

**BOARD OF TRUSTEES**  
**WINTHROP PUBLIC LIBRARY AND MUSEUM**  
**MEETING MINUTES: APRIL 9, 2026**

**In Attendance:**

In Person

Trustees: Gillian Teixeira, Alyson Dewar, Annie Ferreira, Cynthia Hastings, Grace Kingsbery; Gary Skomro

Library Director - Greg McClay; Executive Assistant - Alana Locke

**Absent:**

None

**Call to order:**

Meeting called to order at 6:03pm

**Minutes:**

Minutes from March submitted for approval

- Motion by Trustee Kingsbery
- Seconded by Trustee Hastings
- Discussion: Trustee Hastings pointed out that there was a typo in this section in the March minutes. It said "January Minutes submitted for approval." It should have said February.
- Trustee Kingsbery made a motion to approve the change. Trustee Hastings seconded. All voted in favor. The change will be made and minutes re-distributed.
- Vote to approve minutes as amended. All voted in favor.
- Motion passed. March Minutes are approved with January changed to February in the Meeting Minutes section. (Change was made and new minutes distributed on 4/10/2026)

**Chair Report:**

Conflict of Interest Training:

Conflict of Interest Training. Has anyone successfully completed it? Trustee Ferreira and Hastings did so using the information supplied at a previous meeting. Trustee Dewar had already completed the training. Remaining Trustees are urged to do so, either with the information from the previous meeting in February or by contacting the Town Clerk, Denise Quist.

**BOARD OF TRUSTEES**  
**WINTHROP PUBLIC LIBRARY AND MUSEUM**  
**MEETING MINUTES: APRIL 9, 2026**

Summer Meetings:

We have May 14 on the calendar for the next meeting. The second Thursday in June is the 11, do we want to do that date or push it further into the month? Trustees agreed on June 11, 2026. There was a discussion whether or not to have a July Meeting. Consensus was to skip July and resume in August. August meeting will be August 13, 2026. Fall meeting dates will be scheduled at a future meeting.

Director's Report:

HVAC/Mini-Splits:

Previously the Director forwarded a new (cheaper) quote that he had obtained to the Trustees. The Town CFO (Dylan Cook, Chief Financial Officer) said the RFQ (Request For Quote) based on the details of that cheaper estimate would go out on April 23.

The CFO will take the details minus pricing from the HVAC quote. Companies will then give their quotes on those specs. This is different from a Request for Proposal (RFP). An RFP asks for both details of the scope of the work plus quoted pricing.

It shouldn't take too long. RFQs are open for about two weeks. If no one replies, the Town/Library can use their vendor of choice. Anything over \$10,000 has to go out to bid.

The hose to the window AC unit in the museum was co-opted by squirrels. It was removed and placed outside to allow the squirrels to find another home. It will be cleaned out and hooked up again when the weather gets warmer.

Computer Grant/Study Room Update:

The new computers, obtained via the grant in conjunction with CASA, are set up. There are three in Young Adult, six in the Hazlett Room, and one on the mezzanine. They are not currently online. Our current version of Deep Freeze (the software used to wipe the history when the user logs out, so it is not available to the next user) is incompatible with the current version of Windows (because of course it is). Once they become friends, those computers will go online.

These new machines require furniture to house them. The Director is requesting \$1,600 from State Aid for furniture for the study rooms and the new computers.

Chair Teixeira made a motion to allocate \$1,600.00 from State Aid for the purchase of furniture for the Study Rooms and desks for the new computers. Trustees Ferreira and Hastings both seconded.

Discussion: Trustee Kingsbery asked how durable the furniture needs to be/should it be purchased elsewhere for durability. The Director said it's a crapshoot. Similar items purchased from library suppliers would likely cost double or more. Sometimes those items are very durable. Sometimes they are not.

**BOARD OF TRUSTEES**  
**WINTHROP PUBLIC LIBRARY AND MUSEUM**  
**MEETING MINUTES: APRIL 9, 2026**

Chair Teixeira asked if there are restrictions on what we can purchase. Specifically there have been requirements regarding fire suppression/retardants in the past. Interestingly, purchases were required to fulfill those requirements but donations were not. The Director said he would double check with the Fire Department. Many items these days are manufactured to be fire retardant regardless of manufacturer, use, or distributor.

Trustee Dewar remembered that Harvard has a free store for stuff. She said she would pass on the information. It's Harvard Recycling and Surplus. They give away all sorts of things. Items must have transportation (Harvard will not arrange it nor deliver anything) and everything is first come/first served. It's open to the public on Thursdays.

Vote: All voted in favor. \$1,600.00 will be allocated to furniture from State Aid.

