, and Assistant Director Ann Gutting. Mr. Thibeault is waiting for payment to reach Survey Monkey so that our unlimited account can be established and the survey can be put online. Mr. Tranfaglia and Ms. Peabody expressed satisfaction with the survey as written.

D. Town Wide Yard Sale: BookEnds will participate in the sale on June 19, 2010 from 10 a.m. to 1 p.m. Joe Neville from the Friends, Mr. Thibeault and Mary Connolly from the Children's Library will operate BookEnds during the sale and be available to issue library cards and assist customers. Mr. Thibeault invited Board members to assist. Mr. Tranfaglia, Ms. Peabody and Ms. Wallace volunteered. Mr. Tyrell has a prior commitment.

E. Open Meeting Law: Mr. Thibeault explained the new open meeting laws which go into effect on July 1, 2010. He briefed the Board on how it and the Library will meet the new requirements. Mr. Tyrell expressed dismay at the requirement that all discussions in open meeting be summarized in the meeting's minutes. He opined that any summary of discussion would have to "subjective," and therefore open to possible challenge by outside parties.

Old Business:

Basch Room:

Mr. Thibeault reported that the restoration work remains nearly finished. Richard Lombardi has informed him that he intends to finish by June 19th. Mr. Thibeault expressed cautious optimism that it would be done by that date but stated the the work was 99% complete. Mr. Tyrell concurred.

Mr. Thibeault requested that the Board approve an expenditure of up to \$4,000.00 from State Aid funds to purchase new furniture - two arm chairs, a sofa and coffee table - as a contingency. He expressed hope that the Library might secure an outright donation or a discount on the items. Mr. Tranfaglia expressed that there was no rush on the matter as the completion date remains uncertain. Mr. Thibeault and Mr. Tranfaglia both stated their preference that any further deliberative planning of the dedication ceremony be postponed until the next Board meeting so that James Matarazzo, Chair, may participate. Mr. Tranfaglia also opined that any dedication ceremony would be unlikely to occur before the fall. There was no motion to approve the expenditure. Mr. Thibeault will continue to pursue the matter with retailers and dealers and report back to the Board at its next meeting.

Tote Bags: Mr. Thibeault presented an informational briefing to the board on prices and styles for promotional tote bags. Ms. Peabody and Mr. Tranfaglia both expressed their preference for either cotton or canvas bags. Mr. Thibeault will put together a proposal to include vendor, style, design, quantity, marketing and pricing for the Board to take up at its next meeting.

New Business:

Books on Tape: Mr. Thibeault presented a plan to retire books on cassette tape as a format that the Library will offer. There are currently 613 titles in the BOT collection, none of which has been checked out since July, 2008. Mr. Thibeault stated that BOT is a diminishing format and plans to de-access most or all of the collection. Item de-accessed items will be turned over to BookEnds for sale and/or disposal. Any retained items will be

stored in the Technical Services room but remain part of the circulating collection. Mr. Thibeault stated that he intends to create a Young Adult Area in the collection's present location. Ms. Peabody expressed her approval of the plan to create a modest Young Adult Area, with hopes for future expansion of services. No vote was required and there were no objections by Board members.

Regionalization: The Board considered a draft letter to the Town Manager on regionalization of library services. Each Board member present expressed their concern about the concept of regionalization. Mr. Tranfaglia stated that he didn't see any benefit to the Library in terms of services and resources in any possible regionalization initiative. Mr. Tyrell stated that he feared loss of local control over library policies and management. Mr. Tranfaglia wondered if regionalization was in accord with the Town Charter and expressed concern that the Board would lose its authority in Library management. Mr. Tyrell worried that the Director would have to spend more time at the other library or libraries involved in the plan, negatively impacting services and management at Winthrop's Library. Ms. Peabody discussed the very different demographics of the three communities involved in the initiative, stating that the directorship would be extremely difficult to manage. Ms. Wallace expressed concern that Mr. Thibeault might not be retained as Director under such a scheme. Mr. Tranfaglia stated that he felt that the letter as currently drafted, needed more work to clearly express concerns over matters of process, funding and governance. Ms. Peabody moved to postpone a vote on the letter. The motion was seconded by Ms. Wallace. The motion passed (Yes = 4, No = 0). Mr. Tranfaglia directed Mr. Thibeault to look at and revise the letter putting the matters before the Town Manager in question format and email the revised letter to Board members for individual examination. The Board will consider the revised letter at the next meeting.

