

**BOARD OF TRUSTEES
WINTHROP PUBLIC LIBRARY AND MUSEUM**

MINUTES OF BOARD OF TRUSTEES MEETING

Date of Meeting: Thursday, June 7, 2001

Time: 6:30 p.m.

Place: Hyde Meeting Room, Winthrop Public Library

Present: Stephen Dalton, Chairman; David Redgrave, Vice Chairman; John Meehan, Secretary; Edward Hazlett.

Staff Present: Marjorie Hill-Devine, Director; Ann Gutting, Asst. Director.

Observers: None

Call to order: 6:30 p.m.

Date of Future Meeting: Thursday, 28 June, 2001, 6:30 p.m., Hyde Room

Directors Report: None

APPROVAL OF MINUTES OF PREVIOUS MEETINGS:

Minutes of March 15, 2001.

Mr. Redgrave moves to accept; Mr. Hazlett seconds; vote unanimous.

Minutes of April 26, 2001.

Mr Redgrave moves to accept with minor corrections. Mr. Dalton seconds; vote unanimous.

Mr. Hazlett requests a progress report on mold reportedly found in children's room.

Minutes of May 17, 2001.

Mr. Redgrave moves to accept with minor corrections and amendments. Mr. Hazlett seconds.

Vote unanimous. Mr. Hazlett questions why town Board of Health has not received any report of possible mold in children's room. He also states he wants it on the record that the technical services room shall not be occupied without clearance from the Board of Health.

OLD BUSINESS:

REDUCTION OF PART-TIME EMPLOYEE WORK HOURS

Director Hill-Devine explained that recent Town-ordered budgetary cuts have resulted in \$8,500 being slashed from the library's part-time employee budget. She presented a form outlining the various part-time positions, present hours, recommended cuts, and explained her rationale and recommendations for complying with the Town Meeting ruling.

Discussion ensued regarding the possibility of any other options that might be available rather than cutting hours. Mr Meehan said he felt fairness dictates that the hours of the entire staff, be reduced and not just the permanent part-time positions; or that perhaps the artifacts in the museum might be sold, or maybe any other options might be available. Mr. Dalton explained that specific cuts were ordered by vote of Town Meeting, that

the full-time employee budget is a non-transferable, separate line item in the budget; Mr. Redgrave explains that even if Library items could be sold the funds would go into the Town budget. The possibility of using State Aid was also discussed and deemed unfeasible. Mr Dalton suggested that in the event a part-time employee resigns the Board should discuss further whether to fill the position or redistribute those particular hours. The Board reluctantly agreed there was no other option but to cut hours. Mr. Hazlett moved to accept the Director's recommendations as amended to include the understanding the Board will further discuss the hours distribution in the event of a resignation. Mr. Redgrave seconds.

Voting aye were: Mr. Hazlett; Mr. Dalton; Mr. Redgrave.

Voting no was Mr. Meehan.

Motion passed.

NOMINATIONS TO FILL VACANCY ON BOARD OF TRUSTEES

Library Director Hill-Devine said she was "very much concerned" when she heard that an older candidate was being proposed by Mr. Ford to fill a current vacancy on the Board of Trustees, explaining she has colleagues who work with trustee boards who's members are retired and that these older individuals have a very difficult time understanding today's workaday world. She cited the example of older retirees failing to realize that \$70,000 is not a very big salary in today's workplace.

She further explained that Mr. Ford's nominee has no library card which means he has not been in the library in the past ten years, while another candidate, proposed by both herself and Mr. Redgrave, has hands on, practical experience of the realities of the library; is in the workaday world; is a parent and the mother of a child who will be in the school system.

She said these qualifications are so far above those of someone who hasn't been in the library for ten years, that it is the height of "nitwitism" that there's a contest here.

Mr. Meehan said he thought that was an astounding comment in that the candidate was nominated by a member of the Board of Trustees who felt the gentleman was a worthy candidate, and one that he highly recommended.

The Director said that philosophically, if someone hasn't been in the library how would they have any knowledge. She said even Mr. Meehan had some knowledge of the Library operation before he joined the Board. Mr. Redgrave asked that comment be withdrawn. Mr. Meehan said let it stand.

Mr. Redgrave said he felt that the nominee proposed by both himself and the Director was extremely well qualified and explained his nominee was an excellent worker and performed a variety of volunteer work for the library and said he would personally like to see her on the Board. He also agreed that further discussion should be postponed until Mr. Ford was present.

Mr. Dalton reminded the Board it presently consisted of five men and he felt there was an advantage in having a woman on the Board and he also suggested the Board postpone discussion until Mr. Ford was present.

