

**BOARD OF TRUSTEES**  
**WINTHROP PUBLIC LIBRARY AND MUSEUM**  
**MEETING MINUTES: MAY 14, 2026**

**In Attendance:**

In Person

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

Virtual:

Trustee Ferreira

**Absent:**

Trustee Kingsbery

**Call to order:**

Meeting called to order at 6:12pm

**Minutes:**

Minutes from April submitted for approval

- Motion by Trustee Skomro
- Seconded by Trustee Hastings
- Discussion: no discussion
- Vote to approve minutes: All voted in favor, minutes approved.

**Chair Report:**

Conflict of Interest Training:

Please do it.

Policy Discussion:

The Chair tabled policy discussion for the month. One Trustee is absent. In addition, The Director would like to attend the CASA Community Awards where the Children's Librarian, Liz Telmosse, will be receiving the "Trusted Adult Award." Congratulations Ms. Telmosse!

**Director's Report:**

End of the Fiscal Year:

The end of the library and town fiscal year is approaching. This means the remaining budget needs to be spent and billed before June 30. We are currently

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in the process of doing so. Any extra money will go to Overdrive/Libby Ebooks and Audiobooks.

**Handrails, Outside:**

The damaged handrails on the new ramp and stairs in the back were finally fixed. Nearly immediately, the rails at the stairs to Town Hall fell off. A patron reported that the rail was wobbly and, upon inspection, was hanging on by a single screw that gave up nearly immediately. Town Hall and the Building Department are aware. There is caution tape marking the area. We hope it is fixed soon.

**HVAC/Splits:**

The RFP (Request for Proposal) closed today. There were only two bids and they were much higher than the estimate we received. The company that gave the estimate did not bid. We will open it up and try again.

Trustee Ferreira asked if the bid process could be shorter? Two weeks is the shortest available time frame. Accepting a bid doesn't necessarily mean the work will begin immediately anyway. The Director stated that there are a/c units available to help cool the areas that the new system will eventually cover.

Trustee Hastings said she reached out to the town CFO and had not heard back. The Director will follow up with him.

**Trees:**

The arborist has met with the Tree Warden and we are awaiting his report on what needs to be done. The Director has also reached out to Rich Cifuni regarding the trees.

**Mural in the YA Room:**

The Mural project is complete. It was part of the Mass Cultural Council grant obtained by Librarian Telmosse. The unveiling will take place on Tuesday, May 19, 2026 from 6:30 - 7:30pm at the Library.

**250<sup>th</sup> Anniversary update - Executive Assistant Alana Locke**

The Executive Assistant and others are working on a float for the library for the July 4<sup>th</sup> Horribles Parade in Winthrop. The float is a book that will be mounted on a wagon. It will hold the candy (bank lollipops attached to old checkout cards stamped with "Winthrop Public Library and Museum). A couple of people will be dressed as library cards. Trustees are invited to attend and asked to dress in something bookish.

Trustee Ferreira and Trustee Teixeira both volunteered to participate. Staff members: Liz, Diane, Christine, Dom, and Alana will also participate.

**Senior Tax Relief:**

The library has two participants in the Senior Tax Relief program where senior citizens can offset their tax bill by doing work for the town. One of our residents has done this before and one is new. Each will work a total of 50 hours over the next few months dusting and straightening the Library. Keeping the library

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clean and tidy is one of the biggest challenges and we welcome the assistance of our residents.

**Projects:**

The Director attached a list of the open projects with the Town Maintenance Department. The Director will add to the list whenever he enters a ticket in the system.

Trustee Ferreira asked if/when we will need to consider replacing the toilets and other work on the bathrooms. The Director said the toilet issue seems to be ok for now. The doors, however, are heavy and not ADA compliant. The scope of the work and how to pay for it is unclear.

**Agenda Items:**

**Building Updates:**

See above: Handrails, HVAC/Splits, Trees, Projects

**Policies:**

Tabled until June

**250<sup>th</sup> Update:**

See above: Horribles Parade

**Book Borrowing:**

There was a question of whether the usage statistics on books are tracked or trackable (they are though not to a specific person (?)). How do we keep track of books and inventory? There was a book that was listed as missing but was in the stacks.

If a book is supposed to be on the stacks and cannot be found, someone usually goes and looks to see if it is nearby. Full inventories are not often done. They are very time consuming and labor-intensive. Often missing books are marked missing, a staff member is sent to look in logical places (non-standard sized books can make this difficult; smaller books can hide). If it is not found, it is deleted from the collection. Often the book can be obtained from Inter-Library Loan or the Library will purchase a new copy.