The Director circulated Salem Public Libraries Policy for their Library of Things as well as lending agreement that borrowers must sign. He is planning to use this as a jumping off point for the policy regarding the loaner Chromebooks also obtained through the grant.

**The Roof, The Roof, the Roof is very attractive to mammals:**

The Tree Warden has come to observe the roof and think like a squirrel. He has sent a detailed letter regarding both rodents on the roof and the trees around the library in general. See Attachments

The letter mentions trees growing through the fence surrounding the National Grid Transformer. Trustee Kingsbery asked if National Grid would be responsible for the trees in the fence. She also wonders why that fence exists at all and noted that it's not well maintained. There is a fence directly around the transformer and no fence on much of the residential side of that lot.

**Water Fountain:**

Our plumbing contractor (All Out Plumbing) has ordered a replacement compressor (under warranty) for the water fountain. It should be in soon and then they will install it.

**McNiff Fund:**

The library received a check for the final distribution from the McNiff Estate. The balance for that fund is \$47,585 and it is to be used solely for the purchase of books, audio and visual materials (or future successor technologies serving such purposes to be used for public circulation.

**Cooperative Mural, middle schoolers art class:**

Elizabeth Telmosse was awarded a grant in the amount of \$5,000.00 from the Massachusetts Cultural Council for a series of art classes. From the application:

The program consists of two separate art class programs concluding with community artist receptions:

**BOARD OF TRUSTEES**  
**WINTHROP PUBLIC LIBRARY AND MUSEUM**  
**MEETING MINUTES: APRIL 9, 2026**

1. Four-week painting class for ages 8 - 12 led by local artist and educator, Paige Covello. Upon conclusion, the library will host an artist reception to showcase the completed works. The works will remain on display in the library for the month of March, which is also Children's Art Month.\*
2. Four week Mural Design Class for ages 12 - 18 led by local artist and MassArt professor, Alex Gerasev. The program will lead participants through the process of designing, painting, and installing a mural in the library's Teen Room. The mural will be ceremoniously unveiled to the public and remain on display in the library."

Images are attached of the classes and progress on the mural.

\*Those works are currently on display in the main stacks of the library on the main floor.

**Dates:**

- Council on Aging Health Fair is on Thursday, April 23 from 11am - 2pm at the senior center. The Library will have a table.
- Town Spring Forum is on April 21 at 7pm at the High School
- The Library will be closed on April 20<sup>th</sup> for Patriots' Day

**Executive Assistant Update:**

National Library Week is April 20 - 25. The Executive Assistant is planning some activities. There will be a "Shelfie Station" and a "Digital Scavenger Hunt." She is assembling staff recommendations and has asked the Trustees to recommend some books as well.

**Agenda Items:**

**Study Room Update:**

See above

**Grant Update:**

See above

**Mural Update:**

See above

**Roof Update:**

See Above

**Other Items:**

**Mini Split funding:**

Trustee Hastings has been doing some digging for alternative funding for the mini splits. Mass Save and National Grid both have programs that could save us money. Discussion landed on Trustee Hastings contacting the CFO to see if there is

**BOARD OF TRUSTEES**  
**WINTHROP PUBLIC LIBRARY AND MUSEUM**  
**MEETING MINUTES: APRIL 9, 2026**

a way to take advantage of the money. Whether the bid process allows for it, how to go about it, etc. The Director inquired if there is a name for the National Grid program.

**Policies:**

The Executive Assistant and Director compiled three policies for review by the Trustees: The Social Media Policy; Computer and Internet Use Policy; and the Display Space and Bulletin Policy.

Trustee Kingsbery asked about policy enforcement. She stressed that if they are not enforced evenly that could create the appearance of bias and unfairness.

The Trustees decided to tackle the Social Media and Display policies. They asked to poll staff and find out what is and is not working and their thoughts about any changes.

For the Social Media Policy, Trustee Ferreira pointed out that it was very similar to the policy the Trustees reviewed in the fall (Behavior Policy). The Library currently has accounts on Instagram, Facebook, and Twitter. There are benefits to allowing comments on posts. Al Gore's Rhythm is more likely to show posts to a wider audience when comments are allowed. There has not been a problem with comments from the general public. They discussed posting pictures of patrons and attendees of programs. The Director said they try to photograph backs of the head or from behind, to limit identification or posting faces of those who may be reluctant to be on social media. The Trustees discussed whether or not the Library should have a release from events. They will discuss further after Staff input has been obtained.

The Trustees discussed that the Display Space and Bulletin Boards policy should be two categories: Public and In House. There is one community bulletin board by the main door. All other bulletin boards and displays are for the promotion of library events and materials. Patrons are welcome to suggest display ideas and books to display but are not allowed to make their own displays. There was a discussion regarding what was and was not acceptable for the community bulletin board and how often items were reviewed and or discarded. Final discussion on this will again occur after staff input and further review by the Trustees.

