

BOARD OF TRUSTEES
WINTHROP PUBLIC LIBRARY AND MUSEUM
MEETING MINUTES: JUNE 11, 2026

In Attendance:

In Person

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

Library Director - Greg McClay; Executive Assistant - Alana Locke

Absent:

All Present

Call to order:

Meeting called to order at 6:04pm

Minutes:

Minutes from May submitted for approval

- Motion by Trustee Ferreria
- Seconded by Trustee Hastings
- Discussion: There were two errors in the minutes. In this section, in the May minutes it listed the March minutes being approved at the May meeting. The April minutes were approved. The minutes also listed Trustee Ferreira as being present both online and in-person. Both points need to be changed.
- Vote to approve minutes, contingent on those changes being made: Trustees Skomro, Dewar, Teixeira, Hastings, and Ferreira voted in favor. Trustee Kingsbery was not present at the May meeting and abstained.

Chair Report:

The Chair had nothing to report.

Director's Report:

Budget/End of the Fiscal Year:

The Materials budget of the Library is spent. We are running a deficit due to electricity and gas bills. (This is a complication of the town. It is divided between two providers and we only receive direct bills from one of them.) We are using State money for craft supplies from Amazon but there will be no book or

BOARD OF TRUSTEES WINTHROP PUBLIC LIBRARY AND MUSEUM

MEETING MINUTES: JUNE 11, 2026

large orders placed until the budget resets. That is officially on July 1, but it usually takes a week or two for all the financials to be finished.

Trustee Ferreira asked what happens during that period, especially with new releases? The Director replied that orders get delayed. Some items that are urgent have been paid for through the McNiff Fund.

Library Funds:

Attached are the financials for the McNiff and O'Brien funds. Trustee Kingsbery worked with the Treasurer to move them from accounts with nearly no interest into accounts with higher interest rates and a decent return. If the interest rates hold, this move will pay off significantly in the longer term. (TLDR: before the switch, O'Brien was accruing about \$120.00/month in interest on a balance over \$200,000.00. After the accrual is about \$650.00/month. McNiff has a smaller balance - around \$45,000.00 and has seen an increase in income from about \$25.00/month to about \$120.00/month.)

Fence - Back Courtyard:

The plan was to install trellises on the fence to the back courtyard of the Library (the indent between the two buildings, in the back) for climbing roses donated by the Friends of the Winthrop Public Library.

Upon inspection, the fence was not going to be up to the job of holding the trellises. Correale indicated that the job could be done the following week. The Director contacted the Chair for approval of the funds (invoice attached: \$1260). The work was completed and the trellis mounted on the fence. Next on the agenda is to plant the roses and remove the weeds. There are ferns in the area by the windows to the library ramp that Betty Peabody said need to remain intact.

Calendar:

This coming Saturday, June 13, 2026, will be our final Saturday open before closing on Saturdays for the summer. Saturday hours will resume on September 12th - the first Saturday after Labor Day. Labor Day falls on the latest possible date this year. Staff have been offered comp time to empty the book drop on weekends to alleviate a backlog on Mondays through the summer. Staff who participate will receive two hours worth of comp time for doing so. There has already been a lot of interest.

The Library will be closed next Friday, June 19, 2026 for the Juneteenth holiday. The Library will also be closed on Friday July 3 for the Independence Day Holiday. Note: Town Hall will be closed on the Monday following each of these holidays because they are closed on Fridays.

HVAC/Mini-Splits:

The Request for Proposals for the mini-splits was reposted last week. It should close next week. The company that gave us the quote has been contacted and invited to bid on the job. They are going to through the (lengthy) application process now.

BOARD OF TRUSTEES
WINTHROP PUBLIC LIBRARY AND MUSEUM
MEETING MINUTES: JUNE 11, 2026

Trees:

All necessary parties are in agreement on what needs to happen with the trees. Trustee Hastings asked who is paying? The Director indicated that the Trustees had authorized monies for the project and he expects the Library to be billed for it. Rich Cifuni indicated that the total for all work (assessment, planning, and execution) will come in under the \$5,000 allotted by the Trustees. That work includes the arborist, trimming and removal of trees. The DPW is not involved at all except in terms of oversight. The Director has stayed out of most of the conversation regarding what needs to be done. He has no experience or relevant expertise in the area. His main concern is the cost and that something is getting done. The Director will re-send the report regarding the scope of the work to the Trustees.