**Other Items:**

**Volunteering at the Library:**

Chairperson Teixeira asked where to send people who ask her about volunteering at the Library. The director stated that children and teens can go to the Librarians in Children's and Adults can be directed to him. Many times adult volunteers are directed towards the Friends/Bookends to assist in keeping that area neat and up-to-date.

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**Study Rooms:**

The study rooms are being used. They need some décor and hooks to hang up art/decorations to make them less sterile. The Director will reach out to the Trustees and the Town Manager to schedule a ribbon cutting/photo for the rooms.

**Public Comment:**

- No public comment

**Future Meetings:**

Thursday June 11, 2026 at 6pm (meet at 5:30 for study room picture)

Thursday August 13, 2026 at 6pm

**Adjournment:**

- Motion to adjourn by Trustee Ferreria
- Seconded by Trustee Skomro
- All voted in favor
- Meeting adjourned at 6:49 pm

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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

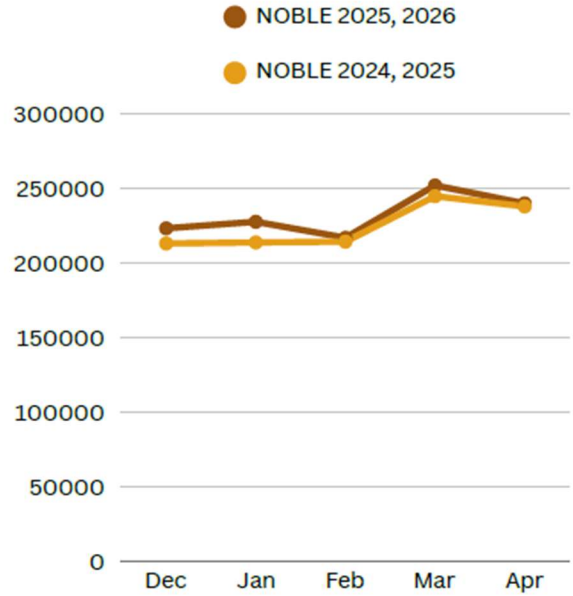
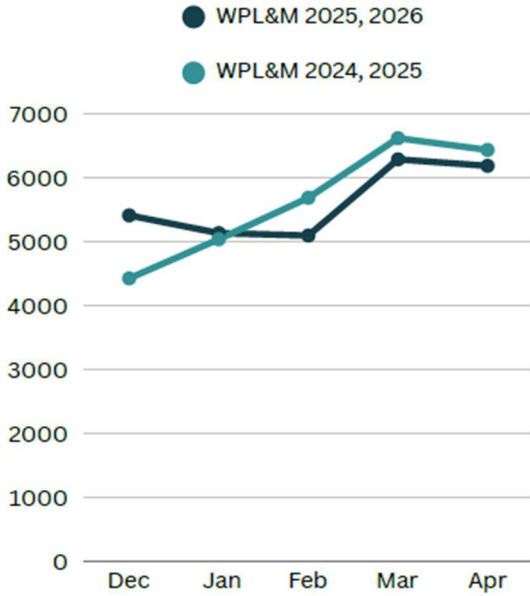
Added Patrons are new cards issued (that were not done so because they had been lost).

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.

**Repair Ticket List for Library**

<b>Order #</b>	<b>Description</b>	<b>Date</b>	<b>Location</b>
W0001080	The mezzanine ceiling area, where the main water damage was, is missing numerous tiles and need to be replaced.	5/14/2026	Library
W0001079	Stair railing has completely come off	5/13/2026	Exterior
W0001078	Graphitti in the Triangle Bathroom	5/12/2026	Basement
W0001059	The timer for the outside lights will not keep a setting and leaves the lights on constantly. A simpler timer would be preferred if possible	4/18/2026	Library
W0001038	We have lattice work that needs to be attached to the inside of the wood fencing across the court yard. Billy says 2x4s will have to be mounted across the top first, then the lattice. We have a donations of roses to plant there after.	3/30/2026	Courtyard
W0000914	The public bathrooms and staff bathroom need a fresh coat of paint. Preferably the same off-white/gray that will get used for the study rooms.	1/24/2026	Basement
W0000785	wall repair where thermostat was moved and another hole next to it, then I have a couple plaques to hang in that area.	8/25/2025	1st Floor