Circulation Policy: Mr. Thibeault presented a new Circulation Policy to the Board for approval. He explained that the new policy will replace one from 1998, reflects current practices and conforms to NOBLE and American Library Association standards and policies. Ms. Peabody moved to approve the new policy. Ms. Wallace seconded the motion. Motion passed (Yes = 4, No = 0).

Materials Appropriation: Mr. Thibeault requested that the Board approve the expenditure of up to \$2,000 for book and CD/DVD purchases from the New Books Fund. The extra money is needed as the materials budget is all but exhausted and pending bills incurred in fiscal year 2010 cannot be paid from fiscal year 2011 funds. He stated that heavier than normal purchasing in July, 2009 to restore the currency of the collection following last year's defunding followed by routine purchasing throughout the rest of the fiscal year left the Library short of funds. Purchasing should level out in fiscal year 2011. Ms. Wallace moved to approve the expenditure from the New Books Fund. Ms. Peabody seconded the motion. Motion passed (Yes = 4, No = 0).

Next Meeting:

The Board will meet next on Wednesday, July 21, 2010 at 6:30 p.m. in the Hazlett Meeting Room.

Adjournment:

Ms. Peabody moved to adjourn the meeting. Ms. Wallace seconded the motion. Motion passed (Yes = 4, No = 0). Meeting adjourned at 8:21 p.m.

RT
Richard Tyrell, Secretary

**FY10 LIBRARY
FINANCIALS as of 15JUNE
2010**

LINE ITEMS	.1 JULY 09	Current \$\$ Available	\$\$ Spent	% Spent
Payroll	336,847.00	23,663.60	313,183.40	92.97%
S&E Non-Materials (see Non-Materials details below)	18,000.00	-2,287.72	20,287.72	112.71%
S&E Materials** (see compliance levels below)	74,966.00	2,579.21	72,386.79	96.56%
NOBLE	48,282.00	840.72	47,441.28	98.26%
Contract Services	3,800.00	3,800.00	0.00	0.00%
Utilities	15,929.00	2,029.44	13,899.56	87.26%
Conference	1,500.00	895.88	604.12	40.27%
OVERALL	499,324.00	31,521.13	467,802.87	93.69%

DISCRETIONARY FUNDS	7/1/2009	Expen'tures	FY10 Deposits	Current \$\$ Available
.State Aid	15,228.84	2,939.59	11,582.08	24,029.13
.George Hyde Fund	12,667.37	4,575.28	315.00	8,407.09
.Hazlett Children's Fund	805.03	600.00	835.00	1,040.03
.New Book Fund	2,170.21	0.00	186.00	2,356.21
.Carr Museum Fund	777.00	0.00	110.00	887.00

S&E NON-MATERIALS DETAIL	18,000.00	Current \$\$ Available	% Spent
S&E Admin	6,000.00	-512.06	109%
S&E Bldg Mnt	6,000.00	-2,910.85	149%
S&E Tech Serv	6,000.00	1,135.19	81%
Remaining Overall		-2,287.72	

****S&E MATERIALS COMPLIANCE	Spent		
59,918.88	72,386.79	120.81%	<--12% compliance
67,408.74	72,386.79	107.38%	<-- 13.5%
74,898.60	72,386.79	96.65%	<-- 15%
TOTAL S&E (Materials minus Non-Materials deficit)		291.49	

2579.21 minus 2287.72

-- Long Range Planning Survey Draft --

The Winthrop Public Library & Museum is creating a plan for library service over the next three to five years. This survey is your chance to comment on present library services and to let us know what services you would like to see in the future. The survey is 22 questions long and should only take about 10 to 12 minutes to complete. Thank you for your help in shaping your library.

1. Are you

- Male
- Female
- Would rather not say

2. Age

- Under 9
- 9-12
- 13-17
- 18-24
- 25-29
- 30-39
- 40-49
- 50-64
- 65 +
- Would rather not say

3. What language(s) are regularly spoken in your home?

- English
- Spanish
- Albanian
- Arabic
- Portuguese
- Russian
- Other: _____

4. Do you have Internet access at home?

- Yes
- No

5. Regardless of whether or not you have Internet access at home, do you access the Internet at the library?

- Yes
- No

6. Do you have a library card?

- Yes, I have a Winthrop card
- Yes, I have one from another community: _____
- No.