**Library Trust Accounts:**

Trustee Kingsbery reported that the three main accounts (O'Brien, Athens, and McNiff) have been moved to higher interest accounts at Rockland Trust. Celebration.

**Website:**

Trustee Dewar asked about the website, which is not mobile friendly. The Executive Assistant reported that she and Liz Telmosse are working on ways to make it better. It's hosted on WordPress and is evidently not intuitive. They are working on it.

**Study Rooms:**

Trustee Dewar mentioned that when she went to see the Study Rooms someone had reserved one for a call but had to change to the Bergman room because it's too

**BOARD OF TRUSTEES**  
**WINTHROP PUBLIC LIBRARY AND MUSEUM**  
**MEETING MINUTES: APRIL 9, 2026**

echoey in there. She noticed it as well. Trustees discussed some ways to absorb sound. They really need some sort of fabric in there. Trustee Dewar suggested programs to make something for the rooms. She suggested upcycled, braided-in, t shirt rugs but other things could work as well.

Trustee Dewar mentioned that while the rooms themselves look great, the remainder of that space looks less so. It's kind of gross. The Director said it will get cleaned out. They discussed some ways to make it more welcoming in the meantime (a curtain or partition, cleaning off the existing shelves)

**Bicycle Parking:**

The library has a bicycle rack close to the children's room. Bicycles often end up not there. Trustee Kingsbery asked if something could be done to point patrons to the rack. The Director expressed doubt that would make much of a difference. He does find the owners when the bicycles are parked in especially bad spots - the bottom of the main level ramp being one of those places.

**Print in the Hazlett Room:**

Trustee Kingsbery mentioned there is a print in the Hazlett room that is quite nice and wondered if it could be placed on some sort of merchandise for fundraising. The Director said that the Friends are usually the ones who would do something like that. Often those types of things don't necessarily work very well as fundraisers. It's easier to get donations to the Library than to try to get people to buy a thing meant to raise funds.

**Public Comment:**

- No public comment

**Future Meetings:**

Thursday May 14, 2026 at 6pm

Thursday June 11, 2026 at 6pm

Thursday August 13, 2026 at 6pm

**Adjournment:**

- Motion to adjourn by Trustee Skomro
- Seconded by Chair Teixeira
- All voted in favor
- Meeting adjourned at 7:12pm

**BOARD OF TRUSTEES**  
**WINTHROP PUBLIC LIBRARY AND MUSEUM**  
**MEETING MINUTES: APRIL 9, 2026**

Appendix:

Circulation Numbers:

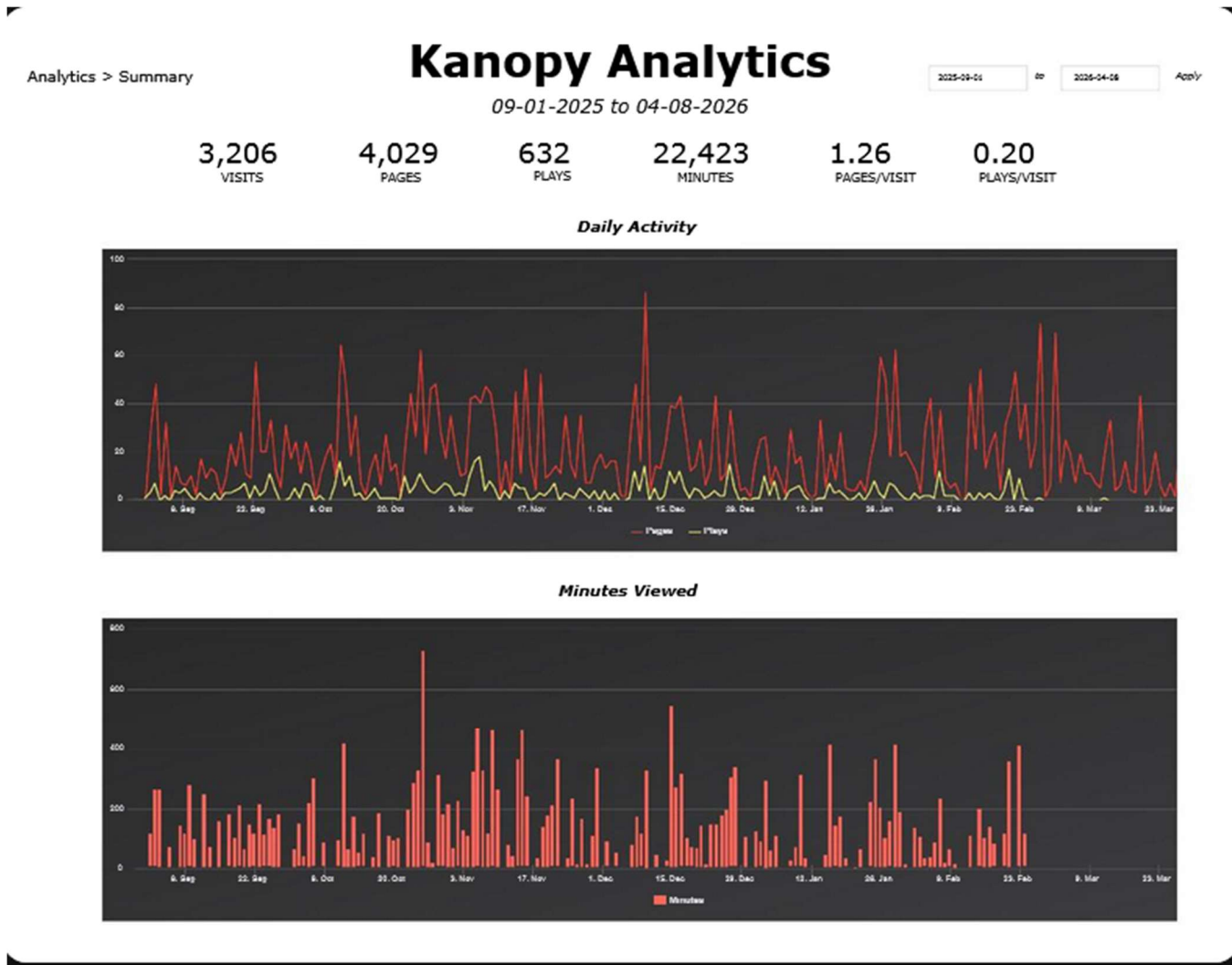
Total Circulation refers to items circulated in the past month, either physical or online and renewals of same

