

Winthrop Public Library and Museum Board of Trustees

Meeting Minutes: August 13, 2026

In Attendance:

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

Library Director: Greg McClay **Executive Assistant:** Alana Locke

Absent: Trustee Alyson Dewar

Call to Order: Meeting called to order at 6:00pm.

Minutes: The final revised minutes from the June 11, 2026 meeting were submitted for approval.

- Motion by Trustee Ferreira
- Seconded by Trustee Kingsbery
- All voted in favor
- Motion passed

Chair Report:

The Chair had nothing to report.

Director's Report:

Summer Reading:

Summer Reading went very well, with strong participation and popular programming. The beads used as part of the Children's Summer Reading program were particularly popular.

The first day of school is September 2. The Library is currently in a quieter period between the end of Summer Reading and the beginning of the school year. Library traffic has generally been slower, although particularly hot days have brought patrons into the building for air conditioning.

A question was raised regarding the amount spent on books for the public schools' summer reading lists. The Library purchased multiple copies of the junior high selections and also needed to purchase additional books following last-minute changes to the high school summer reading list.

The Library often does not receive the schools' final reading lists until shortly before summer begins. When changes are made at the last minute, purchasing through Amazon allows materials to arrive quickly. Liz Telemosse serves as the Library's primary contact with the schools and works with teachers to obtain and confirm the appropriate lists.

Annual Report Information Survey (ARIS):

The Library's Annual Report Information Survey (ARIS) has been completed and submitted to the State.

The Director reported that nothing in this year's report stood out as unusual. The size of the Library's collection decreased during the year, which is intentional. The goal is to reduce the collection by several thousand additional items and then maintain it around that level. The Library continually purchases new materials and needs sufficient room on the shelves to keep the collection accessible rather than overcrowded.

Trustee Kingsbery asked about the difference between holdings and circulation. The Director explained that holdings represent the Library's inventory—the materials it owns—while circulation represents use of those materials through checkouts and related activity.

Print book holdings remain somewhat higher than the Director would ultimately like. There is not a specific target number of books to remove; instead, staff evaluate how usable and appropriately spaced each area of the collection feels. The nonfiction collection currently has adequate space, while fiction remains tighter.

Audiobooks have recently been moved upstairs to the mezzanine, creating additional space near the elevator. The Library may use that space to expand the DVD and Blu-Ray collection. Physical media continues to circulate well.

The Library's current security system for DVDs and Blu-Rays is becoming obsolete, and replacement supplies are increasingly difficult to obtain. Eventually, the Library will need to invest in a new security system, estimated at approximately \$5,000. The Director noted that demand for physical media remains relevant as patrons become frustrated with digital purchases and licenses that can expire or disappear. A security system serves primarily as a deterrent against theft.

Trustees also discussed periodicals and newspapers. Retention varies by publication. Monthly periodicals are generally kept for approximately one year and weekly publications for approximately six months. Older issues are discarded when they are no longer retained, although some are reused by staff for crafts and other programming.

Building Updates:

Roof/Storms:

Despite several significant rainstorms over the summer, the Library has not experienced serious leaking. There continues to be a minor drip associated with the roof access hatch, which appears to be a design issue. Maintenance has identified some possible ways to minimize the problem.

Air Conditioning:

The Library has relied heavily on its existing air-conditioning units during the hot summer, and they have generally performed well.

An extension cord serving an air-conditioning unit became extremely hot in the new book area. The unit was shut down until Maintenance replaced the cords with appropriate heavy-duty equipment. The issue has since been resolved.

Mini-Splits:

Rich Cifuni remains in communication with the company awarded the mini-split project. Progress has been slow due to paperwork and scheduling, and an installation date has not yet been established.

Request for Funds – Basement Cleanup:

With the study rooms completed, the Director would like to begin clearing unused materials and equipment from the basement area to prepare the space for future use.

Pete's Disposal provided an initial estimate of approximately \$1,500, with the cost potentially reaching \$1,700 depending upon the amount of material ultimately removed.

Once the space has been cleared, the Director would like to hold planning sessions with Library staff to determine how it could best function as a makerspace and what equipment, shelving, cabinets, and other improvements would be needed. The Director referenced a makerspace he recently viewed at another library as an example of a simple, functional space that could serve as inspiration.

The existing basement flooring will also need to be evaluated. There is a possibility that asbestos may be present beneath the existing tile. Rather than disturbing it, options such as installing a floating floor over the existing surface could eventually be considered.

- Motion by Trustee Teixeira to allocate up to \$2,000 from State Aid funds for the disposal of materials from the basement using Pete's Disposal
- Seconded by Trustee Ferreira

During discussion, Trustee Kingsbery asked whether there were additional areas of the Library that should be included in the cleanup. The Director identified an area across from the bathroom but noted that care would need to be taken because the Children's Department uses portions of the area for storage.

There is also a crawl space above the Director's office that could eventually be cleared. Because of the temperature in that area, Trustees suggested revisiting that project in approximately six months when conditions are cooler.

Trustees also discussed whether existing metal shelving should be retained. The consensus was that shelving that is no longer useful should be disposed of rather than retained simply because storage space is available.

