

**WINTHROP PUBLIC LIBRARY & MUSEUM
MINUTES FOR BOARD OF LIBRARY TRUSTEE MEETING**

DATE: NOVEMBER 12, 1998
TIME: 7:30 P.M.
PLACE: HYDE ROOM, WINTHROP PUBLIC LIBRARY

PRESENT: MARJORIE HILL-DEVINE, DIRECTOR
CYNTHIA EDSON, ASST. DIRECTOR
DAVID A. REDGRAVE, TRUSTEE CHAIR
MARY ANN ULRICH, TRUSTEE
EDWARD HAZLETT, TRUSTEE
PHYLLIS GREENE, TRUSTEE
STEVE DALTON, TRUSTEE
PHILIP HALLORAN, TRUSTEE

PAMELA CORRADO, SECRETARY

*7:30 p.m. Bill signing
7:45 p.m. Meeting called to order.*

MOTION to accept previous minutes of October 22, 1998 by S. Dalton. Seconded by P. Halloran, voted unanimous.

OLD BUSINESS:

A. Roof Inspection D.A.R.

The Chair reports that he physically inspected the roof and that there are some signs of previous wetness but there does not appear to be any water damage. He does not believe it is a water problem. It may possibly be damaged due to wind, vibrations and the building settling. He thinks that we should find a good builder or engineer to pinpoint the problem. He does not believe that any part of the roof is a major problem but the plaster is another issue. The damaged rooms are out of use until we repair them. We should do this when we are certain that there are no severe water problems.

Mr. Hazlett reminds us that we have a written order from the Board of Health not to use the rooms, so we should look for a transfer from the Town for repairs.

D.A.R suggests that we go to the silent study room and renovate it nicely. He has had complaints from patrons that we no longer have useable space for quiet study. He wonders if we can use the Children's room in the evenings for this purpose?

Mr. Halloran feels that we should not fix anything until we are sure of the problem.

As long as the room is locked and cordoned off then we are in compliance with the orders from the Building Inspector and the Board of Health.

D.A.R. suggests that we inform the above depts. that we have effectively closed off the areas.

P. Halloran and E. Hazlett both agree that we get an estimate of damage and seek a transfer. We should get our request "on record."

D.A.R. reports that he received estimates for repairing and replastering the 3 rooms on the whole third floor. The cost with blue board would be between \$7500 and \$10,000. It would not be effective to just patch and repair the holes.

MOTION by P. Halloran to: (a) send a letter to the Building Inspector and the Board of Health stating our progress and our intent to seek funding to correct the conditions, (b) investigate the cause and review the insurance avenue and (c) apply for a transfer and or article to correct the conditions on the 3rd floor. Seconded by M. Ulrich, voted unanimous.

M.H.D. reports on her progress for hiring an adjuster to assess the damage for insurance purposes. She sent a letter to V. Wilder per request of Terri Vasquez, a possible candidate. She replied that we must bid for the services of a public adjuster. The Director feels that this is a Catch 22. We must estimate the cost of the services which are usually a percentage of the damage, and we need an adjuster to estimate the damage.

M. Ulrich recommends asking Selectman, Matt Lanza for information since he helped the High School with their window claim. She thinks insurance may be his business. She also suggests that we contact T. Vasquez again for further advice.

Mr. Redgrave would like to proposed that we consider seeking Town funds to properly renovate the quiet study room. He feels that having a nice room would help to promote our renovation. He reminded all what the renovation concept is.

The Director went on to discuss the Capital Improvement forms that she received.

- a. repair basement storage room
- b. plaster 3rd floor ceilings and repair the slate roof
- c. courtyard drywell and tree pruning
- d. Frost Building, \$6-\$7 million complete renovation

The Director says that we start with Planning and Design grants and go up the State grant ladder to start a renovation project. She realizes that it may take years to complete this so we should begin the process now.

Mr. Redgrave agrees with the Director and reminds all that we should think of ways to raise money.

The Director reports that the state could grant up to \$40,000 for the Planning and Design of the Celebrate/Renovate project. Forty-six libraries have applied for this grant and they are only selecting eleven. If they award a grant for x amount of dollars we have to match the funds. E. Hazlett proposes that we look to the airport for help.

B. Museum Status:

D.A.R. would like to save this topic for a latter date. All agree.

C. Personnel:

1. Nancy Walsh will be entitled to her sick days as disability per information received from Town Counsel. Complications due to pregnancy is considered a disability.
2. Efforts to upgrade the Secretary/Bookkeeper position have been too slow and the current secretary has resigned as of November 20, 1998. The opening will be advertised next week.
3. Personnel Board decisions regarding the Asst. Dir. :
 - a. give raise
 - b. reinstate class A-12
 - c. The board suggested that we compile comparative job descriptions and give them to the Personnel Task force and Selectman Driscoll.
- C. Edson is in the process of gathering the information to hand in.

D. Fire & Disaster Plan:

C.E. reports that we have two new banners given to us by the fire dept. They were made at the High School. She also informs the board that door closures for the Children's room were found in the basement and do not need to be purchased. The disaster plan is in the basic stages and the fire evacuation plan will be posted throughout the library this week. Mr. Hazlett would like to see the outside fire box removed since it is no longer in use.

E. Children's Librarian:

Mr. Redgrave feels that the board is not in touch with the children's dept. and he would like to see the children's librarian attend a few trustee meetings. Discussion ensued. S. Dalton suggests that we draft a letter by the chairman saying that we would like her to strongly consider attending quarterly or periodic meetings to help us assess the needs of the children's dept. M. Ulrich would rather approach her personally and not by letter because it may seem like an order and not a suggestion. The Board agrees with an informal approach.

F. Card Holders:

C.E. reports that the Winthrop Federal Credit Union will sponsor the purchase of our patron library card holders.

NEW BUSINESS:

A. Request \$\$ for PC Security Program:

The Director informs the board that 5 new pc's will be delivered before December.
MOTION by E. Hazlett to purchase a security program from "Computers by Design."
Seconded by P. Halloran, voted unanimous.

B. Budget and Warrant Articles:

Discussion ensued on various requests for warrants and articles. Mr. Redgrave suggests that we have 10 citizens sign a warrant for a ½ time museum conservationist. The Board agrees. S. Dalton suggests that we get more than 10 signatures by leaving the sheet at the circulation desk.

Various articles: slate roof repair, ceiling repair, reclassification of Asst. Dir. and basement repair.

C. Parking Problems:

Mr. Redgrave reports that there are never any spots in the back lot except on Friday afternoons, when Town Hall closes. As far as he was concerned, Town hall employees were not supposed to park there. E. Hazlett reports that the old town garage will be cleaned up and hard topped soon for employee parking .

M. Ulrich suggests that we inquire about a police detail for story hour once construction begins. The Town should be aware of our needs and our increasing concern for our patrons and their children. We should ask for construction plans and time lines.

OTHER BUSINESS:

A. XMAS Schedule:

The Director informs the board that the union contract provides for a ½ day off on Xmas eve. The hours will be 10:00-1:30.

She would like the board to vote on opening or closing the day after Xmas which is a Saturday. **MOTION** to close the library the day after Xmas by M. Ulrich. Seconded by P.Halloran, voted unanimous.

B. Date of next meeting: Thursday, Dec. 3, 7:30 p.m.

C. Date of Celebrate/Renovate Subcommittee Mtg. : November 19, 1998, 4:30 p.m.

D. MOTION to adjourn by P. Halloran. Seconded by S. Dalton, voted unanimous.

Meeting Adjourned 9:15 P.M.