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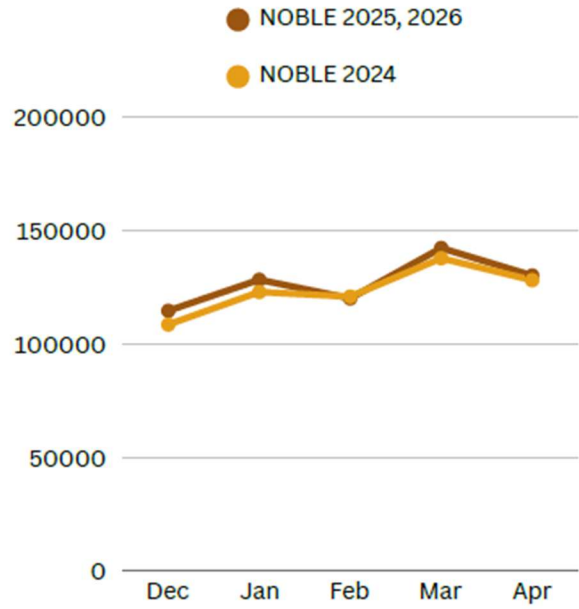


Month	2025, 2026	2024, 2025
Dec	5401	4415
Jan	5124	5027
Feb	5085	5676
Mar	6277	6609
Apr	6176	6425

Month	2025, 2026	2024, 2025
Dec	222795	212613
Jan	227175	213335
Feb	216458	213823
Mar	251545	244334
Apr	239490	237480

# Total Circulation

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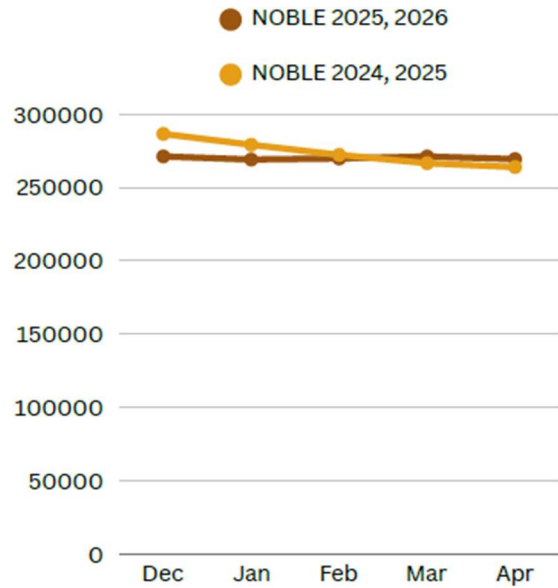
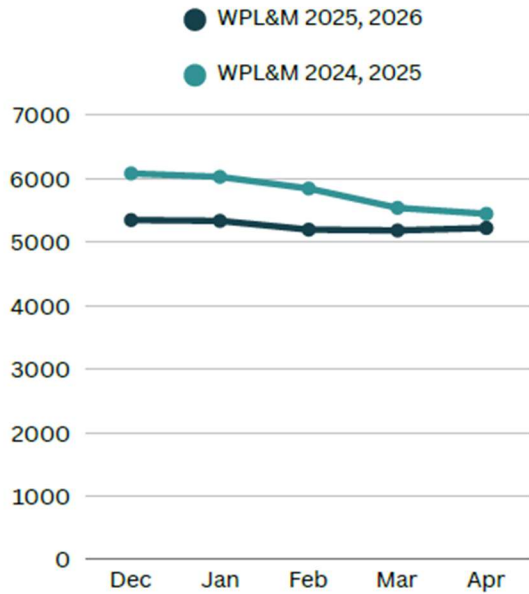


Month	2025, 2026	2024, 2025
Dec	2686	2034
Jan	2854	3043
Feb	2742	3209
Mar	3790	3818
Apr	3385	3341

Month	2025, 2026	2024, 2025
Dec	115008	108941
Jan	128671	123268
Feb	120450	121251
Mar	142614	138116
Apr	130527	128458

