

**Winthrop Public Library
Board of Library Trustees Meeting Agenda
Wednesday, September 9, 2009 6:30 p.m.**

1. Reading and acceptance of minutes from the previous (June 24, 2009) meeting.

2. Old Business

**** *Fall/Winter/Spring Schedule & Staffing. (action)***

**** *Update on woodwork restoration of the "Basch Room"- bookcases/countertop (action?)***

**** *Update: Library Long Range/Strategic Plan.***

**** *New PCs update***

3. New Business

**** *Evelyn Maurici Memorial Fund (\$700.00). (action)***

**** *Purchase of two new printers, shredder (action)***

**** *Wireless (WiFi) Status & Policy (action)***

**** *Update on facilities: Trees, Boiler, Chimney, Downspouts, Windows, Carpet***

**** *Update: Town Manager walk-through 9/2/09, meeting on 8/25 etc.***

**** *State Aid/Certification FY 10 update***

**** *Flu Pandemic Action Plan update***

4. Date of Next Meeting

5. Motion to adjourn

Board of Trustees
Winthrop Public Library and Museum

Minutes

Trustees meeting, September 9, 2009, Edward A. Hazlett Meeting Room, Winthrop Public Library.

Mr. Matarazzo called the meeting to order at 6:39 P.M. The following named trustees were present: James Matarazzo, Chairman; Susan Brazil, Stephen Dalton, Betty Peabody, and Richard Tyrell. The library was represented by Alan Thibeault, Director; Ann Gutting, Assistant Director, and Janice Flaherty, Administrative Assistant.

Minutes

Mr. Dalton moved to accept the minutes of June 24, 2009, as presented. Ms. Brazil and Ms. Peabody seconded the motion which was then passed unanimously.

Old Business

1. Mr. Thibeault reported that work on the Basch Room would resume on Friday. \$800 to \$1200 will be needed for new bookcases to match the woodwork. The job is to be completed by late fall.

2. Fall/Winter schedule, Mr. Tyrell moved to accept the new schedule presented by Mr. Thibeault. Ms. Peabody seconded the motion

Mr. Dalton offered a motion to amend the schedule dates: to now read from September 21, 2009 to December 31, 2009. Ms. Brazil seconded the motion to amend which was then approved and was then followed by approval of the initial motion.

3. Library Long Range Plan. The committee membership will be completed by October.

4. New PCs update. Mr. Thibeault wowed the trustees with slides of the five new PCs funded by the Friends of the Library.

New Business

1. Evelyn Maurici Fund. Mr. Thibeault proposed that the \$700 in the fund be devoted to a memorial collection of gardening and agriculture books in Evelyn's name.

Mr. Dalton moved that the funds in the Evelyn Maurici Fund be used as described by the Director. Ms. Brazil seconded the motion which carried unanimously.

2. New printers/shredder. Mr. Dalton offered the motion to allocate money from State Aid, not to exceed \$700, to purchase these items. Ms. Peabody seconded the motion. Unanimous.

3. Wireless (WiFi) status and policy. Ms. Peabody moved to accept the new WiFi policy statement submitted by Mr. Thibeault, with an additional paragraph urging caution on usage. Ms. Brazil seconded the motion. Unanimous.

4. Update on facilities. Mr. Thibeault brought Trustees up to date on trees that have been shedding leaves on the library, the need to replace the boiler relief valve, the need to clean the chimney, the need to replace worn carpeting, and the reclamation of gutters and downspouts. Windows that were a problem in northeast storms have been repaired. The money for the windows was taken from Building Maintenance.

5. Town Manager. Mr. Thibeault reported that the new Town Manager spent about forty-five minutes in the library and met the staff.

6. State Aid/Certification. Work on this chore continues.

7. Flu Pandemic. An action plan is being drawn that will be added to the Disaster Plan already in effect.

Next Meeting

The trustees will meet next on Wednesday, October 7, 2009, at 6:30 P.M. in the Hazlett Meeting Room.

