

**BOARD OF TRUSTEES**  
**WINTHROP PUBLIC LIBRARY AND MUSEUM**  
**MEETING MINUTES: FEBRUARY 12,, 2026**

**In Attendance:**

In Person

Trustees: Gillian Teixeira, Alyson Dewar, Gary Skomro, Annie Ferreira, Cynthia Hastings, Grace Kingsbery; Library Director - Greg McClay; Executive Assistant - Alana Locke

**Absent:**

None

**Call to order:**

Meeting called to order at 6:02pm

**Minutes:**

Minutes from January submitted for approval

- Motion by Trustee Ferreira
- Seconded by Trustee Kingsbery
- No discussion
- All Trustees voted in favor
- Motion passed

**Chair Report:**

Conflict of Interest Training: all Trustees need to complete this for the State. The Director did reach out. It is covered in his report.

If Trustees have questions about the position or the workings of the library, I (Chair Gillian Teixeira) or any of the Trustees will be happy to answer them in numbers that are below a quorum. (Fewer than four Trustees)

**Director's Report:**

Staff Issue:

The Director alerted the Trustees about a staff issue that is currently happening. No details were given just that an issue exists, the Director is dealing with it, and will update the Trustees as necessary.

**BOARD OF TRUSTEES**  
**WINTHROP PUBLIC LIBRARY AND MUSEUM**  
**MEETING MINUTES: FEBRUARY 12,, 2026**

**Snow/Snow Removal:**

The Library was closed on January 26 and part of January 27 for the snowstorm. Hours resumed in the afternoon of January 27. The back entrance was cleared of snow prior to opening. It was several more days before the front access ramp was cleared.

The Library closed again on February 7 for a potential storm. There was much less accumulation than the prior storm. However, the ongoing and re-issued parking ban (all municipal lots are used for residents' cars during snow ban parking - this includes the lot behind the Library - and parking on the streets is not allowed) meant that the lot would likely be full of cars parked for the ban and make accessing the library, by both patrons and employees, prohibitive.

The Trustees were most interested in the fact that it took several days for the accessible ramp at the front of the library to be cleared of snow and usable by patrons. The Director stated that having the new access ramp in the back, which was cleared early, made that easier but it did create a challenge for Inter Library Loan deliveries. Normally those are brought into the front using the ramp in the front and communicating that those deliveries needed to be taken in through the back was difficult. The Trustees were also interested in which department is in charge of clearing the snow for the library. The Director said it was the DPW and that he contacted them more than once about the ramp. Ramps should be cleared before stairs. Anyone can use a ramp. Not everyone can use stairs.

It also seems like the extreme cold has taken a toll on the brackets on the new ramp in the back. Some of them are breaking. Repairs should be covered by the contractor, since the ramp was completed recently and parts should not be failing this quickly.

**Library Card Renewals:**

NOBLE will load code into the Evergreen system that will allow patrons to renew their own Library cards. Cards expire every three years and currently patrons need to go to the library to have it renewed. The system sends out an email alerting patrons of the impending expiration. The code will allow them to renew, ahead of the expiration date, without having to go to the library. If they miss the window and go past the expiration without renewing themselves, patrons will still have to go to the Library for a staff member to renew the card for them.

The system will roll out eRenewal to: Public Patrons, Senior Citizens, and Online card holders in that order. Winthrop does not differentiate between the first two categories. An online card is a limited-use card that allows for borrowing of e-materials (books and audiobooks) without having a physical card. Online cards have different card numbers than physical cards. Patrons who want to utilize physical items from the library or museum passes need to have a physical card from the library.

**BOARD OF TRUSTEES**  
**WINTHROP PUBLIC LIBRARY AND MUSEUM**  
**MEETING MINUTES: FEBRUARY 12,, 2026**

**Library Accounts - budget:**

The Director supplied the Trustees with the current balances and brief descriptions of all of the funds available to the Library outside of the budgeted amounts from the Town. (see attached).