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.

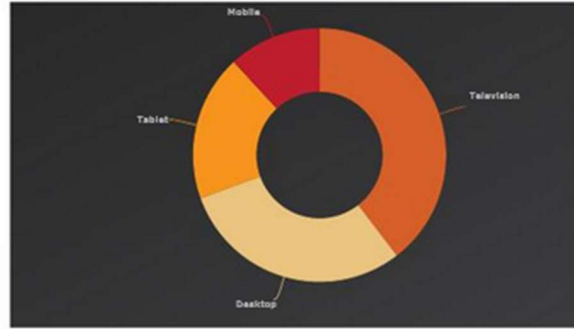


**BOARD OF TRUSTEES  
WINTHROP PUBLIC LIBRARY AND MUSEUM  
MEETING MINUTES: APRIL 9, 2026**

**Top 10 Videos**

Rank	Kanopy ID	Video Title	Supplier	Pages	Plays	Mins
1	16468822	The Librarians: The Next Chapter: S1	Electric Entertainment	55	32	513.82
2	15949910	Pride and Prejudice	BBC Studios	44	24	981.92
3	14359994	Superto	BBC Studios	15	12	61.23
4	15139487	The Hitchhiker's Guide to the Galaxy	BBC Studios	17	12	242.53
5	16371899	Meditation	Curiosity Stream	20	11	181.15
6	17059452	Paradise Lost	Paramount Pictures	19	10	84.07
7	16309750	Spotlight	Shout Studios	10	7	273.73
8	17059465	Spy City	Paramount Pictures	9	7	99.22
9	11395992	White Shorts And Black Superman	California Newsreel	9	6	50.87
10	14861115	The Good, The Bad, The Weird	IFC Films	8	6	143.38

**Plays by Device**



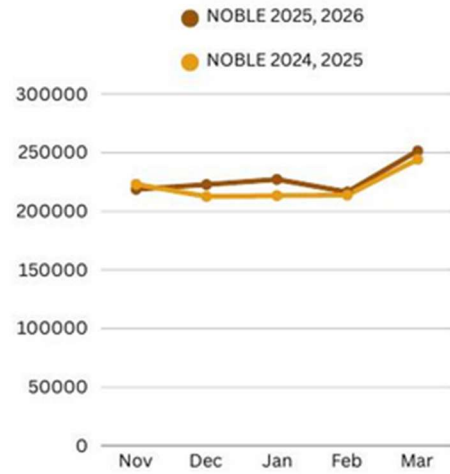
**Top 10 Suppliers**

Supplier	Pages	Plays	Mins
Paramount Pictures	417	81	4342.35
BBC Studios	204	66	1622.65
Shout Studios	149	36	1302.60
Weston Woods	69	36	265.00
Electric Entertainment	58	32	513.82
PBS	100	28	767.10
MGM	137	25	1481.03
Vooks	39	19	92.37
IFC Films	84	16	700.05
Neon	123	15	938.93