# Checkouts

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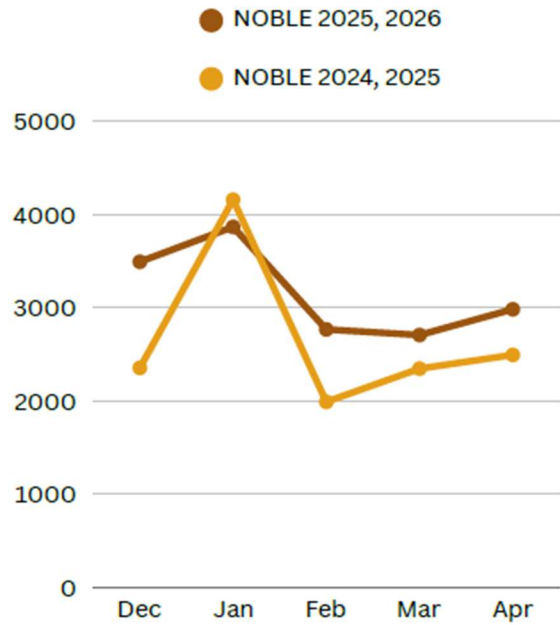
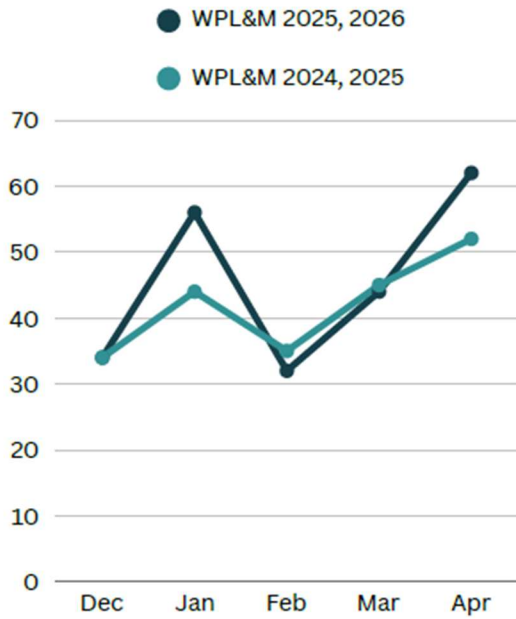


Month	2025, 2026	2024, 2025
Dec	5349	6083
Jan	5336	6029
Feb	5198	5846
Mar	5185	5541
Apr	5224	5447

Month	2025, 2026	2024, 2025
Dec	271221	286580
Jan	269084	279137
Feb	269820	272291
Mar	271176	266578
Apr	269396	263957

# Total Patrons

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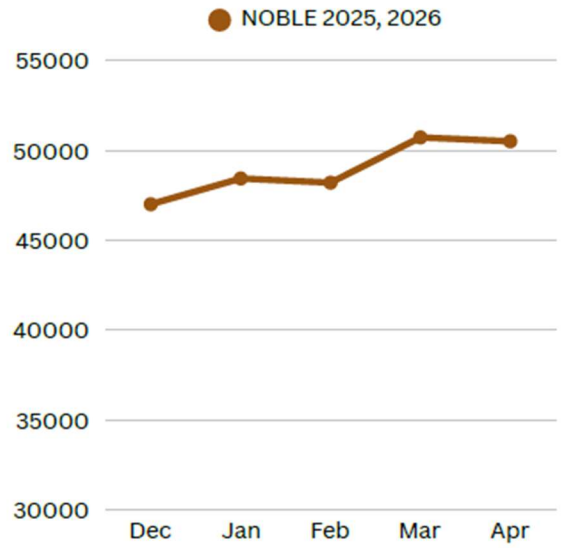


Month	2025, 2026	2024, 2025
Dec	34	34
Jan	56	44
Feb	32	35
Mar	44	45
Apr	62	52

Month	2025, 2026	2024, 2025
Dec	3490	2353
Jan	3864	4155
Feb	2765	1989
Mar	2705	2345
Apr	2981	2492

# Added Patrons

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Month	2025, 2026
Dec	1070
Jan	1097
Feb	1088
Mar	1195
Apr	1221

