

**Board of Library Trustee Meeting Minutes June 29, 2000 8:00 p.m.**

Present: Marjorie Hill - Devine, Director  
David Redgrave, Trustee Chair  
Steve Dalton, Trustee  
Phyllis Greene, Trustee  
Donald Ford, Trustee  
Jack Meehan, Trustee

Meeting was called to order by Mr. Redgrave.

Motion to accept minutes of May Trustee Meeting by Donald Ford, seconded by Steve Dalton, accepted unanimously.

**OLD BUSINESS: *Negotiation Committee Membership:***

MHD reports that Trustee Hazlett formerly requested to be on the union negotiating committee for the upcoming Library union negotiations but he is having surgery and there is a question of whether or not he will be able to attend some of the meetings.

Mr. Redgrave states that two members of the board are usually sent to the meetings between the selectmen and the library union. It is possible that some of the meetings will take place this summer. Mr. Ford volunteered to be an alternate for Mr. Hazlett in the event that he cannot make a meeting.

Director Hill- Devine read a statement to the Board (see attached). Discussion ensued on its contents. Ms. Greene supports and agrees with the context of the letter. Trustee Meehan would prefer to hold his comments until his portion of the meeting.

Trustee Dalton agrees with the contents and states that there has been a tremendous amount of growth in the library during the tenure of the present Director. He understands the spirit of her letter and would like to publicly thank her for her contributions to the Library.

Trustee Ford agrees with Mr. Dalton's assessment.

Mr. Redgrave also agrees, and acknowledges that there are some problems that we should jointly work to overcome.

***New Assistant Director/ Reference Librarian:*** Director Hill-Devine reports that the new Assistant Director/Reference Librarian, Ann Gutting, will be at the library the afternoon of 1/5 to get acclimated. She will officially begin work on 7/10 despite the fact that it coincides with the Director's vacation.

***Building Matters:*** Director Hill-Devine reports that she is in the process of getting three electrical lighting quotes for the 3rd floor. She received one quote already to rewire, provide better illumination and new sconces for \$3675.00.

Mr. Redgrave explains that we need to replaster the third floor ceilings. The money is already encumbered for this. Before replastering begins the poor lighting situation needs to be rectified.

***Gutters:*** Ms. Hill-Devine reports that she is still getting estimates for the repair and replacement of the downspouts. She would like to get this taken care of ASAP as it has been going on for a while.

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**State Aid Request:** (see attached)

General discussion regarding the state aid requests as outlined on the State Aid sheet. Much of the discussion centered on the purchase of 2 or 3 new Dell PC's. Ms. Hill-Devine reports that one will be given to the new Assistant Director and another to replace the public PC outside of the Administrative Assistant's office. The third PC would be used as a spare in the event that one goes down. It was the general consensus that this item was too expensive to be left dormant. The board felt that they could approve the purchase of an additional PC if the situation warranted it at a later date. Director Hill-Devine reminds the board that the PC prices are part of a state "Big Buy" from Dell and she is sure they will offer another one soon. Trustee Dalton asks if Rich could prepare a rationale to consider the third computer and they will revisit the question.

Motion by S. Dalton to approve the State Aid expenditures outlined in the sheet of \$6774.00.

Seconded by Donald Ford.

Trustee Meehan abstained from voting because he is not sure he understands the State Aid request sheet.

Motion carried by four votes.

**Noble PC Support:** The Director reviewed aspects of NOBLE's PC Support program. It does not cover hardware but can eliminate software as the source of a problem. The library has discontinued its separate PC hardware contract due to cost. This year's NOBLE PC Support Program cost \$1620.00 to cover 17 PC's. (Base fee of \$250.00 and \$80.00 per PC.) As there will be some money left in the NOBLE line item after membership and EBSCO fees, \$1294.00 will be needed from state aid to complete the PC Program cost. She is not asking for a vote at this time. Discussion ensued.