# Kanopy Analytics

09-01-2025 to 04-08-2026

**BOARD OF TRUSTEES**  
**WINTHROP PUBLIC LIBRARY AND MUSEUM**  
**MEETING MINUTES: APRIL 9, 2026**

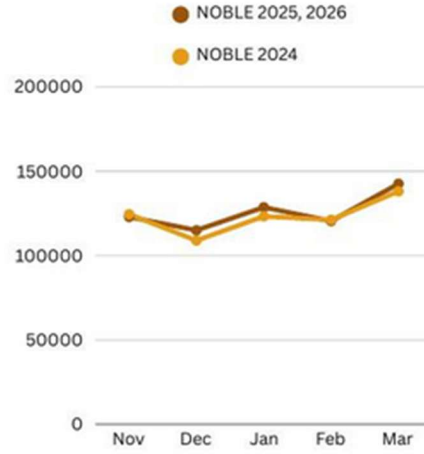
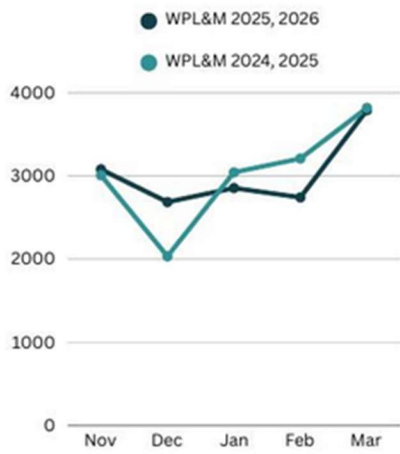


Month	2025, 2026	2024, 2025
Nov	5470	5730
Dec	5401	4415
Jan	5124	5027
Feb	5085	5676
Mar	6277	6609

Month	2025, 2026	2024, 2025
Nov	218722	223062
Dec	222795	212613
Jan	227175	213335
Feb	216458	213823
Mar	251545	244334

# Total Circulation

**BOARD OF TRUSTEES**  
**WINTHROP PUBLIC LIBRARY AND MUSEUM**  
**MEETING MINUTES: APRIL 9, 2026**

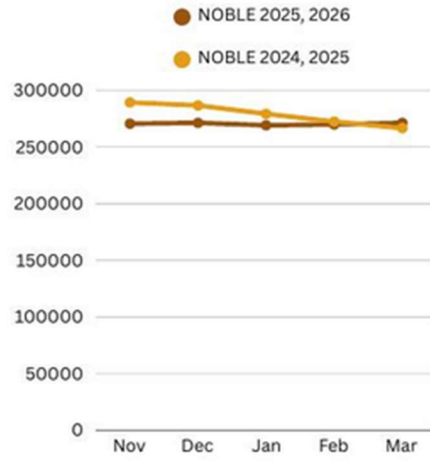


Month	2025, 2026	2024, 2025
Nov	3079	3008
Dec	2686	2034
Jan	2854	3043
Feb	2742	3209
Mar	3790	3818

Month	2025, 2026	2024, 2025
Nov	122950	124541
Dec	115008	108941
Jan	128671	123268
Feb	120450	121251
Mar	142614	138116

# Checkouts

**BOARD OF TRUSTEES**  
**WINTHROP PUBLIC LIBRARY AND MUSEUM**  
**MEETING MINUTES: APRIL 9, 2026**



Month	2025, 2026	2024, 2025
Nov	5355	6235
Dec	5349	6083
Jan	5336	6029
Feb	5198	5846
Mar	5185	5541

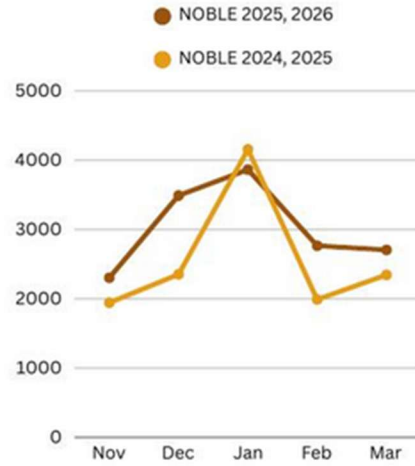
Month	2025, 2026	2024, 2025
Nov	270498	289215
Dec	271221	286580
Jan	269084	279137
Feb	269820	272291
Mar	271176	266578