Mr. Hazlett agreed the discussion should be tabled until Mr. Ford, who was absent, be present at the next meeting.

Mr. Meehan moved that discussion be tabled until the next meeting. Mr. Redgrave seconds. Vote unanimous. Motion passed.

DISCUSSION OF MOTIONS BY MR. MEEHAN TO IMPROVE OPERATING PROCEDURES

Mr. Meehan introduced discussion of seven motions previously presented to the Board which largely advocate a number of measures recommended by the Mass. Board of Library Commissioners Trustee Handbook.

Motion 1. covering establishment of a Board specific set of bylaws was tabled pending provision of further information.

Motion 2. covering the establishing of a list of specific duties/responsibilities of Board officers was tabled pending provision of further information.

Motion 3. covering the establishment of a number of Board committees was tabled for further discussion.

Motion 4. covering a Board of Trustees evaluation of the library, the Board, the individual members and the director in accordance with recommendations of the MBLC trustee handbook, was approved and will be an agenda item at the next meeting..

Motion 5. covering verification of the safety of the children's room and the tech services room - discussion was held regarding authorization of testing by a laboratory to determine possibility of mold in children's room.

Mr. Hazlett moved to have ceiling tiles tested with written report furnished to the Board and payment for testing to come from State Aid, cost not to exceed \$500. Mr. Redgrave seconds. Vote Unanimous.

Motion 6. covering establishment of a communications protocol in which Mr. Meehan proposes several methods of enhancing internal communications including such items as an additional telephone line, better use of email, suggestion box, etc. Mr. Dalton and Asst. Director Gutting were appointed contacts with keys to enter Library in an emergency. Revised email address list will be produced.

Motion 7. covering the exploring possibilities of a chapter of the Friends of the Library. Mr. Meehan volunteers to handle.

RESIGNATION FOR HEALTH REASONS OF GENERAL ASSISTANT LIBRARIAN

Library Director reports Ms. Janet Finley, General Asst, Librarian, has resigned due to serious health problems. She said the position is being covered on a temporary basis and the job has been posted internally and will be advertised in the local press next week. She said she forgot to bring the employee's letter of resignation.

NEW BUSINESS

Asst. Director Ann Gutting recommended purchase of a Harvard Museum of Natural History pass at a cost of \$200 per year which will admit 2 adults and 2 children seven days a week from 9 to 5. Mr. Hazlett moves to accept with the stipulation the pass be paid for with State aid funds. Mr. Redgrave seconds. Vote unanimous. Motion passed.

OTHER

Director Hill-Devine reports NOBLE advocates purchase of new computer software and hardware. She passes out a three-page information handout and explains the proposed purchase. After discussion Mr. Redgrave moves that \$10,550 be allocated from State funds to comply with the NOBLE upgrade recommendation. Mr. Hazlett says he does not know what he would be voting for. Mr. Meehan says he will not vote on the motion and explains that he simply cannot walk into a Board Meeting and be asked right out of the blue to vote on what is to him a very complicated, confusing and expensive proposal. He said he is not negative toward the motion at all but simply does not fully understand it.

No second to motion. Motion fails.

Mr. Redgrave requests item be placed number one on next agenda's OLD BUSINESS section.

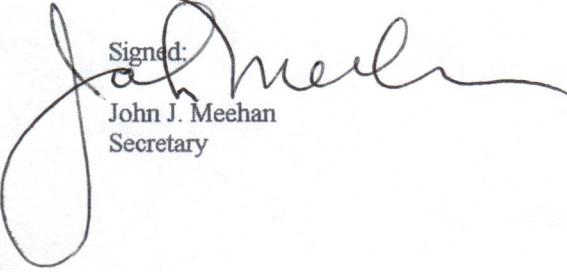
LIBRARY BEAUTIFICATION – Mr. Hazlett compliments Mr. Meehan for efforts in obtaining/planting flowers in front of building. Mr. Meehan says thanks but it was staff volunteers that did the work and the staff volunteers deserve our thanks.

AIR CONDITIONING – Director says air conditioning unit for Technical Services room was purchased and is awaiting electrical outlet installation.

CUSTODIAN – Director commends custodian Ed Quinn for excellent work and because of his attitude she will not have to hire movers and that Mr. Quinn will install shelving.

MOTION TO ADJOURN – Mr. Redgrave motions to adjourn. Mr. Hazlett seconds. Vote unanimous. Meeting adjourns at 4:47 p.m.

Signed:


John J. Meehan
Secretary