7. How often do you use the library?

- Once per week or more (go to question 9)
- 1-3 times per month (go to question 9)
- Less than once a month (go to question 9)
- Never (go to question 8)

8. If you don't use the library, why not? (check all that apply, then go to question 9)

- * Hours aren't convenient – Please tell us what hours would be better: _____
- * Library doesn't have anything I want
- * Poor customer service
- * I buy my books and movies
- * I go to another library: _____
- * Other reason: _____

9. What days and times do you usually use the library? (check all that apply)

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- * Morning
- * Afternoon
- * Evening
- * All of the above

10. We are open 40 hours per week, Tuesday through Saturday between Labor Day and Memorial Day and Monday through Friday during the summer. Are our current hours and days adequate to your needs? (If your answer is no, check all that apply)

- * Yes
- * No, not enough evening hours
- * No, not enough morning hours
- * No, would like the library to be open on Saturdays all year long
- * No, would like the library to be open on Sundays
- * No, other reason: _____

11. For which of the following reasons do you come to the library? (check all that apply)

- Recreation
- School/formal education
- Job/career
- Business/finance
- Independent learning

- Children's services
- Public computers
- Wireless Internet access (WiFi)
- Quiet study/reading space
- Programs (concerts, speakers)
- Group activities (knitting, Mystery Book Discussion Group, organizational meetings)
- Other: _____

12. Which of the following services do you use at the library? (check all that apply)

- Borrowing books
- Borrowing movies
- Borrowing music
- Borrowing children's books
- Borrowing children's movies
- Borrowing children music
- Children's story hours
- Borrowing framed art prints
- Public PCs for Internet access
- Public PCs for Word/Excel/Powerpoint
- Local history resources
- Community information
- Personal study
- Job finding
- Reference services
- Magazines
- Newspapers
- Photocopier
- Microfilm
- Museum collection
- Meeting rooms
- Museum passes
- Online subscription databases (EBSCO, Genealogy, NADA Used car guides, test preparation)
- Income Tax forms
- College/scholarship information
- Test preparation (books and guides)
- BookEnds (book store)
- E-books
- Audiobooks
- Other: _____

13. Which of the following library services do you access online from outside of the library:

- Renewals for borrowed materials
- Placing holds on library materials
- Requesting materials from other libraries for pick up at our library

- Subscription-based databases offered free of charge to our patrons that they can access either at the library or from a home/work PC (EBSCO Magazine and Journal Articles, Heritage Quest Online, Gale Legal and Business Forms, America's Genealogy Bank, Global Road Warrior, etc.)
- Overdrive downloadable audiobooks
- Overdrive downloadable e-books

14. How would you rate the following services overall?

	Excellent	Good	Fair	Poor	No Opinion
Staff knowledge & helpfulness					
Adult services (circulation etc.)					
Children's services (circulation etc.)					
Adequacy of our collections					
Public PCs					
Story Hours					
Meeting Rooms					
Quiet study areas					
Reading room					

- Specific comments: _____

15. Have you visited our Web site (<http://www.noblenet.org/winthrop>)

- Yes (go to question 16)
- No (go to question 17)
- I didn't know that the library had a Web site (go to question 17)

16. Do you find the Web site easy to use?

- Yes
- No
- If no, why? _____

17. Which electronic devices do you use regularly (check all that apply)?

- VHS player
- DVD player
- Personal computer
- Audiocassette player
- CD player (personal or in your car)
- MP3 player (personal or in your car)
- Game system (PlayStation, Nintendo, Xbox, Wii etc.)
- Smart phone (iPhone, iPod Touch, Blackberry, Droid etc.)
- E-book reader

18. Are you satisfied that our facilities are:

YES NO

Safe?
Well-lit?
Clean?

19. Does the library adequately use its existing space and facilities?

* Yes

* No, please explain: _____

20. Below are some additional services the library could consider formally offering. Please check off up to five services that you would be most interested in.

- Film programs (public showings of movies at the library)
- Fee-based or free informational programs (Feng Shui, alternative health therapies, flower arranging, tax preparation classes, drawing, etc.)
- Adult education
- English classes/conversation groups
- Videogames (Nintendo, PlayStation, Xbox, Wii)
- Poetry slams/readings
- Café (coffee, tea, light snacks)
- Public Fax
- Art displays
- Board game (Scrabble, chess etc.) tournaments
- Classes/workshops on job finding
- Computer training
- Dedicated MP3 audiobook or e-book download station
- Open on Saturdays year-round
- Open on Sundays
- Other suggestions: _____

21. Which of the following roles do you think the library should play in this community? (check all that apply)

- Recreational and cultural asset (entertainment: books, movies, music, programs, etc.)
- Educational center for lifelong independent learning and study
- Educational resource for students of all ages
- Center for civic and cultural discourse
- Informal public gathering place

22. Please offer any additional comments you wish: _____



TOWN OF WINTHROP

Late Spring 2010

To: Boards & Committees & Public Bodies in the Town of Winthrop

From: Carla Vitale, Town Clerk

Re: New Regulations in Open Meeting Law & Public Records Law

When: To take effect July 1, 2010

Serious changes in Open Meeting Law and Public Records Law will take effect on July 1, 2010 across the Commonwealth. The Attorney General has created a new office, Division of Open Government, as well as an Open Meeting Law Advisory Commission to create training initiatives and enforce new regulations.