- Both the Helen Black Library Trust Fund and the George Hyde Library Trust have been zeroed out.
- The Hazlett Fund contains \$23.78. It needs to be spent and will be spent, though doing so requires a few hoops.
- State Aid is a fluid fund that contains the monies awarded to the Library by the State as long as The Library meets certain benchmarks set by the State. Currently it is dispersed in two equal payments per year. In 2026 those payments were each \$24,000.00.
- Library Donations includes any gifts given to the Library by patrons along with the funds on hand when the previous Friends of the Library dispersed. \$2,000.00 per year is earmarked for programming.
- The New Books Fund holds any monies paid by patrons to replace books that were lost or damaged beyond acceptable use.
- There are two large funds: James B & Helen P Athens fund and the O'Brien Library Book Trust. Both of these contain restrictions on how the funds can be used.
  - o The Athens fund has a principal balance of \$100,000.00. The terms of the fund stipulate that only the interest can be used. Currently the account is underperforming, only earning about \$100/year in interest. That is about .1% interest. A CD or high-yield savings account should accrue about 3% interest, which is \$3,000.00/ year. There was discussion about whether or not the Library or the Trustees can move this money somewhere that it will earn a useful amount of interest. Trustee Kingsbery volunteered to investigate with the Town to see what can be done with it.
  - o The O'Brien fund has a balance of \$240,181.38. This fund is restricted to the purchase of new books and HVAC. It should also be held somewhere that it can accrue a useful amount of interest. An interest rate of 3% would earn \$7,000.00/year.

**Ethics Training:**

It is under the purview of the Town Clerk. The Town Clerk has a lot of COI trainings to keep up with - all Town Employees and elected officials (also potentially those appointed to committees) are required to complete this training. The schools alone comprise hundreds of people. The Director provided a document with the website for the training and instructions from the Town Clerk. If a Trustee has completed this training in the past, they should still be able to use that login. If not, they can create a new account.

**BOARD OF TRUSTEES**  
**WINTHROP PUBLIC LIBRARY AND MUSEUM**  
**MEETING MINUTES: FEBRUARY 12,, 2026**

**Agenda Items:**

**Card Renewals:**

See Above

**Study Rooms:**

The Director again reached out to the Buildings Supervisor regarding the door knobs for the study rooms. This is the last piece necessary to open them. They will be lever-style as required by the ADA. The Director reminded the Buildings Supervisor that each room needs to be keyed separately and a single key cannot be used to access all of the rooms.

The Director also met with the Town Manager about punch list items that have been languishing. The Library has a toilet that needs attention as well as the water fountain and the door knobs for the study rooms. Evidently there are staffing issues in the DPW. Certain positions have remained unfilled for years. They are talking with the union to attempt to rectify this. Regardless, the Library should take priority as it serves the largest demographic of Winthrop residents on a regular basis. The building is heavily used and a reflection on Winthrop.

The Director also said that the Library does not have a dedicated custodian. In the winter especially, it requires regular cleaning. At one point, after a water-leak, the Friends paid for a semi-regular cleaning service because of the fear of mold. This is not something that the Friends or the Library should be responsible for but is an option in a pinch.

Trustee Ferreira stated that she will make the necessary calls/emails/visits to advocate to the Town on Behalf of the library.

**The Roof, The Roof:**

There have been no additional leaks as of yet. The town exterminator had a look and said exclusion of animals would be a wildlife person. The Trustees have used such people in the past and are willing to give names of companies if necessary. The Director will have to see if the Town has someone they use first.

Trustee Kingsbery asked about missing ceiling panels on the mezzanine level. The Director stated they were from a previous water leak.

**Unattended Child Policy:**

The Trustees again discussed the Unattended Child Policy.

A motion was made by Trustee Skomro to adopt the amended policy as written. Trustee Kingsbery seconded.

Discussion: The Trustees went through the document paragraph by paragraph and made changes recorded by EA Locke. Highlights: Trustees noticed that the document sometimes says "Parents", sometimes "Parent/Guardian" and sometimes "Caregiver" those will be amended to cover all three, as appropriate. There was a robust discussion regarding the specific ages given in the document. It was decided that enforcement could be done on a case-by-case basis. There were questions regarding what is allowed on the computers in the Children's Room and whether the Library had

**BOARD OF TRUSTEES**  
**WINTHROP PUBLIC LIBRARY AND MUSEUM**  
**MEETING MINUTES: FEBRUARY 12,, 2026**

a firewall or carried cyber security insurance. The Director stated that with the advent of phones, people doing inappropriate searches or generally finding inappropriate content on library computers have largely disappeared.

The Trustees unanimously voted to approve the policy as amended. EA Locke will email everyone a copy of the revised policy. The Trustees reserved the right to amend further if necessary.