As far as the roof, the access hatch on the roof - far from the trees - is the most problematic aspect of leaks. It seems to be a bad fit for the space for one reason or another.

Public Bathrooms:

The doors to the bathrooms have long been a concern. They are heavy and the keys are hard to turn. They have historically been tricky for anyone with difficulties in those areas. The Director gave up on fixing the existing knobs and put in a ticket with the town. New handles (knobs with deadbolts that indicate vacant - green - or occupied - red) were installed on one of the doors. One knob has been replaced the other has not. The replacement knobs were expected to be an exact fit for the space and they are not. Because of course not.

Currently one door requires a key to enter (the old knob) and one does not (the new knob). The door with the new knob can no longer be accidentally locked without someone inside. There is the potential for someone to lock themselves inside the bathroom (the doors are still heavy, things happen) and there is a key in Children's that will be utilized in such instances.

Summer Reading (Children):

Schools: the schools have made some last-minute changes to their summer reading lists. Books have been ordered from Amazon so we will not find ourselves on the hot seat (lacking books) as in years' past. The Middle School assigns only 2 or 3 books and we ordered a bunch of copies of each of those. The High School reading information has not yet been given to the Library. The Director will make every effort to make the appropriate titles available for borrowing as soon as they do.

Library: Children's hosted 16 classes from the ATC (Arthur T Cummings School) this week and signed up 258 students for Summer Reading. They have 11 classes from the Gorman Fort Banks walking over next week. Those already signed up have been tracking their reading and some have already collected beads. Saturday (June 13, 2026) is the official kick-off for summer reading at the Library. It is being held on the lawn from 10:30am - noon and will have music from Little Groove.

There was a question about whether or not the students visiting the library had library cards or if information about library cards was sent home with them.

BOARD OF TRUSTEES

WINTHROP PUBLIC LIBRARY AND MUSEUM

MEETING MINUTES: JUNE 11, 2026

Children's does an event in the fall where classes come and children can sign up for cards.

There was a question about ordering from Amazon. The Director replied that there are books our distributor does not carry: oddities, almost out of print, some self-published that Amazon does carry. Amazon does not package the books for libraries (adding more durable covers, etc) and the normal distributor does. That leads to an increased upfront cost but then we use Staff time to do that for the Amazon books which also has a cost. Sometimes the self-published books are a gamble. We try our best to fulfill patron wishes when possible. For example, they will find themselves on book five of a 12 part, self-published series and we do our best to get the books for them.

Summer Reading (Adult), Executive Assistant Edition;

Alana and Christine Cattaneo, Library Assistant, will be at the Summer Reading Kickoff for Adult Summer Reading. Children's has a big head start. Executive Assistant Locke reported that prizes for Adult Summer Reading have been decided upon. Library Staff, Family members of Library Staff, and Trustees are not eligible to win. These are raffle prizes: Everyone signed up for summer reading (aside from those mentioned above) will have an opportunity to win.

1st Place: Gift set including a \$100 Winthrop Gift Card, a book or gardening-themed mug, historically inspired tea blend, tea steeper, and honey stirrers. This will be arranged, shrink-wrapped, and tied with a bow.

2nd Place: Apron with a vegetable print and a \$50 Winthrop Marketplace Gift Card

3rd Place: Mini-replica tea crate with historical tea from the Boston Tea Party Museum and a tea steeper.

Agenda Items:

Splits:

See Above: HVAC/Mini-Splits

Trees:

See Above: Trees

Horribles Parade:

Executive Assistant Locke and others (including a teen volunteer) are hard at work on the wagon float. Pieces were available for the Trustees to view in the Hazlett Room during the meeting. Those marching in the parade will meet at the landing on July 4. It has been suggested parade participants should consider car-pooling, walking, or biking if possible.

A question was asked about the July 3 festivities. The Library is not participating in anything on July 3.

BOARD OF TRUSTEES
WINTHROP PUBLIC LIBRARY AND MUSEUM
MEETING MINUTES: JUNE 11, 2026

Policies:

The Trustees updated the Computer and Internet Use policy. Changes were made to clean up language, clarify meanings, and utilize consistent language, terminology, and style throughout the document. Executive Assistant Locke took notes and will distribute the amended policy for a vote at the August Meeting.