# Total Patrons

**BOARD OF TRUSTEES**  
**WINTHROP PUBLIC LIBRARY AND MUSEUM**  
**MEETING MINUTES: APRIL 9, 2026**



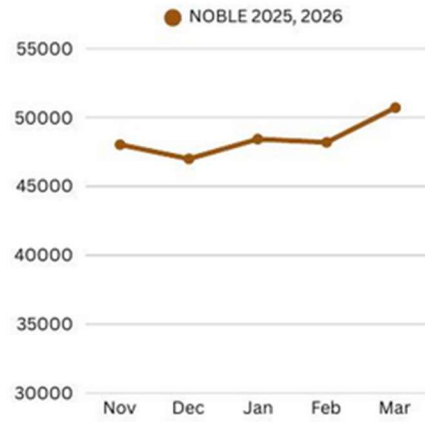
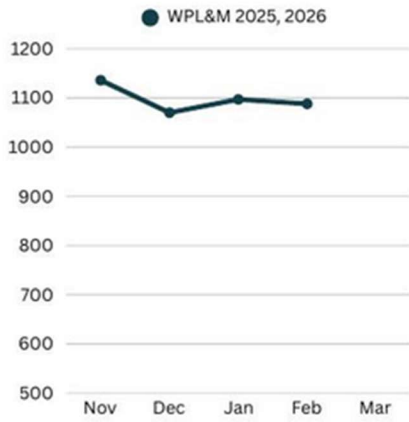
Month	2025, 2026	2024, 2025
Nov	49	31
Dec	34	34
Jan	56	44
Feb	32	35
Mar	44	45



Month	2025, 2026	2024, 2025
Nov	2303	1943
Dec	3490	2353
Jan	3864	4155
Feb	2765	1989
Mar	2705	2345