**Public Comment:**

- No public comment

**Future Meetings:**

Thursday March 12, 2026 at 6pm

Thursday April 9, 2026 at 6pm

**Adjournment:**

- Motion to adjourn by Trustee Dewar
- Seconded by Trustee Hastings
- All voted in favor
- Meeting adjourned at 7:25pm

**BOARD OF TRUSTEES**  
**WINTHROP PUBLIC LIBRARY AND MUSEUM**  
**MEETING MINUTES: FEBRUARY 12,, 2026**

Appendix:

Circulation Numbers:

Total Circulation refers to items circulated in the past month, either physical or online and renewals of same

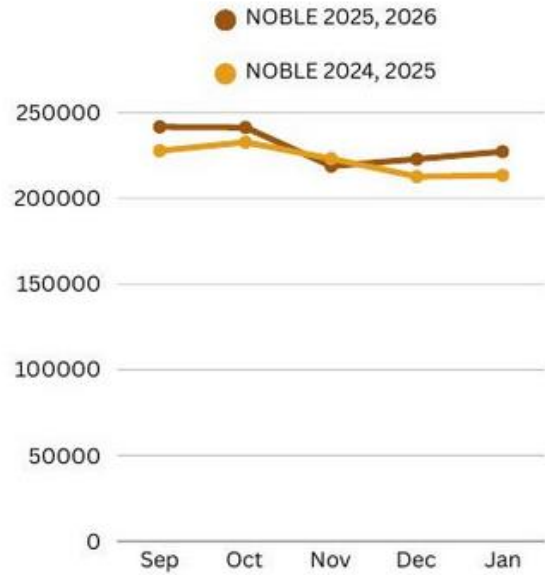
Total Checkouts refers to new items lent to borrows that are not renewals

Total Patrons is the number of active Winthrop Public Library and Museum cards

Added Patrons are new cards issued (that were not done so because they had been lost).

Active Patrons used library resources in the past month, in a way that was recorded. It would not count someone who browsed the cookbooks, in person, and left without borrowing any..

**BOARD OF TRUSTEES**  
**WINTHROP PUBLIC LIBRARY AND MUSEUM**  
**MEETING MINUTES: FEBRUARY 12., 2026**

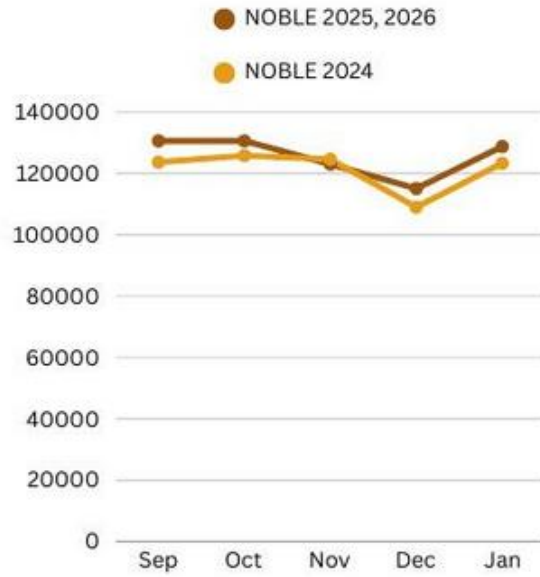
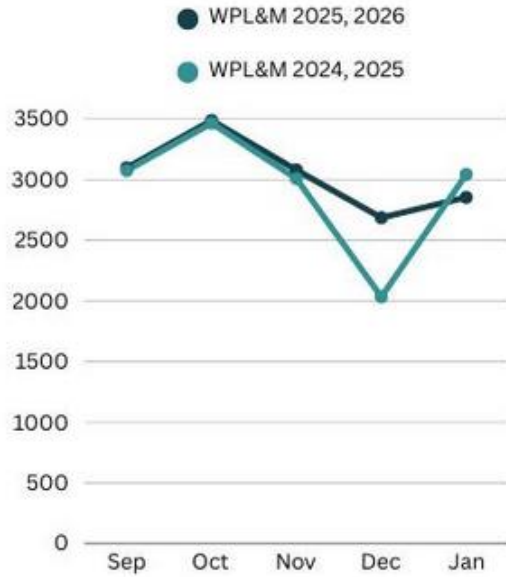


Month	2025, 2026	2024, 2025
Sep	5484	5416
Oct	6140	6051
Nov	5470	5730
Dec	5401	4415
Jan	5124	5027

Month	2025, 2026	2024, 2025
Sep	241593	227657
Oct	241263	232666
Nov	218722	223062
Dec	222795	212613
Jan	227175	213335

