

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

DATE: SEPTEMBER 9, 1999

TIME: 7:30 P.M.

PLACE: HYDE ROOM, WINTHROP PUBLIC LIBRARY

PRESENT:

DAVID A. REDGRAVE, TRUSTEE CHAIR

PHYLLIS C. GREENE

STEVE DALTON

DONALD F. FORD

MARJORIE HILL-DEVINE, DIRECTOR

DIANE M. SPICER, TAKING MINUTES

The last minutes of August 11, 1999 were accepted.

Marjorie Hill-Devine stated that library circulation was up after a downward trend.

Under the topic of the planning document requested by town hall: There was a discussion on restoring hours that had been cut such as the secretary, a computer operator etc. Sunday hours were discussed. Under our current schedule, it is difficult for a single parent to visit the library. Steve Dalton asked how would we handle summer hours? Current library staffs whom worked 19 hours a week or under would be offered these extra hours. Ms. Hill-Devine said that 1/3 of the libraries are open on Sunday. Sunday hours are most needed in the summer. Steve Dalton expressed concern about managing the staff on a Sunday. Ms. Hill-Devine explained that it would be beneficial to fill the 3rd empty page position so that a page and Mary Connolly could run the children's room, relieving Ellen Nickerson of routine tasks to give her more time to develop additional programming, write grants, etc.

Steve Dalton proposed to have a separate meeting to talk about the direction and future of the museum. Ms. Hill-Devine stated that there are many questions from the public as to why the museum is closed. It is a burden on staff to explain and it is becoming intolerable. Chair Redgrave asked if we want to be in the museum business? This topic has come up once again.

On the matter of excavating and rebuilding the northwest wall in basement, Steve Dalton asked if we could have an engineering study on this - \$5000.00.

Mr. Redgrave said put in "restore second half of Median Salary from Study from Personnel Taskforce ". Ms Hill-Devine will make changes and submit the document. 1. Restore Administrative Assistant to full time. 2. Restore Salaries - Ms. Hill-Devine and the Assistant. 3. Restore cut computer operator's hours. 4. Do engineering study. 5. Sunday Hours. 6. Fill empty page position 7. Hire conservation librarian.

Ms. Hill-Devine proposed to have a real book budget, which would generate circulation and per capita stats and meet new state incentives. Also Ms. Hill-Devine discussed the candidate for Assistant Director and her background. She asked the board to meet with her. The board will meet her on Friday September 10, 1999. Ms. Hill-Devine also discussed a second candidate. Steve Dalton suggested reference for both.

Ms. Hill-Devine described applying for a one-time grant from the East Boston Savings Bank's Meridian Fund. This grant would be earmarked for audiobooks. All in Favor.

Goal Based Performance was put off until later. Ms. Hill-Devine asked for authorization to spend the rest of computer equipment warrant article. We battled for \$11,250.00. Ms. Hill-Devine needs a half dozen computers to be ready for Triple I System. The money is there.

Dalton- moved to spend the rest of the computer money. Redgrave said to see what we need. Donald Ford seconded the motion. It was unanimous.

Requests – Ms. Hill- Devine stated that we need to inform people via mail outs, brochures, welcome wagon etc. A request for a new printer to do glossy papers. A cost of \$250.00 from state aid with a rebate of \$ 50.00 to come back to the Hyde Fund.

~~Vote Redgrave~~

Dalton voted *made motion*

Ford seconded the motion

Unanimous. *vote*

Mr. Redgrave proposed to find out what a newsletter would cost done by a private company.

The museum discussion will be at next meeting - one hour allocated.

Date: September 30, 1999 at 7:30 P.M.

Motion to Adjourn – All in Favor at 9:55 P.M.