

Winthrop Public Library  
Board of Library Trustees Meeting Agenda  
Wednesday, May 20, 2009 6:30 p.m.

1. NOTE: (There are no minutes from the previous Board gathering as it was an informational forum held on April 29<sup>th</sup>, 2009)
  
2. Old Business
  - Override (Positive results of the May 19<sup>th</sup> vote.)
  
3. New Business
  - Thanks to the Friends of the Winthrop Public Library
  - Library hours – Memorial Day and beyond (handout)
  - Staff composition FY 2010 (handout)
  - Outstanding invoices/pending subscriptions (handout)
  - Third State Aid to Public Libraries award - \$3,032.15
  - Sr. Tax Volunteer: Marie Evans
  
4. Date of Next Meeting
  
5. Motion to adjourn

Board of Trustees  
Winthrop Public Library and Museum

Minutes

Trustees meeting, May 20, 2009, Edward A. Hazlett Meeting Room, Winthrop Public Library.

Mr. Matarazzo called the meeting to order at 6:36 P.M. The following named trustees were present: James Matarazzo, Chairman; John Tranfaglia, Vice-Chairman; Stephen Dalton, Betty Peabody, and Richard Tyrell. The library was represented by Alan Thibeault, Director; Ann Gutting, Assistant Director, and Janice Flaherty, Administrative Assistant. Erin Flaherty also attended the meeting.

Minutes

Mr. Dalton moved to accept the minutes of April 15, 2009, as presented. Mr. Tranfaglia seconded the motion which was approved.

Old Business

The trustees plan to thank, publicly in the Transcript, the Friends of the Library, Winthrop Cares, dot org., WCAT, and all those citizens who voted for the library.

Mr. Thibeault distributed copies of the library schedule for May 25 to June 26: 32 hours per week; for June 30 to September 4: 40 hours per week, and September 8 to June 30: 50 hours per week. Trustees discussed these schedules and made a few alterations in the hours.

Mr. Thibeault also provided trustees with copies of a staff composition chart for Fy 2010.

Trustees also discussed outstanding invoices/pending subscriptions.

A third State aid check of \$3032.15 has been awarded to the library.

A senior tax volunteer, Marie Evans, with 75 hours, will be a welcome asset for the library.

Mr. Dalton, once again spoke about the need for the library to engage in "strategic planning." Mr. Dalton seeks ways for the library to become "more vibrant," to be "more relevant," and

"to reach a broader constituency." Mr. Dalton said that we should be looking down the road some three years.

Next Meeting

The trustees will meet next on June 24, 2009, at 6:30 P.M. in the Hazlett Meeting Room.

Adjournment

Mr. Dalton moved to adjourn the meeting at 7:48 P.M. Ms. Peabody seconded the motion. There were no objections.

RST

RST

Override May 19, 2009

DRAFT RESULTS

	PREC 1	PREC 2	PREC 3	PREC 4	PREC 5	PREC 6	TOTAL
<b>QUESTION #1 Trash</b>							
Blanks	8	6	5	5	8	1	33
Unreads							0
<b>Yes</b>	610	731	509	428	812	464	3554
<b>No</b>	400	438	359	417	379	341	2334
<b>TOTAL</b>							<b>5921</b>
<b>QUESTION #2 School</b>							
Blanks	9	4	7	10	13	4	47
Unreads							0
<b>Yes</b>	563	641	435	432	744	428	3243
<b>No</b>	446	530	431	408	442	374	2631
<b>TOTAL</b>							<b>5921</b>
<b>QUESTION #3 Library</b>							
Blanks	10	3	6	2	12	5	38
Unreads							0
<b>Yes</b>	637	711	516	516	812	473	3665
<b>No</b>	371	461	351	332	375	328	2218
<b>TOTAL</b>							<b>5921</b>
<b>QUESTION #4 Police</b>							
Blanks	14	6	8	9	15	7	59
Unreads							0
<b>Yes</b>	562	631	464	431	737	419	3244
<b>No</b>	442	538	401	410	447	380	2618
<b>TOTAL</b>							<b>5921</b>
<b>QUESTION #5 Senior Center</b>							
Blanks	16	5	11	8	15	6	61
Unreads							0
<b>Yes</b>	583	671	493	475	745	449	3416
<b>No</b>	419	499	369	367	439	351	2444
<b>TOTAL</b>							<b>5921</b>
<b>QUESTION #6 Fire</b>							
Blanks	16	6	9	4	14	5	54
Unreads							0
<b>Yes</b>	604	692	481	463	764	458	3462
<b>No</b>	398	477	383	383	421	343	2405
<b>TOTAL</b>							<b>5921</b>
<b>QUESTION #7 General Gov</b>							
Blanks	21	10	18	5	22	7	83
Unreads							0