These new regulations will change how we do business going forward in the Town Clerk's Office. Please make yourself familiar with our new posting and minute requirements explained in this memo.

Going forward posting a meeting for a public body will require a member of the committee to use committee letterhead or the form included in this memo. The posting will require an agenda. The agenda should include all topics the Chair thinks may be covered at the meeting. The "poster" will be able to email, fax or personally bring to our counter the posting. Each time there is a change to the posting, cancellation or addition, it will be the responsibility of the poster to create a whole new posting.

Within 30 days of a meeting, it is the responsibility of the Chair, to mail, email or hand carry the minutes of a meeting to the Town Clerk's Office. Those minutes must include summary of discussion on each subject, list of documents or exhibits used at the meeting, decisions made and actions taken at each meeting including the record of all votes. Specifically no longer will be a voice majority minutes will include number of votes in the affirmative and number of votes against each motion. It is strongly encouraged that Boards & Commissions with Town Webpages, will designate someone to regularly post Minutes to the webpage. The Town Clerk's Office is not staffed to be the WebMaster for each and every Board and Commission in the Town, please delegate this responsibility to someone in the Board or Commission to remain in compliance.

In closing, as a member of a public body, it is your responsibility to learn about these changes and to be in compliance of said laws. It is anticipated that this summer, the Division of Open Government will put out training materials and more clear clarifications of what is expected at the local level. As that information becomes available, the Town Clerk's Office will send those communications to you via email. Please also check frequently the Town Clerk's web page for updated information. Until then, please use the enclosed material to familiarize yourself with the law and feel free to contact our office at any time. Thank you for your anticipated understanding and compliance.

CHANGES TO THE OPEN MEETING LAW & PROCEDURES FOR COMPLIANCE

Below is a summary of the new rules pertaining to the Open Meeting Law, effective July 1, 2010, and my proposals on how I think we can best comply with them:

* **Requirement 1:** Meetings must be posted on Trustees letterhead at least 48 hours (two full business days) prior to the meeting AND posting must include an agenda listing all topics the Chair thinks will be discussed (new and old business).

COMPLIANCE: I have created a Trustees letterhead for this purpose. I will prepare a draft agenda at least ten days prior to the meeting and email it to the chair for approval. Once approved by chair, I will provide the draft agenda to the other members of the board that they can "vet" to see if there is anything they wish to add. I will handle the official posting and ensure it is accomplished within the mandated time frame. I am leaving out the specifics of my Director's Briefing in the agenda. However, a summary of my briefing will be included in the minutes (see requirement 3, below). Since my briefing is not new or old business, the specifics need not be announced ahead of time.

* **Requirement 2:** A copy of the minutes must be provided to the Town Clerk NLT 30 days after the meeting.

COMPLIANCE: I will handle this (see requirement 3, below). Once I've typed up the minutes, I'll provide a copy to the secretary for informal approval. Once he/she approves, I will provide the copy to the Town Clerk. This will not effect the board's responsibility to formally approve (by vote) the minutes at the next scheduled meeting.

* **Requirement 3:** Minutes must include a summary of discussions on each topic, copies of any documents or exhibits used, decisions made, record (by count) all vote results.

COMPLIANCE: The secretary will record the minutes, bearing in mind that a narrative of points made by board members or others present must be included in the minutes. After the meeting, I will make a Xerox copy of the clerk's minutes and prepare a formal set of minutes from it; consulting with the secretary during this process as is necessary. I will include all handouts, documents etc. used at the meeting (financial report or other documents provided to board members at the meeting). I will ensure that motions made, seconded, discussion summary and the exact count on all votes cast is included. I will create a single, multi-page electronic document that includes all of this material.

* **Requirement 4:** Minutes must be posted to the Town's Web site.

COMPLIANCE: I will handle this. Michele Karas is supposed to be setting up an account for me so I can accomplish this.