Adjournment

Ms. Peabody moved to adjourn this fact-filled meeting at 8:14 P.M. Ms. Brazil quickly seconded the motion which then passed without an objection.

RST

RST

Winthrop Public Library
(Proposed) FY 2009 - 2010 Schedule

September 21¹ – June 30: *5 days/41 hours per week*

	<u>ADULT</u>	<u>CHILDRENS²</u>
Monday:	- CLOSED -	- CLOSED -
Tuesday:	12 p.m. – 8 p.m.	1 p.m. – 7 p.m.
Wednesday:	10 a.m. – 8 p.m.	1 p.m. – 6 p.m.
Thursday:	12 p.m. – 8 p.m.	1 p.m. – 6 p.m.
Friday:	10 a.m. – 6 p.m.	1:30 p.m. – 6 p.m.
Saturday:	10 a.m. – 5 p.m.	10 a.m. – 5 p.m.
Sunday:	- CLOSED -	- CLOSED -

¹ *Begin new schedule September 21st to allow sufficient public notice*

² *Story Hour Friday: 10:30 toddlers, 11:15 ages 3-5*

Winthrop Public Library & Museum Wireless (Wi-Fi) Policy (**draft**):

Wireless internet service is available at the Winthrop Public Library & Museum. Patrons with wireless-enabled devices can connect to the internet for as long as they like, without waiting for a free PC. The wireless signal can be accessed from anywhere in the facility.

To use this service, patrons need a wireless device that is compatible with the IEEE 802.11b, 802.11g or 802.11n (collectively known as "Wi-Fi") standards. Such devices include most modern notebook/laptop PCs and Macs, many PDAs, and some cell phones. The library does not loan wireless software or hardware. In order to use our wireless signal, your device must be configured to access it.

The library staff cannot help configure your device, nor can the library be held responsible for any changes you make to your device.

Patrons are responsible for knowing how to configure their own wireless devices. However, the following guidelines may help:

- A. Before changing any settings, first check to see if your device connects automatically. If you do make any changes, write down your original settings so you can revert to them later if you need to.
- B. Use the software that came with your device to set or verify that the Service Set Identifier (SSID) is WinthropPublicLibrary, that the Wireless Mode (also known as Network Mode or Connection Method) is set to Infrastructure or Access Point, not adhoc, and that the WEP (Wired Equivalent Privacy) is disabled.
- C. The device must be set to "use DHCP" and/or "obtain an IP address automatically."
- D. If you use Windows 2000 or XP and have multiple adapters, you may need to disable the one(s) you are not using. Windows devices in general may have to be rebooted after making this change to your settings.
- E. If your device is a Mac, make sure you have selected the correct "location".

The Library's wireless network is protected by a firewall. However, it is still possible for information sent from or to your laptop to be captured by anyone else with a wireless device and appropriate software, within the wireless signal's range. When using any network connection, including wireless, it is recommended that you NOT enable file sharing or print sharing to help prevent hackers from gaining access to your computer. The Library assumes no responsibility for the safety of equipment or for laptop configurations, security, or data files resulting from connection to the Library's network. Using virus protection, spyware protection, a personal firewall, and other measures to protect the information on your laptop is highly recommended, and is the sole responsibility of wireless users.

Winthrop Public Library & Museum Wireless (Wi-Fi) Policy (draft)

The library does not provide direct printing capability for laptops or mobile devices accessing our Wireless system.

Do not leave your laptop, PDA or other wireless device unattended while in the library.

When accessing the Internet via our wireless connection, please remember that although certain screen images may not meet Federal definitions of obscenity, passers-by might view them as unacceptable. This is particularly true if the direction of the screen allows clear/extended viewing by others. These conditions may fall under the current definitions of harassment, and civil action by and on behalf of the victims may be pursued.

Approved by the Board of Trustees (date)