

**Minutes of the Board of Library Trustees  
Winthrop Public Library & Museum  
May 3, 1994**

1. Bills were signed.
2. The meeting was called to order at 7:45 pm. Minutes from the previous meeting were unavailable.
3. The *Director's Report* (attached) was acknowledged, but not discussed.

-- May Ann Ulrich asked that the attachment regarding convening an Executive Session be retained for future reference. (attached)

4. Old Business:

- A. Air Conditioning -- (Mr. Redgrave)

Current plans call for use of three-ton wall units (roughly 36,000 BTUs). Two such units would be installed in the Museum area -- one each above the doors in the Floyd Room and the Adult Study Room. A ceiling fan would circulate air in the hallway at the top of the stairs. Three units would be installed in the Frost Building work area.

Also, one large window unit would be installed in the Children's Room and a dehumidifier installed in the Technical Services Office.

A cost estimate (including electrical work) of approximately \$23,600.00 was received.

The stack area in the Hyde Building would likely require a ten ton unit, at a cost of roughly \$15,000.00. This is not currently being considered; however, it was expressed that, when the roof repair is done, perhaps a foundation for a roof unit should be installed simultaneously.

-----> The Board recommended, without a formal vote, that Mr. Redgrave should approach Virginia Wilder about compliance with existing procurement laws.

B. Negotiations -- (Mr. Hazlett)

There is a meeting upcoming with the fact-finder, but no date has yet been set. (No further report.)

C. Budget/Town Meeting -- (Mr. Redgrave)

The money needed for repair of the roof was allocated.

Sufficient funds to cover annual NOBLE membership fee were allocated.

Sufficient funds in the library materials line item (15% of total budget) were allocated so as to meet requirements for State Certification.

**Motion** -- Ed Hazlett made a motion that all matters relative to the repair of the library roof be handled by and through the Community Development Office. Mary Ann Ulrich seconded the motion. After a brief discussion, the motion was unanimously approved.

**Motion** -- Ed Hazlett made a motion that the sum of \$250.00 be encumbered from Library State Aid for the Administrative Account. Mary Ann Ulrich seconded the motion. The vote was unanimous.

D. Janitorial Position:

**Motion** -- Mary Ann Ulrich made a motion to advertise for a part-time janitorial position. Steve Dalton seconded the motion. The vote was unanimous.

5. New Business:

A. Museum -- (Mr Hazlett)

**Motion** -- Ed Hazlett made a motion to encumber an additional sum of \$500.00 from Library State Aid for the *Museum Preservation Committee*. This additional money would bring the total allocated for FY94 to \$3,000.00. The motion was seconded by Mary Ann Ulrich. After a brief discussion about the need to install a handicap-accessible security door in the existing entrance to the Floyd Room, a unanimous vote was taken.

B. Children's Room Upgrade - Part II -- (Ms. Hill-Devine)

The Library Director explained her hopes for additional upgrades in the Children's Room. A brief discussion followed.

C. Blinds -- (Ms. Hill-Devine)

The Library Director reported that she has secured three price quotes for installing blinds in 14 windows (total) in

the Reference Room and the Children's Room. The price quotes were as follows:

1. ABC Window Shade	\$ 737.40
2. Curtains Plus	\$1,046.00
3. Windows Plus	\$ 995.00

**Motion** -- Mary Ann Ulrich made a motion that the cost of the blinds (including installation) be taken from the Hyde Fund, but also stipulated that the amount should not exceed the amount remaining in the Hyde Fund. Steve Dalton seconded the motion. The vote was unanimous.

D. Library Materials Flow Management

Brief discussion of the increasing volume of library materials circulating.

6. Other:

- MLA Legislative Day is May 25th. Several members of the Board hope to attend.
- The Library Director reported that a new ink jet color printer will soon be purchased from *Staples*.
- The fax machine on loan from the Eastern Region Office has arrived and will be installed in the Library Secretary's Office using the existing *Diversifax* phone line.
- Winthrop Cultural Council has donated \$500.00 for the purchase of *Museum of Science* passes.

7. Elections:

-- David Redgrave was re-elected as Chairman

-- Steve Dalton was elected as Secretary

8. Date of Next Meeting:

The date of the next meeting was set for Thursday, June 2nd, 1994 at 8 pm.

9. Meeting adjourned at 9:15 pm.

In Attendance:

Marjorie Hill-Devine, Library Director  
Steve Crosby, Assistant Library Director  
David Redgrave, Chairman  
Mary Ann Ulrich  
Edward Hazlett  
Phyllis Greene  
Steve Dalton