<b>Yes</b>	456	518	365	360	612	353	2664
<b>No</b>	541	647	490	485	565	446	3174
<b>TOTAL</b>							<b>5921</b>
<b>QUESTION #8 DPW</b>							
Blanks	30	16	16	13	26	9	110
Unreads							0
<b>Yes</b>	513	580	421	389	678	394	2975
<b>No</b>	475	579	436	448	495	403	2836
<b>TOTAL</b>							0
							<b>5921</b>
<b>QUESTION #9 Grant</b>							
Blanks	22	9	13	7	23	8	82
Unreads							0
<b>Yes</b>	488	557	413	371	643	365	2837
<b>No</b>	508	609	447	472	533	433	3002
<b>TOTAL</b>							0
							<b>5921</b>
<b>QUESTION #10 Parks&amp;Rec</b>							
Blanks	17	11	11	10	19	11	79
Unreads							0
<b>Yes</b>	540	611	424	415	709	409	3108
<b>No</b>	461	553	438	425	471	386	2734
<b>TOTAL</b>							0
							<b>5921</b>

**DRAFT - PROVISIONALS & UNREAD HAVE NOT BEEN COUNTED**

Winthrop Public Library  
FY 2009 - 2010 Schedule

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✓ May 25 – June 26: 32 hours/week

ADULT

Monday: CLOSED  
Tuesday: 12 p.m. – 8 p.m.  
Wednesday: 10 a.m. – 6 p.m.  
Thursday: 12 p.m. – 8 p.m.  
Friday: 10 a.m. – 6 p.m.  
Saturday & Sunday: CLOSED

CHILDRENS<sup>1</sup>

CLOSED  
1 p.m. – 7 p.m.  
1 p.m. – 6 p.m.  
1 p.m. – 6 p.m.  
1:30 p.m. – 6 p.m.

<sup>1</sup>Story Hour Friday: 10:30 toddlers, 11:15 ages 3-5  
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June 30 – Sep 4: 40 hours/week

\*\*(Option 1)\*\*

ADULT

Monday: CLOSED  
Tuesday: 11 a.m. – 9 p.m.  
Wednesday: 10 a.m. – 9 p.m.  
Thursday: 10 a.m. – 8 p.m.  
Friday: 9 a.m. – 6 p.m.  
Saturday & Sunday: CLOSED

CHILDRENS<sup>2</sup>

CLOSED  
1 p.m. – 7 p.m.  
1 p.m. – 6 p.m.  
1 p.m. – 6 p.m.  
1:30 p.m. – 6 p.m.  
CLOSED

\*\*(Option 2)\*\*

✓ ADULT

Monday: 10 a.m. – 6 p.m.  
Tuesday: 12 p.m. – 8 p.m.  
Wednesday: 10 a.m. – 6 p.m.  
Thursday: 12 p.m. – 8 p.m.  
Friday: 10 a.m. – 6 p.m.  
Saturday & Sunday: CLOSED

CHILDRENS

1 p.m. – 6 p.m.  
1 p.m. – 7 p.m.  
1 p.m. – 6 p.m.  
1 p.m. – 6 p.m.  
1:30 p.m. – 6 p.m.  
CLOSED

<sup>2</sup> No Summer story hour  
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Sep 8 – June 30: 50 hours/week