# Added Patrons

**BOARD OF TRUSTEES**  
**WINTHROP PUBLIC LIBRARY AND MUSEUM**  
**MEETING MINUTES: APRIL 9, 2026**

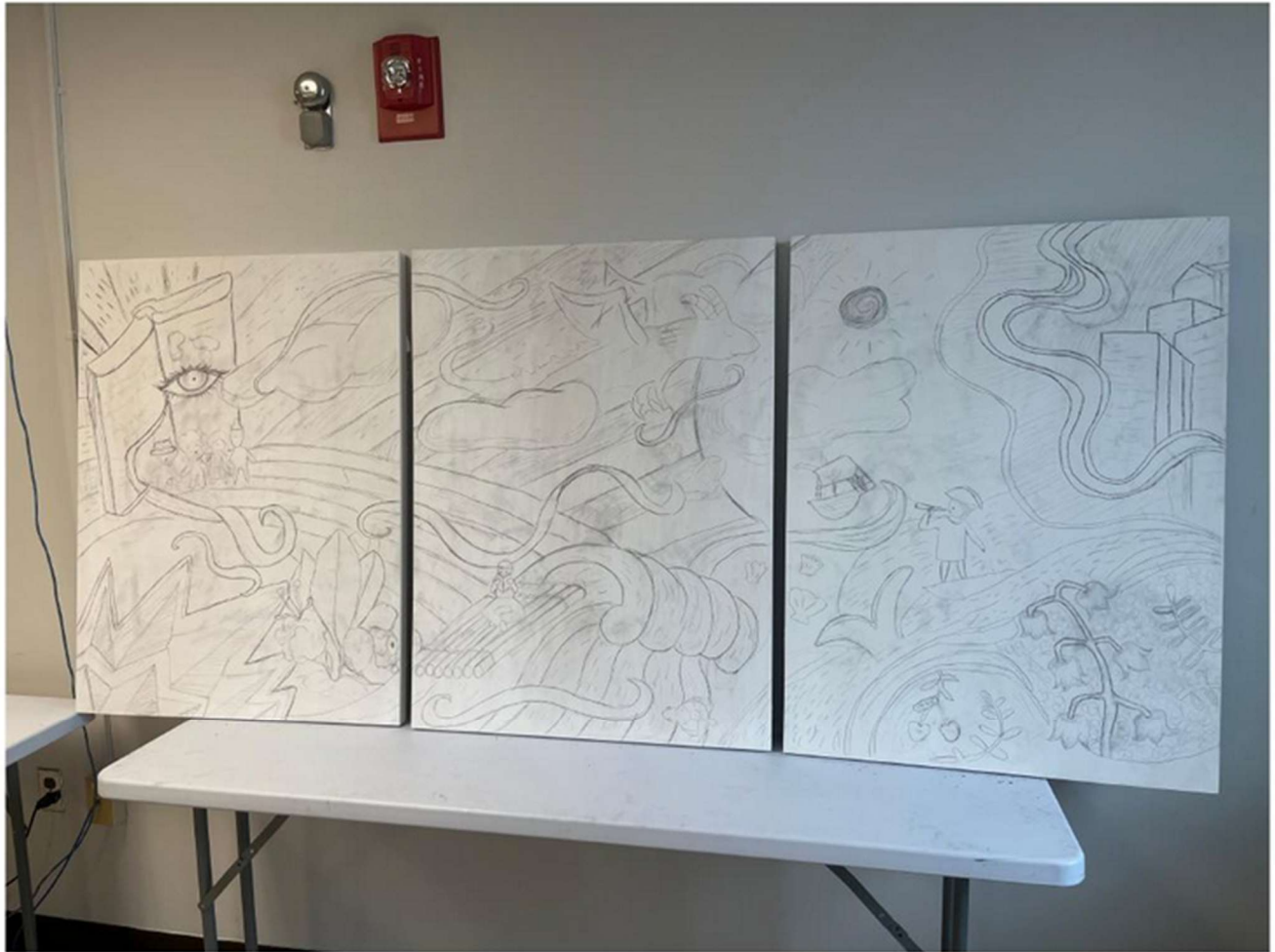


Month	2025, 2026
Nov	1136
Dec	1070
Jan	1097
Feb	1088
Mar	1195

Month	2025, 2026
Nov	48034
Dec	47003
Jan	48435
Feb	48203
Mar	50721

# Active Patrons

**BOARD OF TRUSTEES**  
**WINTHROP PUBLIC LIBRARY AND MUSEUM**  
**MEETING MINUTES: APRIL 9, 2026**



**BOARD OF TRUSTEES**  
**WINTHROP PUBLIC LIBRARY AND MUSEUM**  
**MEETING MINUTES: APRIL 9, 2026**



**BOARD OF TRUSTEES**  
**WINTHROP PUBLIC LIBRARY AND MUSEUM**  
**MEETING MINUTES: APRIL 9, 2026**

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**From:** Tom Derderian <[tderderian@winthropma.gov](mailto:tderderian@winthropma.gov)>  
**Sent:** Monday, March 23, 2026 3:35 PM  
**To:** Richard Cifuni <[rcifuni@winthropma.gov](mailto:rcifuni@winthropma.gov)>  
**Cc:** Steven Calla <[scalla@winthropma.gov](mailto:scalla@winthropma.gov)>; Anthony Marino <[amarino@winthropma.gov](mailto:amarino@winthropma.gov)>; Greg McClay <[gmcclay@winthropma.gov](mailto:gmcclay@winthropma.gov)>  
**Subject:** Re: Library Tree Work

Steve et al,

I visited the library grounds. I tried to think like a raccoon. There are many ways to get onto the roof via trees. Some of them are the old birches. Some are the Norway maples. One is a gigantic oak. I have marked with pink ribbon the trees that I am sure should be removed. Some of the maples have grown into the chain link fence and straddle the line between library property and the Nat Grid property. It would be difficult to remove them entirely as would be a best practice and grind down the stump so they would not sprout and grow a multiple trunk in the future. The fence metal in the tree would damage a chain saw and be dangerous to the operator.

There might be some raccoon access from the Winthrop Street side up a crabapple tree.

One of the birches has a squirrel nest, so maybe we have leaping squirrels that can get on the roof and chew holes. To be thorough the birches should all be replaced with trees that do not grow to roof height.

The dogwood in the walkway was compromised last summer when the work was done on the ramp. A citizen had told me that the dogwood was removed and set above ground with its roots exposed to the sun for days. The contractors replaced it, but I doubt it will survive. The tree warden is supposed to be notified of all construction near trees so measures could be taken to preserve them. But that was not done. We should buy two dogwoods this spring, one for each side of the walkway.

My biggest worry is the very large and beautiful red oak that was certainly planted wisely many years ago. But it has a large limb that overhangs the library roof. To remove it may cause an injury to the tree that would ultimately be fatal. Trees do not heal, but they seal off a wound. To survive, a tree must be able to do this before rot enters the tree and proceeds down the trunk, rendering the tree at risk of failure. But I have no experience with a cut of that diameter on a red oak. I would like to consult with a certified arborist who has that experience.

There are Norway maples along the parking lot that would be best replaced by more desirable species. This does not fall under the scope of the library raccoons.

I hope we have found a contractor that employs an arborist with the requisite experience.

Tom

**BOARD OF TRUSTEES  
WINTHROP PUBLIC LIBRARY AND MUSEUM  
MEETING MINUTES: APRIL 9, 2026**

**FALBO, SOLARI & GOLDBERG, PA**

ATTORNEYS AT LAW  
80 Jefferson Street  
Winthrop, Massachusetts 02152-2983  
Telephone  
617-846-3433



JEROME E. FALBO Of-Counsel  
EDMUND J. SOLARI, JR. (1937-2018)  
RUSSELL Z. GOLDBERG  
DAVID A. STASIO  
ERIK T. HAGEN  
DALIBOR KONCHAR  
FRANK A. D'AGOSTINO Of-Counsel

5 Essex Green  
Peabody, MA 01960  
721 Broadway  
Revere, MA 02151  
Facsimile  
617-846-6105

March 16, 2026

Winthrop Public Library  
C/O Greg McClay, Director  
Two Metcalf Square  
Winthrop, MA 02152

**RE: Estate of Thomas A. McNiff, Jr.  
Suffolk Probate and Family Court  
Docket No. SU18P0252EA**

Dear Mr. McClay:

Enclosed please find a check for the final distribution from the Estate of Thomas A. McNiff, Jr.