Month	2025, 2026
Dec	47003
Jan	48435
Feb	48203
Mar	50721
Apr	50505

# Active Patrons

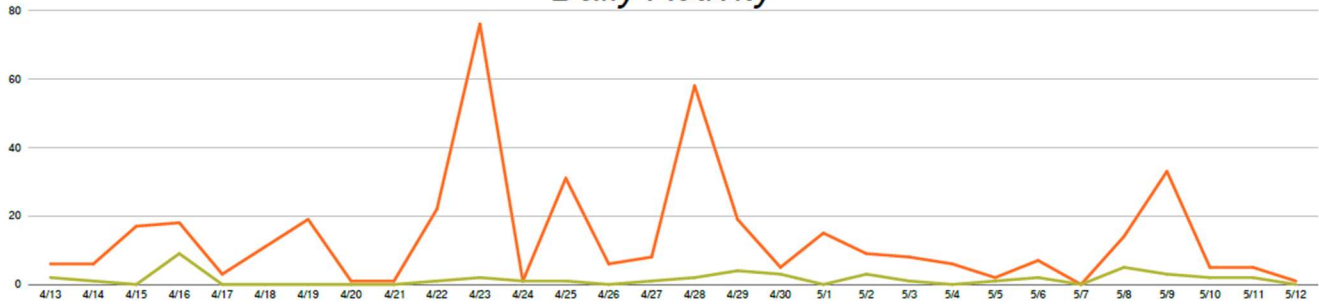
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**Kanopy Analytics**

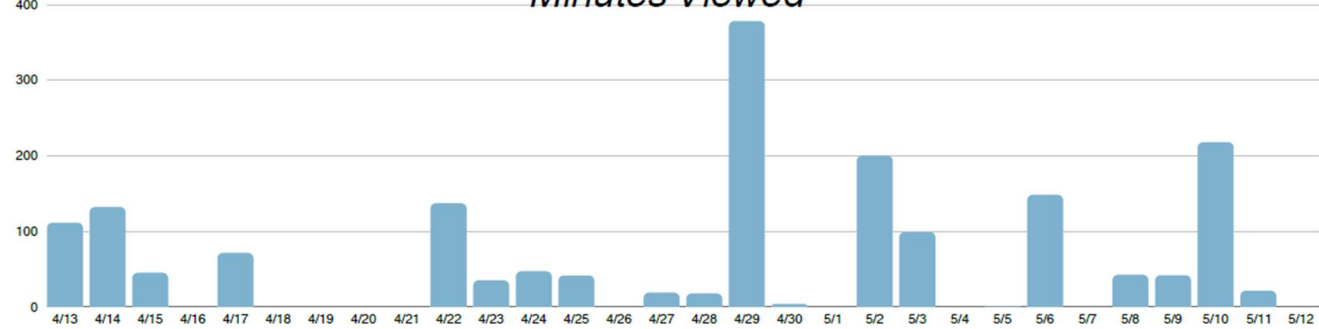
4/13/26 - 5/12/26

313 414 46 1,763 1.32 0.15  
Visits pages Plays Minutes Pages/Visit Plays/Visit

*Daily Activity*



*Minutes Viewed*

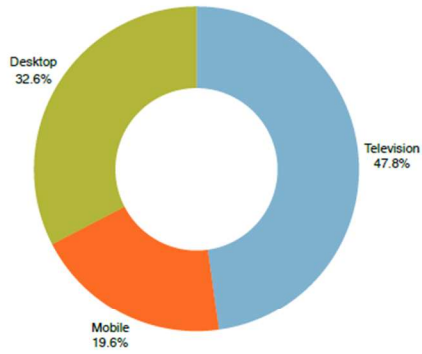


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*Top 10 Videos*

Rank	Kanopy ID	Video Title	Supplier	Pages	Plays	Mins
1	14137630	The Station Agent	Paramount Pictures	7	4	90.97
2	1159514	Cosmopolis	PBS	4	3	113.93
3	14137644	Whiskey Tango Foxtrot	Paramount Pictures	6	2	105.53
4	17297181	Dream Scenario	A24	2	1	41.48
5	14037749	The Addams Family	Paramount Pictures	2	1	46.98
6	16951666	Jaguar Beach	PBS	1	1	1.28
7	2061208	Junkyard	SND Films	2	1	16.77
8	17380548	Priscilla	A24	3	1	17.93
9	13641681	Fanny: The Right to Rock	Film Movement	3	1	95.82
10	4520731	Popeye	Paramount Pictures	2	1	113.65

*Plays by Device*



*Top 10 Suppliers*

Rank	Supplier	Pages	Plays	Mins
1	Paramount Pictures	52	11	622.65
2	Weston Woods	12	6	44.25
3	PBS	12	4	115.22
4	Vooks	6	3	26.38
5	SND Films	9	3	22.15
6	MGM	36	2	105.78
7	A24	13	2	59.42
8	New Europe Film Sales	4	2	9.08
9	Oscilloscope Laboratories	3	1	15.53
10	Samuel Goldwyn Films	9	1	112.13