The Trustees took a stab at the Display Space and Bulletin Board policy. It was decided that the policy was deceptively short and would require further discussion and debate at the next meeting.

Current policies can be found here: <https://winthroppubliclibrary.org/about-the-library/library-policies/>

Other Items:

No other items were discussed (correct me if I am wrong here)

Public Comment:

- No public comment

Future Meetings:

Thursday August 13, 2026 at 6pm

Adjournment:

- Motion to adjourn by Trustee Hastings
- Seconded by Trustee Ferreria
- All voted in favor
- Meeting adjourned at 7:36 pm

BOARD OF TRUSTEES
WINTHROP PUBLIC LIBRARY AND MUSEUM
MEETING MINUTES: JUNE 11, 2026

Appendix:

Circulation Numbers:

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

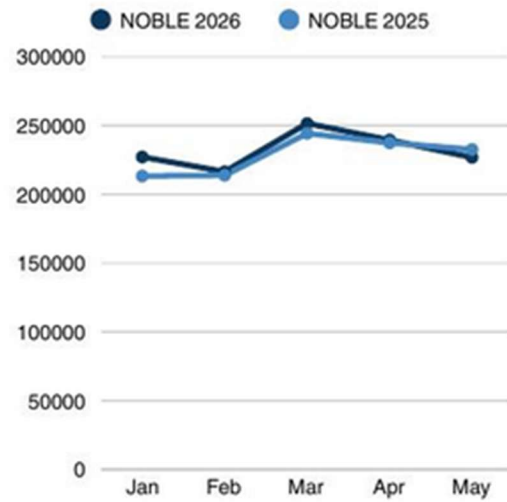
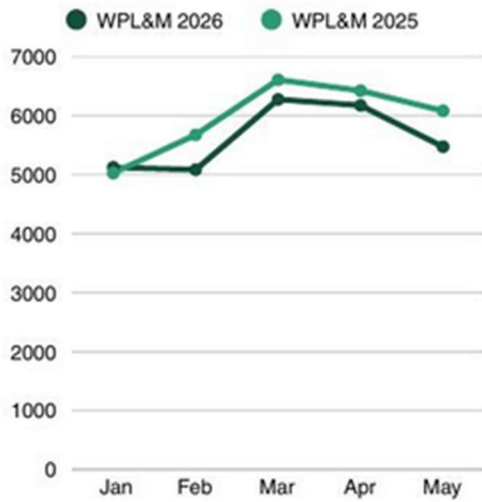
Total Checkouts refers to new items lent to borrows that are not renewals

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: JUNE 11, 2026

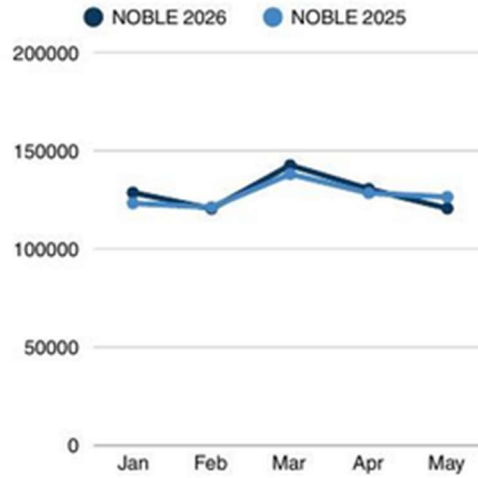


Month	2026	2025
Jan	5124	5027
Feb	5085	5676
Mar	6277	6609
Apr	6176	6425
May	5475	6083

Month	2026	2025
Jan	227175	213335
Feb	216458	213823
Mar	251545	244334
Apr	239490	237480
May	226872	232648

Total Circulation

BOARD OF TRUSTEES
WINTHROP PUBLIC LIBRARY AND MUSEUM
 MEETING MINUTES: JUNE 11, 2026

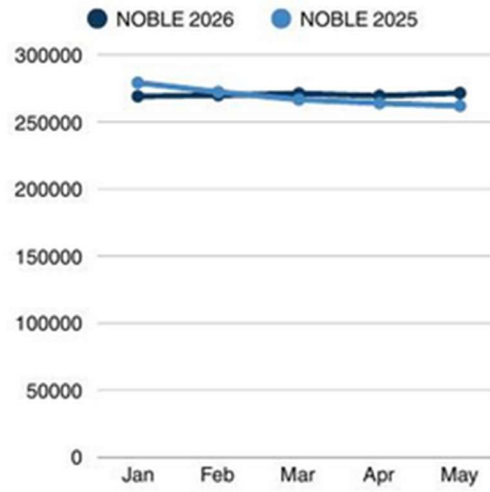


Month	2026	2025
Jan	2854	3043
Feb	2742	3209
Mar	3790	3818
Apr	3385	3341
May	2981	3246

