

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

DATE: SEPTEMBER 8, 1998

TIME 7:30 P.M.

PLACE: CHILDREN'S ROOM

PRESENT: MARJORIE HILL-DEVINE, DIRECTOR  
DAVID A. REDGRAVE, TRUSTEE CHAIR  
PHILIP HALLORAN, TRUSTEE  
PHYLLIS GREENE, TRUSTEE  
MARY ANN ULRICH, TRUSTEE  
PAMELA CORRADO, SECRETARY

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7:30 P.M. BILL SIGNING

MEETING CALLED TO ORDER 7:45 P.M.

**Motion** to accept previous minutes of 7/8/98 by M. Ulrich. Seconded by P. Halloran, voted unanimous.

**OLD BUSINESS:**

**A. Technology "Lite" Approval D.A.R.**

In view of the fact that the Director was informed that we will be hit with an intensive technology survey in the near future, she chose to practice with the Technology Lite assessment provided in the E-Rate application.

E-Rate reimbursement has been reduced and now they are prioritizing by need and they have extended the time limit. Our application is still pending. Our understanding is that the discount will come directly off of our utility bills when it gets approved.

The need for "catalog only" stations is a priority as Internet usage increases. We are not sure if we need additional ports with Noble's web-based system upgrade.

**Motion** to accept technology "lite" by M. Ulrich. Seconded by P. Halloran, voted unanimous.

**B. Filters:** Report by Asst. Dir., Cynthia Edson. Read by M.H.D.

A decision has been made to install NET NANNY, a fairly adequate filter used by many libraries at a cost of approximately \$24.95.

**C. Hand Dryers:** To cut down on vandalism in the public rest rooms.

The Director has been researching this item and the most common styles range from \$478.00 without buttons and \$535.00 with buttons. Neither price includes installation. She will keep searching for a more economical model.

**D. Roof, ceiling, and contents :** Written report by C.E. Presented by Director.

The Asst. Dir. researched 3 names of slate roof contractors and passed on this information to Leo of Community Dev. He is getting quotes from non-slate roofers. C.E. has begun protecting a great portion of the museum items. She located a slate man who is an expert but charges \$800.00 to inspect and appraise. Leo is checking to see if we have insurance to cover wind/rain damage.

The Town is aware of our roof problems because we sent them a letter with pictures via Comm. Dev.

**E. Noble Business:**

**System Upgrade**

The system upgrade is not dead, it is stalled. In order to get Supplemental funding from the State Noble had to pass through an independent review committee for these grants. During this grant review process the committee was not happy with Noble's vendor selection process even though this vendor was subsequently chosen by the favored network. Noble's going ahead and will probably get some funding next year. We are going ahead and spending the \$11,250.00 that was appropriated for our computer equipment and light pen replacement.

**Noble's PC support grant and participation**

The need for this was documented through a survey of Noble libraries. The survey asked who took care of your computer problems and assigned an hourly rate and \$ figure. This library will never be able to fund it's own PC support system. Tech. Service Librarian Rich Allen currently handles this problem along with all of his other duties. The cost to us for this support service from Noble may be minimal now, but when the grant money runs out it may become a menued item and cost more. We may have to seek Advisory Comm. support for it.

M. Ulrich suggests that we keep a log of all of our software and or hardware problems so that we can substantiate the need for PC support.

Motion to transfer \$1000 from State Aid for Noble's PC support. Seconded by P. Halloran, voted unanimous.

**F. Patron Library Card Costs:**

After much research the cost to replenish our patron library cards depends upon the quantity ordered. The cost for an adequate amount, 2500 - 3000, will range from \$600 - \$800. The board suggests that we use the money from our Administration budget and if need be later in the fiscal year we can seek a transfer from State Aid for our other admin. needs.

**NEW BUSINESS:**

**A. Upgrade of Asst. Dir./ Ref. Lib.:**

The Director reports that she sent a letter to the Personnel board highlighting C. E. position and requesting a meeting to resolve her situation.

**B. Promised Transfer Request:**

It appears that we will be short in our full-time payroll budget. We will calculate the figures and send a letter to the Advisory board reminding them that they approved a transfer for this and Library materials.

**C. Other Letters:**

The Director will also draft a letter to the Selectmen requesting the status of the Sec./Book position.

**D. Equipment Requests: Printers and Assistive Device**

The director would like to purchase printers from the computer money . She would also like to purchase an assistive device for the hard of hearing, to be used at the circulation desk so that we can become ADA compliant. She located a good one for \$89.95 plus shipping. The board agreed with both requests.

**E. Action Plan:**

June 29, 1999 will be the 100th Anniversary of the Frost Building. The Director feels this will be a unique opportunity to raise Library consciousness and begin to promote Frost Building Renovations. This will allow us to celebrate the first 100 years as well as the next 100 years by getting this library into the 21st century.

Ms. Ulrich thinks that this is a fun idea. She would like to see something like a huge thermometer that would show the amount of \$ that was raised. She also suggests that we form a subcommittee to look into this. She would be happy to serve on such a committee.

The Director will further investigate this concept.

**New Meeting Date: Tuesday, October 6, 1998 at 7:30 p.m.**

**Motion** to adjourn by D. Redgrave. Seconded by M. Ulrich, voted unanimous.

**Meeting adjourned 9:05 p.m.**