

**TRUSTEE MINUTES**  
**THURSDAY, OCTOBER 19, 2000**  
**7:30 PM**

Chairman Redgrave called the meeting to order at 7:40 PM. All Trustees were present plus Director Marjorie Hill-Devine, Assistant Director/Reference Librarian Ann Gutting and Children's Librarian Ellen Nickerson.

The previous meeting's minutes were accepted with one correction: insertion of the words "doing something tantamount to" after the words "library may" on p. 3, paragraph 1, sentence 3.

**OLD BUSINESS:**

Director Hill-Devine reported that only one of the two other contractors has responded to the updated electrical specs, and that Ideal Electric declined payment for its ideas re same. She will mail out specs to new vendors.

**REQUESTS:**

Ms. Hill-Devine displayed a sale folder and Consumer Report issue to the Board re the previous request for an air-purifier/filter for the Technical Services Room. Brief discussion ensued. Trustee Dalton motioned to purchase a commercial grade air purifier up to \$500.00. Trustee Ford seconded. Vote unanimous.

Assistant Director/Reference Librarian Gutting showed Trustees a sample old light cover and recommended we replace 74 covers. Trustee Ford motioned to do this for \$2600.00 out of State Aid. Trustee Hazlett seconded. Vote unanimous.

**NEW BUSINESS:**

Children's Librarian Ellen Nickerson requested crafts, audio tape holders and a TV cart be purchased. Trustee Ford moved that \$1100.00 from State Aid be used for same, Trustee Meehan seconded. Vote unanimous. Chair Redgrave asked about new Children's Services. Ms. Nickerson stated that she needed more staff and more space for any additional programs or services. Ms. Hill-Devine said that she thought the "Homework Center" grant (being proposed as one of the library's goals on the FY2001 Action Plan) is one of the few grants which allow for the hiring of additional staff. All agreed more staff should be sought with or without an override. Trustee Dalton asked Ellen to prepare a "visioning" report, e.g. what new programs and services she could think up, for the December Trustee meeting.

Ms. Hill-Devine presented a draft of the FY2001 Action Plan, reminding the Board that a plan must be filed annually for grant eligibility. Discussion ensued. Chair Redgrave asked if the last two Action Plan items could be discussed at the next meeting and it was agreed to do so.

Trustee Meehan presented a comprehensive plan entitled **A SAMPLE PUBLIC RELATIONS PLAN for the Winthrop Public Library** - to the Board using a flip chart. Trustees thanked him for the excellent presentation and all agreed that the content was

applicable to our goals. Chair Redgrave asked that the plan be somehow reduced in size so that we may revisit it at will and make better use of contents.

**OTHER:**

Trustee Dalton reminded the board that the town's 150th anniversary is in 2 years and that it would seem appropriate to have the Museum materials accessible then.

There was discussion of a recent possible security violation of the library. Ms. Gutting gave the details. For the time being, extra lights are being left on at night. Trustee Dalton reiterated his recommendation for a motion detector alarm system.

Ms. Hill-Devine informed the board of a recent employee to employee sexual harassment complaint. It has been dealt with. She also stated that the union negotiations meeting is 10/24/00 at 11:00 a.m.

On recommendation from Gina Wilder, Ms. Hill-Devine relayed the need for a Trustee approved NOBLE meals policy (paid lunch/dinner) upon attending certain NOBLE meetings. Trustee Dalton suggested it be addressed at the next meeting.

There was discussion of the still broken reader printer and the need to replace it even though the cost is substantial. Ms. Hill-Devine has some information from vendors but wants to study the issue in more depth.

**DATE OF NEXT MEETING:**

Tentative date of November 30th was set for next meeting.

**MOTION TO ADJOURN:**

Chair Redgrave motioned to adjourn. Seconded by mutual consent. Meeting was adjourned at 10:00 p.m.

Transcribed from tape by Barbara Clarke