Month	2026	2025
Jan	128671	123268
Feb	120450	121251
Mar	142614	138116
Apr	130527	128458
May	120650	126458

Checkouts

BOARD OF TRUSTEES
WINTHROP PUBLIC LIBRARY AND MUSEUM
 MEETING MINUTES: JUNE 11, 2026

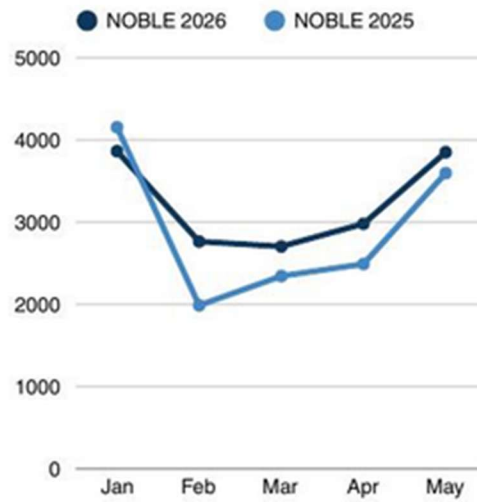
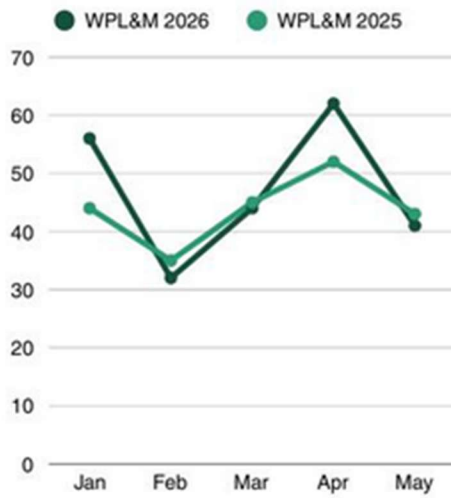


Month	2026	2025
Jan	5336	6029
Feb	5198	5846
Mar	5185	5541
Apr	5224	5447
May	5258	5364

Month	2026	2025
Jan	269084	279137
Feb	269820	272291
Mar	271176	266578
Apr	269396	263957
May	271474	261884

Total Patrons

BOARD OF TRUSTEES
WINTHROP PUBLIC LIBRARY AND MUSEUM
 MEETING MINUTES: JUNE 11, 2026

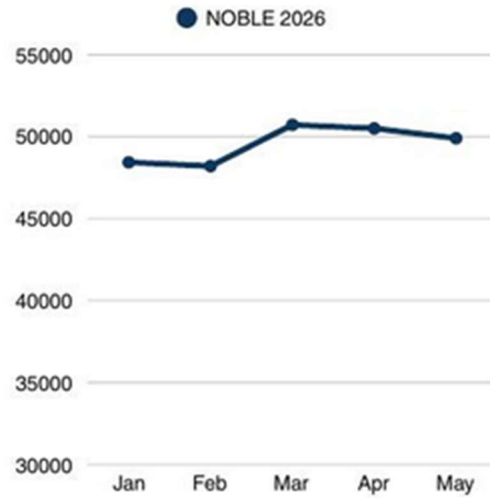


Month	2026	2025
Jan	56	44
Feb	32	35
Mar	44	45
Apr	62	52
May	41	43

Month	2026	2025
Jan	3864	4155
Feb	2765	1989
Mar	2705	2345
Apr	2981	2492
May	3851	3597

