

MINUTES of BOARD of TRUSTEE MEETING WINTHROP PUBLIC LIBRARY & MUSEUM

DATE: SEPTEMBER 30, 1999

TIME: 7:30 P.M.

PLACE: HYDE ROOM, WINTHROP PUBLIC LIBRARY

PRESENT:

DAVID A. REDGRAVE, CHAIR

EDWARD HAZLETT

STEPHEN J. DALTON

MARY ANN ULRICH

DONALD F. FORD

ELLEN NICKERSON

MARJORIE HILL-DEVINE

DIANE SPICER: ADMINISTRATIVE ASSISTANT

7:45- Meeting Called to Order

MINUTES FROM LAST MEETING were corrected re who voted under "Requests" on page 2: Mr. Dalton made the motion and Mr. Ford seconded it. Vote was unanimous.

OLD BUSINESS

Marjorie Hill-Devine passed out a cleaned up version of the financial planning for FY 2000 approved at last month's meeting and her application to the Meridian Trust at East Boston Savings Bank. She also displayed the new monthly calendar. Ms. Hill-Devine discussed the Goal Based Performance Evaluation system. The Board took some time to review language. Mr. Redgrave felt this was worthwhile and everyone's own goals are significant. Mr. Ford wants to make sure we are not unfair and suggested maybe make use of a percentages system on one part for the total score. Mr. Redgrave expressed that this was a good point and stressed to the board the importance of fairness. Mr. Redgrave made the final decision to review once again. Ms. Ulrich motioned to commend the Director and staff for developing and responding to the FY 2000 Goal Based Performance Review. Mr. Hazlett seconded. Voted unanimous.

ASSISTANT DIRECTOR:

Ms. Hill-Devine discussed the status of Assistant Director/Reference Librarian opening. Mr. Redgrave made the point that a better salary would draw more applicants. Ms. Hill-Devine stated that we might need to go to the Personnel Board to question the salary limit.

NEW BUSINESS & REVIEW

Ms. Hill-Devine discussed computer use policies. Mr. Dalton does not want the MLA policy included or the Noble policy either. Dalton stated it had nothing to do with filtering. Ms. Ulrich said we should label it as Winthrop's Policy – "The Acceptable Use". Mr. Dalton motioned to extract MLA statement. Mr. Hazelett seconded. Voted unanimous.

Mr. Hazlett brought up the incident of the alleged gas smell/ (leak?) in the old tech services room. No explosives were found. Ms. Hill- Devine reported that Pete's Rubbish cleaned up the remaining junk in the room as per Mr. Hazlett's request. Ms. Hill-Devine stated that we need a study. This need is documented in the Planning Documents we just sent to town hall. (See page 1 under Old Business). Ms. Ulrich motioned to direct Chairman Redgrave to send a letter to the Selectman for funds and assistance for an engineering study of the tech services room, a copy of which is to be sent to the Board of Health. Mr. Dalton seconded. Voted unanimous. Mr. Hazlett also reported that the bids (Community Development received) for the roof were over \$18,000-expect delay. Ms. Hill-Devine reminded the board that the patching was done last December to get us through last winter.

Ms. Hill-Devine discussed the fact that the books for FY 99 have not been closed. She proposed that we would send a letter from the Board to the Town Account with a copy to the Selectman discussing recent problems.

Ms. Hill-Devine offered her thoughts on Christmas planning. It was previously voted to hold an Open House on December 7th. The time will be 7:00-9:00 P.M. in the main library and it will be informal.

OTHER:

Ms. Hill-Devine reported the hiring of a new employee Kristin Widmar. She also reported that that \$ 4000 has been made available to us to catalog Museum stuff for the state's Virtual Catalog but she does not know how to proceed because we have no one to do the work and NO MUSUEM PROGRAM, unless funds become available for the Conservation Librarian through the possible upcoming override.

NEXT MEETING:

November 10th Wednesday
9:35 session closed.