

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

DATE: OCTOBER 22, 1998

TIME: 7:30P.M.

PLACE: HYDE ROOM, WINTHROP PUBLIC LIBRARY

PRESENT: MARJORIE HILL-DEVINE, DIRECTOR
CYNTHIA EDSON, ASST. DIRECTOR
DAVID A. REDGRAVE, TRUSTEE CHAIR
STEVE DALTON, TRUSTEE
PHILIP HALLORAN, TRUSTEE
MARY ANN ULRICH (VIA TELEPHONE)]

PAMELA CORRADO, SECRETARY

7:30 P.M. Bill Signing

Meeting called to order 7:55 p.m.

Motion by P. Halloran to allow M. Ulrich to attend meeting via telephone. Seconded by S. Dalton, voted unanimous.

Motion by S. Dalton to accept previous minutes. Seconded by P. Halloran, voted unanimous.

Old Business:

A. Lettering for Warren A. Davis Room:

M.H.D. presented a couple of options offered by printer, Richard Honan who will make the lettering blend in effectively.

B. Personnel Board & Selectmen - Pending Issues

Regarding Asst. Dir. and Secretary personnel issues:

The Personnel board responded with a letter notifying the board of meeting scheduled for Oct. 28, to discuss the Asst. Dir. As far as the Secretary issue, no response from the Selectmen has been forthcoming. Mr. Redgrave will contact Mr. Ogus directly regarding the secretary position.

C. Basement & Ceiling Problems: report by C.E.

Ms Edson reports that we were told from the Dept. of Public Health that we should vacate, condemn and repair the museum ceiling. We have not been informed of what form of mold exists, if any.

She also reported that upon viewing the condition of the upstairs ceilings James Conley, Inspector of Buildings, recommended removal and repair of the ceilings, flashing and gutters as needed.

M.H.D. would like her web site up and running as soon possible so that we can introduce some of these ideas. M.H.D. would like suggestions of possible citizens to be on this sub-committee. D. Redgrave volunteers for the subcommittee as well as M. Ulrich. P. Halloran will be an auxiliary member.

B. FY 2000 Action Plan:

The action plan must be in with a letter of intent by Oct. 27, 1998, for the "Planning & Design" grant round, offered under the Massachusetts Public Library Construction Act, (administered by the MBLC.) The Board of Library Trustees accept the new plan with thanks and gratitude to M.H.D. for her time and effort.

C. State Aid Requests:

Motion to approve requests 2-4, by P. Halloran. Seconded by S. Dalton, voted unanimous.

#2. 48" desk for R. Allen	\$259.00
corner piece "	\$259.00
keyboard drawer for M. Blare	\$79.00
printer stand for M.H.D	\$169.00
	<hr/>
	\$766.00

#3. Upgrade on last 486 for standby \$500.00

#4. Conference line-item depleted \$250.00

TOTAL REQUESTS \$1516.00

M.H.D. suggests that mezzanine access dumb terminals are a useful idea . They can be viewed by the circ. desk. Trustees agree with this idea.

D. Children's Dept. Head at Board Meetings:

D. Redgrave would like to see E. Nickerson at board meetings a few times yearly so that we may be in touch with what is happening there. S. Dalton suggests that we need to offer her a ride home since she does not drive. The board would like some type of report from her. S. Dalton suggests that we decide at the next board meeting if we should invite or require her to attend the meetings. M.H.D. feels that as part of the administrative team, she should be here. S. Dalton wonders if we would get into conflict with the union if we required this. C. Edson suggests that E. Nickerson would be a good source to recommend patrons for the renovation subcommittee.

E. Purchase Ad in H.S. Yearbook:

H.S. senior J. Smith, a computer operator approached the Director to purchase a \$65.00 ad in the Winthrop H.S. yearbook. S. Dalton feels that in general it is a good idea and we should use something catchy. It would be another way to promote our renovation idea. D. Redgrave suggests "Your link to the past and your future."

Ms Edson recommended several slate roof contractors to Town Hall who were recommended by the Peabody Essex Museum. They have just undergone a huge slate roof renovation and repair project. None of the experts she recommended were considered by Community Development.

Ms. Edson reports that last week the heat in the Library was not working properly. This is a new heating system that was handled through the Comm. Dev. office. She made several calls to Leo S. at Comm Dev. to notify Enterprise, the heat vendor about our problem. Her calls were ignored and on Wednesday, October 14, 1998, the temp. in the library was 66'. OSHA recommends 68' and after several staff complaints she decided to close the library. She put a sign on the door informing people that they could call their selectmen to complain. Virginia Wilder, secretary to the Selectmen came to the library the next day and was quite upset that many calls were received in response to the sign. M.H.D. told her that she would put her on our agenda to discuss this problem at the next board meeting.

M.H.D. received a letter from Ms. Wilder saying she would not make the next meeting. She attached 3 roof estimates to the letter which stated that Community Development's obligations to the library were then concluded. As far as our heating issues we should deal with the vendor directly. The Director feels after consulting Viking Oil, the heating problems are probably due to the settings of the new thermostats.

The Director reports that the damage to the roof may be covered by property insurance. Repeated miscommunication between the library and town Hall has delayed the receipt of the proper forms to report this damage.

D. Redgrave suggests that we consider selling the slate on the roof and replace it with artificial slate. He also reports that there is a plastic film that may be used to seal the existing slate. S. Dalton will contact a friend who may be willing to consult with us on various slate roof alternatives. He also suggests that we contact a public insurance adjuster who can help us assess the damage and see if he handles public building claims. M.H.D. will contact someone and report back.

C. Edson reports that the birch well in the courtyard needs a dry well in the middle area to stop flooding and icing. Comm. Dev. was aware of the problem but has not resolved it as of yet. P. Halloran suggests that we ask them if we should handle this problem ourselves in light of Ms. Wilder's letter.

New business:

A. Appoint Celebration/Renovation Subcommittee:

D. Redgrave reports that the Frost building will be 100 years old next year and that it is not up to snuff. We would like to do some major awareness raising and show that the building is not going to be sufficient to meet the needs of the next century.

He is getting together some information on successful fundraising. We should look for a lead donor. We should approach Sen. Travaglini since he has been very library friendly. We need to get ready to move within a couple of months.

F. Other Business:

A. General Assistant Librarian Opening:

M.H.D. interviewed 2 other candidates besides inside candidate, Janet Finley, and she feels Janet is very qualified. She has 17 years of public library experience. We now have to advertise for part-time computer operator's position.

B. Nancy Walsh:

M.H.D. will seek clarification from V. Wilder.

C. Web page preferences:

The Director asks that you log on to the web page and give your recommendations.

Next Meeting date, Thursday, November 12, 1998, at 7:30 p.m.

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