Added Patrons

BOARD OF TRUSTEES
WINTHROP PUBLIC LIBRARY AND MUSEUM
 MEETING MINUTES: JUNE 11, 2026



Month	2026
Jan	1097
Feb	1088
Mar	1195
Apr	1221
May	1162

Month	2026
Jan	48435
Feb	48203
Mar	50721
Apr	50505
May	49903

Active Patrons

BOARD OF TRUSTEES
WINTHROP PUBLIC LIBRARY AND MUSEUM
MEETING MINUTES: JUNE 11, 2026

Kanopy Analytics

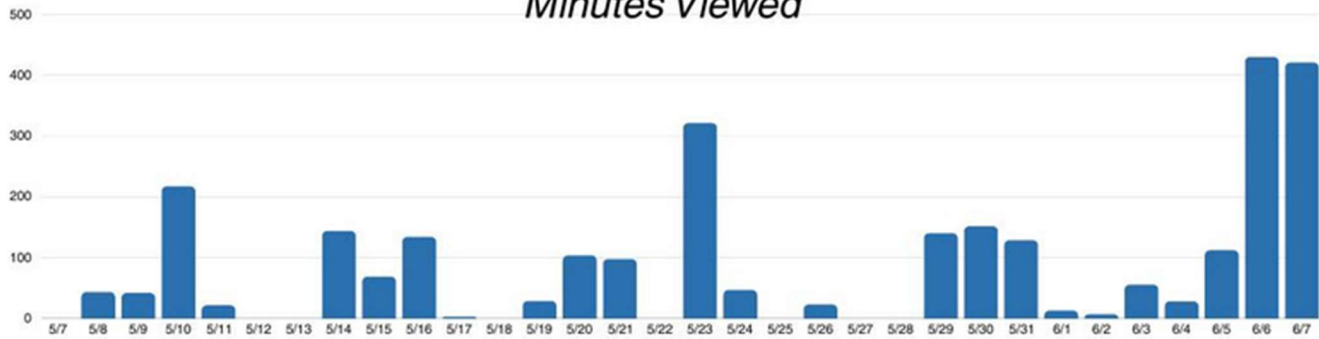
5/07/26 - 6/07/26

299	406	73	2779	1.36	0.24
Visits	pages	Plays	Minutes	Pages/Visit	Plays/Visit

Daily Activity



Minutes Viewed

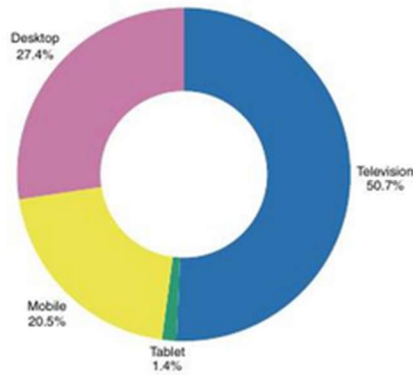


BOARD OF TRUSTEES

WINTHROP PUBLIC LIBRARY AND MUSEUM

MEETING MINUTES: JUNE 11, 2026

Plays by Device



Top 10 Videos

Rank	Kanopy ID	Video Title	Supplier	Pages	Plays	Mins
1	5208772	Dawson City: Frozen Time	Kino Lorber	14	6	125.58
2	11997485	Indiscreet	Paramount Pictures	7	4	122.77
3	12345309	The Gene: An Intimate History	PBS	4	4	83.32
4	17475159	Spinal Tap II: The End Continues	A24	6	4	166.83
5	16371699	Meditation	Curiosity Stream	5	3	32.38
6	14106326	The Ring	Paramount Pictures	3	2	110.38
7	7282301	The Hills Have Eyes	Arrow Films	4	2	73.98
8	16569216	Get the Gringo	Samuel Goldwyn Films	3	2	88.40
9	15452516	The Conspiracy	Giant Pictures	4	2	88.68
10	15097077	Opposites	Vooks	3	2	3.77

Top 10 Suppliers

Rank	Supplier	Pages	Plays	Mins
1	Paramount Pictures	54	13	905.50
2	Vooks	19	10	46.67
3	Kino Lorber	33	7	142.30
4	PBS	12	5	153.38
5	Bleecker Street	12	4	166.83
6	Lionsgate	23	4	339.27
7	Curiosity Stream	6	3	32.38
8	SND Films	7	3	22.15
9	Samuel Goldwyn Films	11	3	200.53
10	Arrow Films	7	2	73.98

