

Board of Trustees
Winthrop Public Library and Museum

Minutes

Trustees Meeting, Edward A. Hazlett Meeting Room, Winthrop Public Library, September 19, 2002.

Mr. Dalton called the meeting to order at 7:03 P.M. The following trustees were present: Stephen Dalton, Chairman; David Redgrave, Vice-chairman; John Meehan, Betty Peabody, John Tranfaglia, and Richard Tyrell. The following staff members were also present: Marjorie Hill-Devine, Director, and Ann Gutting, Asst. Director. Mary Ann Blair, circulation librarian, and Mary Connolly, general assistant librarian would later join the meeting in progress, as did Karen Brogan who was representing a group of mothers.

Before the meeting got underway, Mr. Dalton extended a warm welcome to Ms. Betty Peabody and to Mr. John Tranfaglia who were joining the Board as trustees for the first time.

Minutes

Acceptance of the minutes of August 15, 2002, was the first order of business. The minutes stirred some spirited comments on Mr. Tyrell's use of metaphor. The only amendment to the minutes, however, was made when Mr. Redgrave pointed out that the art work alone had been completed on the Nicosia memorial plaque. Mr. Redgrave then moved that the minutes be accepted with that notation. Mr. Tyrell seconded the motion. Four members voted in favor; Mr. Meehan voted against.

Old Business

A. FY 2004 Action Plan is due in October. Mr. Tranfaglia's suggestion of a quarterly review of action plans was welcomed as a way to monitor progress. Further discussion was promised for the next meeting.

B. CIPA/NCIPA Requirements. Discussion was held. Ms. Gutting will check out the requirement listed as #5, for the October meeting. It reads as follows: "My Internet use policies address unauthorized disclosure, use, and dissemination of personal identification information regarding minors."

C. Report: Job description updates, salary survey and recommendations. Ms. Hill-Devine delineated the progress made in compiling this Report, meanwhile underscoring the need for realistic guidelines for salaries. The document is presently still being edited.

D. LSTA

Ms. Gutting reported on the LSTA grant: 135 seniors took advantage of the program in its first year. The October and November classes are already pre-enrolled, and there will be Level II classes offered for

seniors in January. The grant will end on September 30, 2003; some way must be found to keep this highly successful program flourishing.

E. Nicosia Memorial Plaque

Mr. Redgrave described the progress made on the plaque and requested that Saturday, November 2, 2002, be set aside for the dedication. Mr. Redgrave made the motion that the library remain closed to the public until 12:00 Noon, to allow the privately attended function at 11:00 A.M., as requested by the Nicosia family. Mr. Tranfaglia seconded the motion which then passed unanimously.

Subsequently this motion was replaced by a second motion by Ms. Peabody to hold the dedication, if possible, at 10:30 A.M., thereby allowing an 11:00 A.M. opening of the library to the public. Mr. Tranfaglia seconded this motion. Four members voted in favor; Mr. Meehan abstained.

The first motion to close the library "to the public until 12:00 Noon," was rescinded by a motion made by Mr. Redgrave and seconded by Ms. Peabody, and approved unanimously.

General Business

Ms. Karen Brogna appeared before the trustees, as a representative of several mothers, requesting that more hours be allocated to the Children's Library. Ms. Blair and Ms. Connolly outlined the problems inherent in the request. Ms. Brogna, however, was tenacious in her plea for more time, saying that one hour, one day per week, would be a help. The Director and staff agreed to study this proposal.

New Business

Ms. Hill-Devine outlined the budget for NOBLE, and the necessity to make up for the underfunding that has occurred.

A. Town Meeting

There will be a joint meeting of the Selectmen and the Advisory Committee on September 25, 2002. The trustees should, if possible, attend this meeting to support the two articles submitted by the library:

1. The handicap ramp
2. Ceiling repairs

B. Service to decertified libraries

The trustees were reluctant to set a policy before such situations actually arise. The notation was made that if and when a policy is established it should apply across the board.

C. New hire policy

The trustees recommended that physical examinations and background checks (CORI) be conducted for all new employees.

General Business (cont'd) NOBLE

Mr. Tranfaglia generously promised to donate his scanner on condition that it prove to be compatible with the computer of the library.

Mr. Redgrave made the motion that \$600 be encumbered from State aid. \$100 would be used to upgrade the hard drive, and \$500 used for a c.d. carousel. Ms. Peabody seconded the motion. Unanimous.

Mr. Meehan then spoke about a formal set of guidelines, business information, trustee evaluation of the Director, identification of top funding priorities. He also commented on the Friends of the Library, the handicap ramp, and the deplorable condition of the book depository bin located at the rear of the library.

The next meeting of the trustees will be held on Thursday, October 10, 2002, at 7:00 P.M. in the Edward A. Hazlett Meeting Room

Mr. Redgrave made the motion to adjourn at 10:06 P.M. Ms. Peabody seconded the motion. There was unanimity.

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