As you will note, the amount of your final distribution is \$435.00. This figure represents 7.5% of \$5,800.00, which as of today is the amount remaining in the accounts of the above-mentioned Estate.

On January 8, 2026, the Suffolk Probate Court accepted the final accounting and issued a Decree and Order for Complete Settlement. Therefore, the Estate of Thomas A. McNiff, Jr. is now closed.

If you have any questions, feel free to contact me at 617-846-3433. Thank you.

Sincerely,

David A. Stasio, Esq.

Cc: Richard J. Rodes

**BOARD OF TRUSTEES**  
**WINTHROP PUBLIC LIBRARY AND MUSEUM**  
**MEETING MINUTES: APRIL 9, 2026**

Tech Lending Policy & Waiver Example



**SALEM PUBLIC LIBRARY**

370 Essex Street  
Salem, Massachusetts 01970

TARA MANSFIELD, *Director*

**LIBRARY OF THINGS BORROWING GUIDELINES**

**ELIGIBILITY**

- Borrower must have a valid NOBLE library card, with no outstanding long overdue items.
- Borrower must be at least 18 years old.
- Borrower must read and acknowledge the Library of Things Borrowing Guidelines and sign the Library of Things Lending Agreement and Liability Waiver.
- A government-issued photo ID may be required at the time of borrowing. Please be prepared to show your ID.

**LOAN PERIODS AND FINES**

- In most cases a Thing may be borrowed for two weeks, and renewed once unless another borrower is waiting.
- Certain specialty items may have a shorter renewal period.

**CARE AND USE**

- The Library does not provide instruction or supervision for the use of a Thing.
- Things are to be used for their intended purpose.
- Use care when handling a Thing.
- Return the Thing with all parts, components and packaging/container.
- Things are loaned "as is." There is no warranty that the Thing will be free of defects or be suitable for your purposes.

**LOSS AND LIABILITY**

- Staff will inspect Things at borrowing and return.
- Borrower is responsible for repair or replacement costs if a Thing is damaged or lost while in their possession. The Library maintains a list of replacement costs.
- Salem Public Library, the Salem Public Library Trustees, and the City of Salem are not responsible for any injury, loss, damage or harm that may occur from use or possession of a Thing.

**BOARD OF TRUSTEES  
WINTHROP PUBLIC LIBRARY AND MUSEUM  
MEETING MINUTES: APRIL 9, 2026**

Tech Lending Policy & Waiver Example



**SALEM PUBLIC LIBRARY**

370 Essex Street  
Salem, Massachusetts 01970

*TARA MANSFIELD, Director*

**LIBRARY OF THINGS LENDING AGREEMENT**

By Borrowing a Thing, I hereby agree:

- That I have read, understood, and will abide by the Salem Public Library's Library of Things Borrowing Guidelines.
- That the Thing is offered "as is."
- That I have had the opportunity to inspect the condition of the Thing and find it acceptable.
- To use the Thing with proper care, and return it when due.
- To pay the costs of repair or replacement if the Thing is damaged, lost or stolen.
- To carefully read and sign the Liability Waiver appearing below.

Liability Waiver:

I agree that the Salem Public Library, the Salem Public Library Trustees and the City of Salem are not responsible for any injury, loss damage or harm to me or anyone else that may occur from use of the Thing, and in consideration of being permitted to borrow the Thing, I hereby voluntarily release, discharge, hold harmless each party and their employees and agents from all liabilities, claims, actions or demands of any kind related to injury, loss, damage or harm to any persons or property arising from or connected with my borrowing, possession, or use of the Thing. I further agree to indemnify and hold harmless each of the Salem Public Library, the Salem Public Library Trustees and the City of Salem and their employees and agents from and against all liabilities, claims, actions, costs and expenses, including attorneys' fees, for injuries or death to any person or damage to any property occurring or arising from or connected with my borrowing, possession, or use of the Thing.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Name of Thing: \_\_\_\_\_

Staff Initials: \_\_\_\_\_

**BOARD OF TRUSTEES**  
WINTHROP PUBLIC LIBRARY AND MUSEUM  
MEETING MINUTES: APRIL 9, 2026