BOARD OF TRUSTEES
WINTHROP PUBLIC LIBRARY AND MUSEUM
MEETING MINUTES: JUNE 11, 2026

CORREALE CONSTRUCTION

16 INGLESIDE AVE
WINTHROP, MA 02152
TEL# 781-983-7041

June 9, 2026

Winthrop Public Library
2 Metcalf Square
Winthrop, MA 02152

INVOICE

- Remove existing fence
- 4 new pressure treated post
- Dig post, pour concrete
- 3 sections pressure treated fence
- Gate hardware & latch
- 2x4 pressure treated rails added to fence
- Install PVC lattice on fence

- Labor and materials included

Total: \$1260.00

Thank you,

Raymond Correale
CORREALE CONSTRUCTION

BOARD OF TRUSTEES
WINTHROP PUBLIC LIBRARY AND MUSEUM
MEETING MINUTES: JUNE 11, 2026

Town of Winthrop
Trial Balance - Detailed
From 07/01/2025 to 06/30/2026

Fund 905 O'BRIEN LIBRARY BOOK TRUST			905-117000 - POOLED CASH			
1 - ASSET			Jnl Pkt #	Debits	Credits	Balance
07/01/2025	GLSOY	SOY CFW	113954	239,408.73	0.00	239,408.73
07/31/2025	ACCRV	55612 Duetto-Bank Interest	115612	130.09	0.00	239,538.82
08/31/2025	ACCRV	55744 Duetto-August Bank Interest	115790	130.28	0.00	239,669.10
09/30/2025	ACCRV	56085 Duetto-September bank interest	116497	125.71	0.00	239,794.81
10/31/2025	ACCRV	56499 Duetto-Oct Bank Interest	117107	130.31	0.00	239,925.12
11/30/2025	ACCRV	56885 Duetto-Nov Bank Interest	117944	125.83	0.00	240,050.95
12/31/2025	ACCRV	57276 Duetto-December Bank Interest	118309	130.43	0.00	240,181.38
01/31/2026	ACCRV	57905 Duetto-Jan 2026 Bank Interest	119404	130.47	0.00	240,311.85
02/28/2026	ACCRV	58328 Duetto-Feb Bank Interest	119935	116.92	0.00	240,428.77
03/31/2026	ACCRV	58966 Duetto-March Bank Interest	121028	130.60	0.00	240,559.37
04/30/2026	ACCRV	59374 Duetto-April Bank Interest	121707	648.18	0.00	241,207.55
905-117000 - POOLED CASH				241,207.55	0.00	241,207.55
1170 Total				241,207.55	0.00	241,207.55
Subfund 1 ASSET Ending Bal				241,207.55	0.00	241,207.55

3 - FUND BALANCE			Jnl Pkt #	Debits	Credits	Balance
07/01/2025	GLSOY	SOY CFW	113954	0.00	14,427.87	-14,427.87
905-352000 - FB Designated for Expenditures				0.00	14,427.87	-14,427.87
3520 Total				0.00	14,427.87	-14,427.87
07/01/2025	GLSOY	SOY CFW	113954	0.00	224,980.86	-224,980.86
07/31/2025	ACCRV	55612 Cnd-July Bank Interest	115612	0.00	130.09	-225,110.95
08/31/2025	ACCRV	55744 Cnd-August Bank Interest 2025	115790	0.00	130.28	-225,241.23
09/30/2025	ACCRV	56085 Cnd-September Bank Interest	116497	0.00	125.71	-225,366.94
10/31/2025	ACCRV	56499 Cnd-October Bank Interest	117107	0.00	130.31	-225,497.25
11/30/2025	ACCRV	56885 Cnd-Nov Bank Interest	117944	0.00	125.83	-225,623.08
12/31/2025	ACCRV	57276 Cnd-December Bank Interest	118309	0.00	130.43	-225,753.51
01/31/2026	ACCRV	57905 Cnd-Jan 2026 Bank Interest	119404	0.00	130.47	-225,883.98
02/28/2026	ACCRV	58328 Cnd-	119935	0.00	116.92	-226,000.90
03/31/2026	ACCRV	58966 Cnd-	121028	0.00	130.60	-226,131.50
04/30/2026	ACCRV	59374 Cnd-	121707	0.00	648.18	-226,779.68
905-359000 - UNRESERVED FUND BALANCE				0.00	226,779.68	-226,779.68
3590 Total				0.00	226,779.68	-226,779.68
Subfund 3 FUND BALANCE Ending Bal				0.00	241,207.55	-241,207.55
Fund 905 O'BRIEN LIBRARY BOOK TRUST Ending Bal				241,207.55	241,207.55	0.00
Report Total				241,207.55	241,207.55	0.00

