



Board of Trustees
Winthrop Public Library & Museum
2 Metcalf Square
Winthrop, Massachusetts 02152-3159

James M. Matarazzo
Chairman

John Tranfaglia
Vice Chairman

Betty Peabody
Treasurer

Richard Tyrell
Secretary

Stephen Dalton

Virginia Wallace

NOTICE: BOARD OF TRUSTEES MEETING

The Winthrop Public Library & Museum Board of Trustees will meet on **Thursday, October 21st, 2010**. Meeting will commence at **6:30 p.m.** in the Hazlett Meeting Room, Winthrop Public Library & Museum, Two Metcalf Square, Winthrop, MA 02152-3159.

Agenda

1. Reading and acceptance of minutes from the previous (September 15, 2010) meeting [**see Supporting Document 1**]
2. Director's update [**see attachment A**]
3. Old Business
 - < *Florence & Bernie Basch Room dedication plans*
 - < *Policy on maintenance and use of discretionary funds*
4. New Business
5. Date of Next Meeting: November 23rd, 2010 (per agreement at 9/15/10 meeting)
6. Motion to adjourn

Board of Trustees
Winthrop Public Library and Museum

Minutes

Trustees meeting, October 21, 2010, Edward A. Hazlett Meeting Room, Winthrop Public Library.

Mr. Tranfaglia called the meeting to order at 6:44 P.M. The following names trustees were present: John Tranfaglia, Vice-Chairman; Betty Peabody, Richard Tyrell, and Virginia Wallace. Mr. Matarazzo would join the group at 7:30 P.M. The library was represented by Alan Thibeault, Director, and Janice Flaherty, Administrative Assistant.

Minutes

Ms. Wallace moved to accept the minutes of September 15, 2010, as Presented. Ms. Peabody seconded the motion which carried 4 - 0.

Director's Update

1. Library Financials. Mr. Thibeault presented an overview as of 21 October 2010. The figure under S@E Bldg Mnt was corrected to read: \$2982.

2. Town Hall update. There were no department head meetings to report as the Town Manager has been out with pneumonia. The Director took part in a Fall Services Forum on October 19, 2010. His presentation on mission, NOBLE, and goals was well-received.

3. Carpentry update. The original vendor, All-Ways Flooring was rejected. Two new vendors, Capital Carpet and Flooring, and moving services by Diamond Relocation now bring the total project cost to \$19,405; which exceeds the Town's capital appropriation by \$4300. Building maintenance funds will be used to pay the difference.

4. Roof Repairs. Thomas Raboin completed the slate roof repair and gutter cleaning on October 13, 2010, at a cost of \$1950, paid from the Building Maintenance funds. More extensive repairs are still needed.

5. Old Tech Services Room reclamation. Estimated cost will be \$30,000. The Director is working with the Town Grants Manager on funding options.

6. State Aid. The Director is confident that his request for a waiver will be granted. All documents will be submitted by November 12, 2010.

7. Programming. Author Stephanie Schorow will talk of the Coconut Grove fire on November 17, 2010. Future programs for 2011 include author Michael Tougias, performer Ed the Wizard, performers Bates and Tincknell, author/speaker Jeff Belanger, performer David Polansky, and Henry the Juggler.

The Director noted that the library has applied for Cultural Council grants of \$1500 to fund the programs, and the Friends have agreed to provide \$1100 in support.

8. Donations. Mrs. Ralph Bagley has donated an Abraham Lincoln portrait. The Friends have provided a flat screen television set for the Hazlett Room.

The following monetary donations have also been received: Erica Marcinkowski--\$10, Mary M. Carroll--\$30, and Ruth Housman--\$100.

9. Entrepreneurial. The Director has created an online gift shop on Cafe Press to sell WPL&M merchandise. The library will receive %10 royalty on sales.

10. Long Range Plan. Mr. Thibeault hopes to present a draft for consideration at the December Board meeting.

Old Business

A. The target date for the Basch dedication is December.

B. Discretionary funds. Discussion centered on how much money should be kept in reserve from State Aid and the Hyde Fund.

Mr. Matarazzo moved that %25 or less of each prior year's be kept in reserve. Ms. Peabody seconded the motion which passed unanimously.

Next Meeting

The trustees will meet next on Tuesday, November 23, 2010, at 6:30 P.M. in the Hazlett Meeting Room.

Adjournment

Mr. Matarazzo alertly moved to adjourn the meeting at 7:54 P.M. Ms. Peabody seconded the motion which carried unanimously.

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FY11 21 OCTOBER 2010				
LINE ITEMS	1 JULY 10	\$\$ Left	\$\$ Spent	% Spent
Payroll	313,261.71	219,554.81	93,706.90	29.91%
S&E	81,050.00	63,280.60	17,769.40	21.92%
NOBLE	49,490.00	18,443.33	31,046.67	62.73%
Contract Services	3,800.00	3,800.00	0.00	0.00%
Utilities	25,232.00	22,343.61	2,888.39	11.45%
Conference	1,500.00	1,500.00	0.00	0.00%
OVERALL	474,333.71	328,922.35	145,411.36	30.66%
DISCRETIONARY FUNDS	1 JULY 10	Expen'tures	FY11 Deposits	Current \$\$ Available
. State Aid	24,029.13	2,811.00	0.00	21,218.13
. George Hyde Fund	8,407.09	0.00	215.00	8,622.09
. Hazlett Children's Fund	1,040.03	0.00	0.00	1,040.03
. New Book Fund	412.21	0.00	0.00	412.21
. Carr Museum Fund	887.00	0.00	0.00	887.00
S&E DETAIL \$\$SPENT	81,050.00			S&E Remainder
S&E Admin	1,273.09			
S&E Bldg Mnt	164.22			
S&E Tech Serv	1,195.69			
S&E Materials	15,136.40			
Total SPENT	17,769.40			63,280.60
****S&E MATERIALS COMPLIANCE	Spent			
Materials w/ Discretionary Funds	0.00			
Materials TOTAL	15,136.40			
56,920.05	12%			
64,035.05	13.5%			
71,150.06	15%			