# Total Circulation

**BOARD OF TRUSTEES**  
**WINTHROP PUBLIC LIBRARY AND MUSEUM**  
 MEETING MINUTES: FEBRUARY 12., 2026

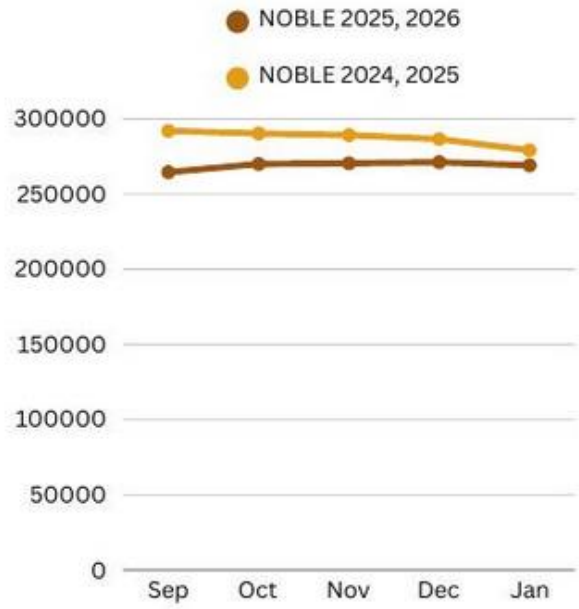
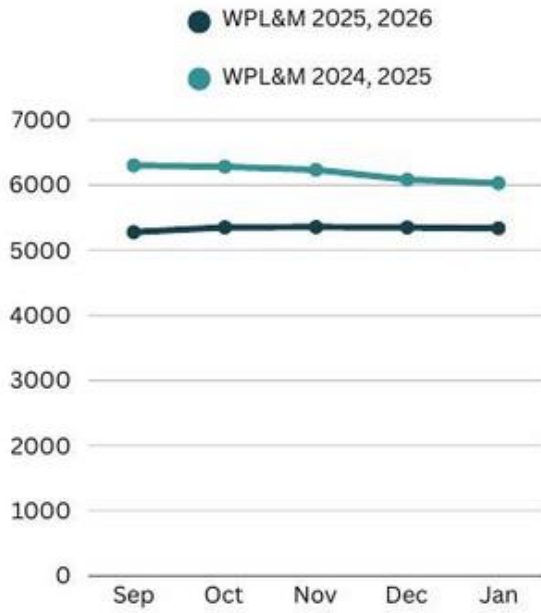


Month	2025, 2026	2024, 2025
Sep	3098	3075
Oct	3488	3465
Nov	3079	3008
Dec	2686	2034
Jan	2854	3043

Month	2025, 2026	2024, 2025
Sep	130532	123589
Oct	130539	125726
Nov	122950	124541
Dec	115008	108941
Jan	128671	123268

# Checkouts

**BOARD OF TRUSTEES**  
**WINTHROP PUBLIC LIBRARY AND MUSEUM**  
**MEETING MINUTES: FEBRUARY 12,, 2026**

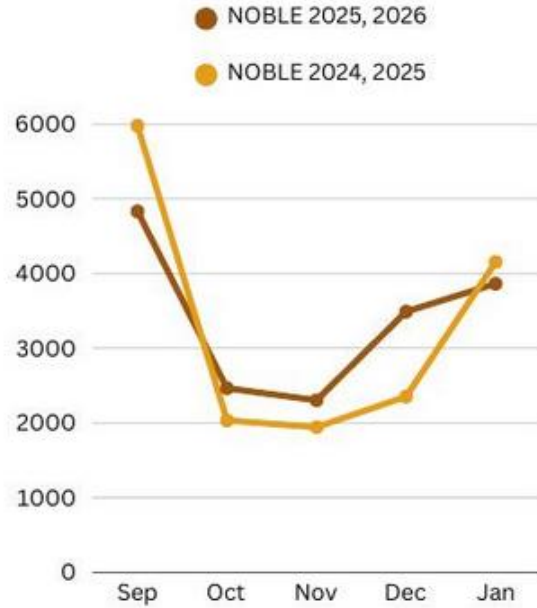


Month	2025, 2026	2024, 2025
Sep	5277	6301
Oct	5351	6282
Nov	5355	6235
Dec	5349	6083
Jan	5336	6029

Month	2025, 2026	2024, 2025
Sep	264569	292029
Oct	270032	290299
Nov	270498	289215
Dec	271221	286580
Jan	269084	279137

# Total Patrons

**BOARD OF TRUSTEES**  
**WINTHROP PUBLIC LIBRARY AND MUSEUM**  
**MEETING MINUTES: FEBRUARY 12., 2026**



Month	2025, 2026	2024, 2025
Sep	55	39
Oct	61	53
Nov	49	31
Dec	34	34
Jan	56	44

Month	2025, 2026	2024, 2025
Sep	4833	5979
Oct	2465	2034
Nov	2303	1943
Dec	3490	2353
Jan	3864	4155

# Added Patrons