Price comparison: Tote Bags

<u>Vendor</u>	<u>Description</u>	<u>Cost per Unit</u>				<u>Remarks</u>	<u>Est. Cost 500 Printed</u>
		<u>50</u>	<u>150</u>	<u>250</u>	<u>500</u>		
Crestline	Cotton Duck, 13.5x14	3.29		3.13	2.89	Printing set-up \$39	\$1,484.00
Crestline	Light Cotton, 15x15.5	2.55		2.49	2.35	Printing set-up \$30	\$1,205.00
Amsterdam	Die cut nylon handle 10x10 Polypropylene			1.79		Logo charge \$29.95 Printing set-up \$40.00	\$964.95
Amsterdam	Polypropylene, 11.5x12.5		2.99				\$1,495.00
Artpromos.com	Canvas, 15x16		2.89		2.49	Printing set-up \$45.00	\$1,290.00
Artpromos.com	Polypropylene, 16x12		1.45		1.39	Printing set-up \$45.00	\$740.00



Winthrop Public Library & Museum
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June 17, 2010

Mr. James McKenna, Town Manager
Town of Winthrop
One Metcalf Square
Winthrop, MA 02152-3159

SUBJECT: Regionalization of Library Services

Mr. McKenna:

The Library's Board of Trustees would like to take this opportunity to share our thoughts about the concept of "regionalization" of library services.

We are cognizant of our obligation to do what's right for the citizens of Winthrop in working with local municipal governments to retain the highest possible level of library services as economically as is possible. This is particularly true in the current fiscal environment. Further, it is our hope and expectation that the Metropolitan Area Planning Commission will consult with this board in its ongoing study.

The MAPC study may ultimately find multiple means for service enhancements/efficiencies through collaboration and consolidation of certain administrative, operational functions and public service offerings among the libraries involved. Perhaps some sort of regional management structure might be created to oversee the operation of the two or three libraries involved. We are willing to consider such measures, once proposed, to determine whether or not they will meet the operational requirements of this library. This board firmly believes that any "regionalization" agreement into which we enter must be crafted so as to avoid any shared funding arrangements that would result having to close the Winthrop Public Library & Museum for lack of sufficient municipal funding should the agreement be abandoned at some future date.

We also recognize the possibility that the MAPC's study may simply result in a finding that "sharing" a library director with Revere and/or Chelsea is the best strategy to adopt at the present time. In the short-term, a shared directorship would mean temporarily sacrificing existing management efficiencies in the interests of near-term financial savings. In recognition of the current fiscal crisis, we would be willing to support prudent, temporary measures which help preserve library services in Winthrop while easing the town's current fiscal burden.

However, any "regionalization" agreement consisting merely of a shared director, while addressing short-term fiscal problems, **must and will** result in the loss of management efficiency. It is our belief,

born of experience, that the directorship of the Winthrop Public Library & Museum requires a full-time commitment. To think otherwise is delusional. Simply splitting the director's time between two or three libraries, while providing short-term fiscal relief, is not a viable long-term solution. To adequately meet the long-term demands of running a municipal library (be it in Winthrop, Chelsea or Revere), a full-time director is a basic long-term requirement.

Thus, it is our position that the language of any regional agreement for a shared director must recognize that the situation is temporary and being undertaken under emergency conditions in the interests of short-term preservation of services. Once these emergency conditions pass, the directorship of the Winthrop Public Library & Museum must, at the discretion of this board, be restored to full-time status.

We further believe that any library participating in such a shared directorship arrangement must provide an assistant director (or equivalent position) to oversee day-to-day, facility-level operations. This is because the director, due to the demands of a managing multiple municipal libraries must, of necessity, be less involved in day-to-day operations at each location and be most involved in time-intensive, big-picture responsibilities: budgeting, ensuring compliance with certification requirements, financial management, personnel administration, strategic direction, policy formulation, departmental reporting and relations with elected and appointed officials as well as members of the communities involved. In the absence of an on-site assistant director (or equivalent) overseeing day-to-day operations at each library, the director's job will quickly become unmanageable.

Thank you for your time and attention on this important matter. Our board remains ready and eager to work with your office, the MAPC and the communities involved in any contemplated regionalization initiative.

Sincerely,

James A. Matarazzo, Chair

Stephen Dalton

Betty Peabody

John Tranfaglia

Richard Tyrell

Virginia Wallace

Cc: Alan Thibeault, Director, Winthrop Public Library & Museum
Joseph Domelowicz and Josh Monahan, Metropolitan Area Planning Commission