BOARD OF TRUSTEES
WINTHROP PUBLIC LIBRARY AND MUSEUM
MEETING MINUTES: JUNE 11, 2026

Town of Winthrop
Trial Balance - Detailed
From 07/01/2025 to 06/30/2026

Fund 984 McNiff Library Trust			984-117000 - Pooled Cash			
1 - ASSET			Jnl Pkt #	Debits	Credits	Balance
07/01/2025	GLSOY	SOY CFW	113954	47,386.97	0.00	47,386.97
07/31/2025	ACCRV 55612	Dueto-Bank Interest	115612	25.29	0.00	47,412.26
08/31/2025	ACCRV 55744	Dueto-August Bank Interest	115790	25.32	0.00	47,437.58
09/30/2025	ACCRV 56085	Dueto-September bank interest	116497	24.44	0.00	47,462.02
10/31/2025	ACCRV 56499	Dueto-Oct Bank Interest	117107	25.33	0.00	47,487.35
11/30/2025	ACCRV 56885	Dueto-Nov Bank Interest	117944	24.46	0.00	47,511.81
12/31/2025	ACCRV 57276	Dueto-December Bank Interest	118309	25.35	0.00	47,537.16
01/31/2026	ACCRV 57905	Dueto-Jan 2026 Bank Interest	119404	25.36	0.00	47,562.52
02/28/2026	ACCRV 58328	Dueto-Feb Bank Interest	119935	22.73	0.00	47,585.25
03/31/2026	ACCRV 58966	Dueto-March Bank Interest	121028	25.38	0.00	47,610.63
04/06/2026	RVENT	Dueto-To reclass to correct account	121032	435.00	0.00	48,045.63
04/30/2026	ACCRV 59374	Dueto-April Bank Interest	121707	127.15	0.00	48,172.78
984-117000 - Pooled Cash				48,172.78	0.00	48,172.78
1170 Total				48,172.78	0.00	48,172.78
Subfund 1 ASSET Ending Bal				48,172.78	0.00	48,172.78

3 - FUND BALANCE			Jnl Pkt #	Debits	Credits	Balance
07/01/2025	GLSOY	SOY CFW	113954	0.00	47,386.97	-47,386.97
07/31/2025	ACCRV 55612	Cntl-July Bank Interest	115612	0.00	25.29	-47,412.26
08/31/2025	ACCRV 55744	Cntl-August Bank Interest 2025	115790	0.00	25.32	-47,437.58
09/30/2025	ACCRV 56085	Cntl-September Bank Interest	116497	0.00	24.44	-47,462.02
10/31/2025	ACCRV 56499	Cntl-October Bank Interest	117107	0.00	25.33	-47,487.35
11/30/2025	ACCRV 56885	Cntl-Nov Bank Interest	117944	0.00	24.46	-47,511.81
12/31/2025	ACCRV 57276	Cntl-December Bank Interest	118309	0.00	25.35	-47,537.16
01/31/2026	ACCRV 57905	Cntl-Jan 2026 Bank Interest	119404	0.00	25.36	-47,562.52
02/28/2026	ACCRV 58328	Cntl-	119935	0.00	22.73	-47,585.25
03/31/2026	ACCRV 58966	Cntl-	121028	0.00	25.38	-47,610.63
04/06/2026	RVENT	Cntl-To reclass to correct account	121032	0.00	435.00	-48,045.63
04/30/2026	ACCRV 59374	Cntl-	121707	0.00	127.15	-48,172.78
984-359000 - Unreserved Fund Balance				0.00	48,172.78	-48,172.78
3590 Total				0.00	48,172.78	-48,172.78
Subfund 3 FUND BALANCE Ending Bal				0.00	48,172.78	-48,172.78
Fund 984 McNiff Library Trust Ending Bal				48,172.78	48,172.78	0.00
Report Total				48,172.78	48,172.78	0.00

BOARD OF TRUSTEES
WINTHROP PUBLIC LIBRARY AND MUSEUM
MEETING MINUTES: JUNE 11, 2026