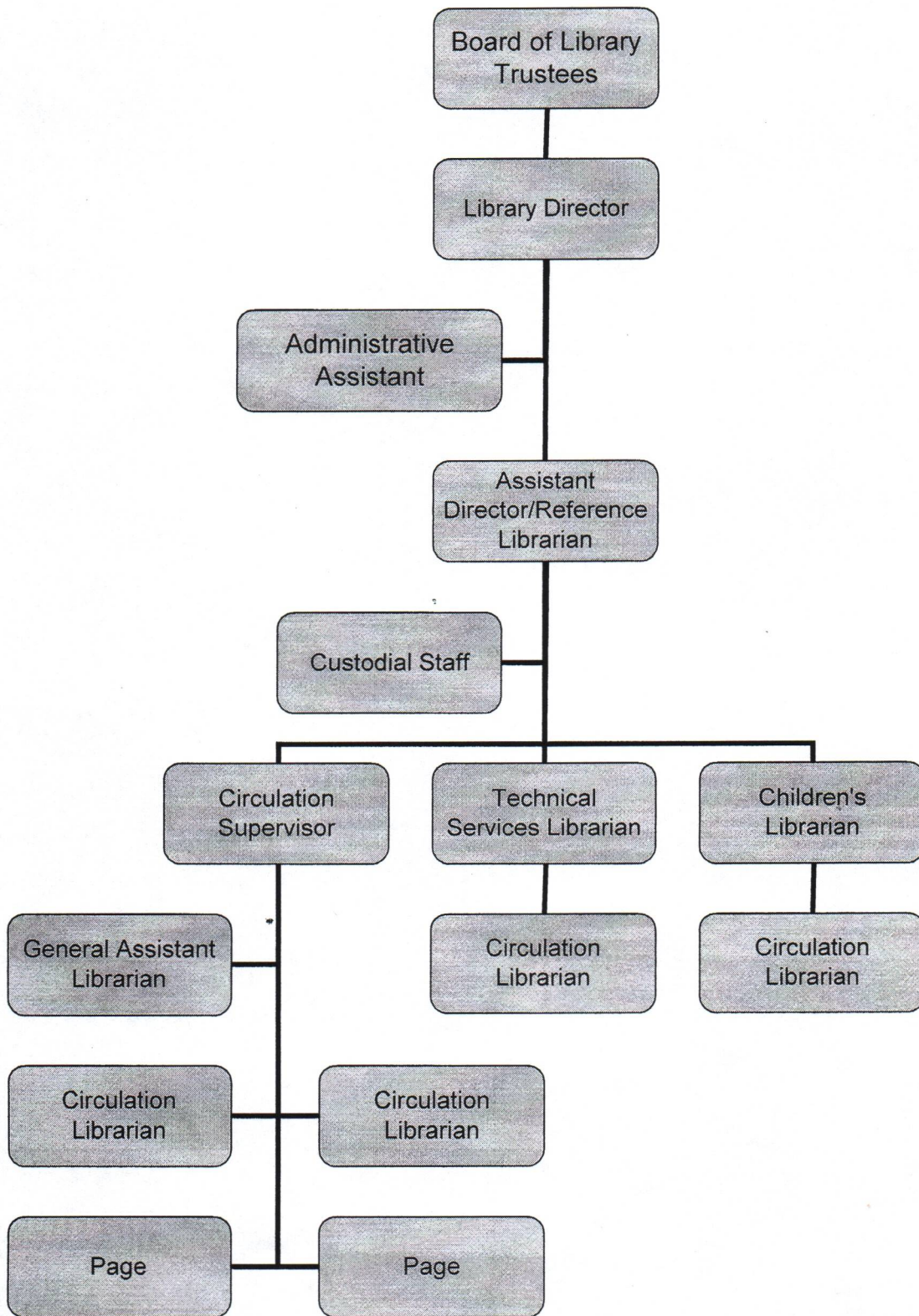
✓ ADULT

Monday: ~~11 a.m. – 7 p.m.~~ . 12-6  
Tuesday: ~~11 a.m. – 7 p.m.~~ . 12-8  
Wednesday: 10 a.m. – 9 p.m. .  
Thursday: ~~11 a.m. – 7 p.m.~~ . 12-8  
Friday: 10 a.m. – 6 p.m. .  
Saturday: 10 a.m. – 5 p.m. .  
Sunday: CLOSED

CHILDRENS<sup>1</sup>

1 p.m. – 6 p.m.  
1 p.m. – 7 p.m.  
1 p.m. – 6 p.m.  
1 p.m. – 6 p.m.  
1 p.m. – 6 p.m.  
10 a.m. – 5 p.m.

# Winthrop Public Library & Museum



## Hours by position

(Draft -- 5/19/09)

<b>Position</b>	<b>No.</b>	<b>Hrs./Wk.</b>	<b>FTE</b>
Director	1	35	1
Asst. Director	1	35	1
Admin Assistant	1	12	0.35
Custodian	1	19	0.55
Childrens Libr.	1	35	1
Circulation Supv.	1	35	1
Tech Serv. Libr.	1	35	1
Gen. Asst. Libr.	1	35	1
Circulation. Libr. <sup>1</sup>	4	47	1.35
Page <sup>2</sup>	2	16	0.23
<b>TOTAL</b>	<b>14</b>	<b>304</b>	<b>8.48</b>

<sup>1</sup> Circulation Librarians assigned between 10 and 18 hrs. each per week  
One works part-time in Tech Svcs and Admin.

<sup>2</sup> Pages perform duties in both Adult and Childrens areas

**Outstanding Invoices/Debt (as of 5/20/09)**

<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
NOBLE	\$12,861.67
OCLC	\$319.99
Premier Water	\$163.05
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>\$21,407.91</b>

**Subscription Items owed (as of 5/20/09)<sup>1</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 for services not yet renewed

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