**NEW BUSINESS:**

***MBLC Propose new Summer Hours Definition Change:***

Director Hill-Devine reports that the MBLC is proposing to change the definition of summer hours from the current definition of June, July, and August to July and August only. The number of hours open is a criteria for compliance with State Aid. This may become effective 2004 and The MBLC is looking for feedback. She is urging all of the board members to call and give their opinions. MHD sees two problems with this course of action: union issues and money issues. Discussion ensued.

Trustee Dalton wonders if the present union contract defines "summer hours". MS. Hill-Devine will review contract and bring this to the attention of Virginia Wilder and Town Counsel. All trustees are in agreement that the staff needs two days off in a row as a morale booster during the summer. Chairman Redgrave wonders if the weekday hours could be increased to circumvent this problem. Further discussion is needed.

**Staff Request:** Staff have requested the library close at 5:00 PM on Fridays during the summer instead of 6:00. They would be willing to come in at 9:00 am instead of 10:00 am. Discussion ensued. Mr. Dalton suggested that this not be a permanent change until all of the financial and union issues have been explored.

Motion by Trustee Meehan to change the hours during the summer on a Friday from 10-6 to 9-5 and to

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close the Library this July 3, 2000.

Mr. Redgrave states that he cannot accept the second half of the motion until it has been discussed. Mr. Dalton also suggests that he amend the motion to change the hours for this year only.

Motion by J. Meehan for the hours that the staff requested for this summer be put into effect for July and August, 2000, from 9:00 am to 5:00pm. Seconded by S. Dalton. Passed unanimous.

Trustee Meehan proposes that the library close Monday July 3, 2000 so that the staff could better enjoy the 4th of July. Discussion ensued on the legality of closing the library without Town Hall approval and being in violation of the union contract.

Motion by S. Dalton that pending discussion by Ms. Hill-Devine with Virginia. Wilder on legality of closing for the whole day, we will close the library accordingly with Town Hall.

Second by D. Ford. Voted unanimous.

***Summer hours in the Children's room:***

Discussion ensued on the need to provide more access to the Children's room while the children are out of school. Financial, union and safety concerns were discussed. Trustee Meehan would like to hear from Ellen Nickerson on this issue. Trustee Dalton suggests targeting this for next summer when all the concerns could be explored.

***Trustee Meehan:*** Trustee Meehan responded to the previously read Director's statements by saying that he represents the people of Winthrop and that he is sorry that he sees things in a different way than she has expressed in her letter. He went further on to explain to the board that he was not happy with the orientation that he received as a new board member. He is unsure of what he should be doing and does not feel that things are being run properly. He cannot understand why there is no Trustee manual. To prove his point he mentioned some materials that he received from the MBLC concerning how to operate Library Trustee boards. He is upset and confused because there do not seem to be any Bylaws for the current board. He feels that this is a violation. He feels the board is at times unorganized and should be made up of several adhoc committees that should not be limited to board members only. He used a Human Resources Committee as an example. He also notes that the MBLC suggests that the Chair hold office for no longer than a year so that fresh ideas and perspectives could be brought to the board. He also mentioned that he spoke to Town Counsel and it is illegal to operate without Bylaws.

Mr. Redgrave responded that the board must work within the confines of the Town. We have enabling Town Bylaws, which allow us to exist. He asks Mr. Meehan to forward copies of the material he is quoting along with his comments to him.

Trustee Dalton feels that if Mr. Meehan has access to documents that the rest of the board does not have it would be more productive to give positive suggestions and a concrete plan of action than

criticisms. He apologized for not orientating Mr. Meehan properly and suggests that Mr. Meehan

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develop an orientation program for future trustee Board members.

Mr. Redgrave closes the discussion and goes on to other business.

***New Asst. Director budget for new reclassified salary:*** The Director reports that the reclassified salary is not budgeted for even though the Personnel Board had approved it. A transfer request must be made to cover the additional expense.

MHD reports that former secretary, Pamela Corrado has agreed to fill the Administrative Assistant position on a temporary basis to rectify the end of year accounts until a replacement can be hired.

***Next meeting:*** Wednesday, August 2, 2000, 7:30 p.m.

Meeting adjourned.

Transcribed from tape by Pamela Corrado.