- Vote: All voted in favor
- Motion passed unanimously

O'Brien Fund / Mini-Split Funding:

The Director updated the Trustees regarding the use of the O'Brien Fund for the mini-split project.

The Winthrop Assistant CFO had questioned whether the terms of the O'Brien Fund permitted the money to be used for HVAC improvements. The Town Manager agreed with the Library's interpretation that the funds could be used for HVAC, and the use of the funds has now been approved.

Documentation regarding the history and permitted uses of the O'Brien Fund was included in the Trustees' meeting materials and will be retained in the O'Brien Fund file for future reference.

Trustees discussed the history of the fund and the various documents and distributions associated with it. Earlier documentation specifically referenced both library materials and HVAC. Trustee Teixeira recalled a previous meeting at which a relative of Mr. O'Brien discussed the intent of the gift and provided additional clarification regarding the language.

Although there have been inconsistencies among the documents accompanying various distributions from the estate, Town Hall is now in agreement with the Library regarding the use of the funds for HVAC.

Trustees also discussed the broader question of why the Library is responsible for funding HVAC improvements in a Town-owned building, noting that similar HVAC challenges exist in other municipal buildings.

Study Room Ventilation:

Patrons have raised concerns about the study rooms becoming stuffy and warm, including early in the morning and throughout the day.

The Director is working with Maintenance to identify a solution. Possibilities include adding vents to the doors or finding another way to circulate air outside of the rooms. No final solution has been identified, but the issue is being addressed.

Library Passes and Fundraising:

Trustee Hastings raised a question she had received from a resident regarding DCR parking passes and museum passes.

The Library temporarily ran out of some passes near the end of the previous fiscal year. Funding became available again with the start of the new fiscal year in July. The Director explained that museum passes are generally renewed in a timely manner and that the temporary gap was not the result of a lack of funds.

DCR has changed the way its parking passes operate and no longer provides the same type of physical pass previously used by the Library. The current system is vehicle-specific. The Director is working with DCR to determine how the Library can provide a parking-pass benefit under the new system.

The discussion expanded to fundraising. The Library itself does not typically conduct fundraising campaigns; fundraising is generally undertaken by the Friends of the Winthrop Public Library. The Library's most recent significant fundraising effort was associated with its 125th anniversary.

Trustees discussed the history of the previous Friends organization and the current Friends group. The current Friends have been extremely supportive of the Library and regularly provide assistance with short-term needs.

The Board also discussed the possibility of pursuing larger donors in the future. The Library does not currently have a formal mechanism or policy for actively soliciting major gifts. A library foundation could potentially provide a structure for accepting, investing, and administering significant donations, although no action was proposed at this time.

Potential fundraising opportunities such as naming portions of the Library were also discussed. The O'Brien Stacks were cited as an existing example. Any future naming opportunities would require consideration of the Library's existing spaces and coordination with appropriate stakeholders.

Trees:

The Tree Warden recently removed several trees from the Library property that had died, including birches and a dogwood, and would like to replace them. The possibility of purchasing approximately six replacement trees for less than \$2,000 was discussed; however, the number of trees and cost were preliminary and have not been finalized.

Trustees also discussed the involvement of Winthrop Loves Trees, which has previously planted trees on the Library property, and noted that coordination with the Town would be necessary depending on the location and type of replacement trees selected. Trustee Hastings will follow up regarding the replacement trees and potential coordination with Winthrop Loves Trees and the Town.

Executive Session Procedures:

Trustee Skomro reviewed requirements surrounding Executive Session minutes.

Votes to enter and leave the Executive Session must be conducted by roll call. Executive Session minutes must also be approved before they may eventually be released to the public. Because the Board does not frequently meet in Executive Session, requiring another Executive Session solely to approve minutes can create an unnecessary delay.

Trustee Skomro proposed authorizing the Chairperson to approve Executive Session minutes on behalf of the Board. Once approved, the minutes would remain confidential until the reason for

withholding them no longer applies. If the minutes are later requested, the appropriate determination would still need to be made regarding whether confidential information may be released.

- Motion by Trustee Skomro that Executive Session minutes of the Winthrop Public Library and Museum Board of Trustees may be approved by the Chairperson on behalf of the Board for all future Executive Sessions
- Seconded by Trustee Ferreira
- All voted in favor
- Motion passed unanimously

Future Meetings:

The Board agreed to continue meeting at **6:00pm on the second Thursday of each month.**

Upcoming meetings:

- Thursday, September 10, 2026
- Thursday, October 8, 2026
- Thursday, November 12, 2026
- Thursday, December 10, 2026

The Library will resume Saturday hours following the summer schedule. Trustee Skomro also noted that online information regarding the Library's Saturday hours needs to be corrected, including information appearing through Google. The Director has contacted Google, not an easy process to update.

Executive Session:

The Board announced that it would enter Executive Session and would return to Open Session only for the purpose of adjourning the meeting.

The Board entered Executive Session pursuant to the applicable provisions of Massachusetts General Laws Chapter 30A, Section 21.

- Motion to enter Executive Session by Trustee Teixeira
- Seconded by Trustee Kingsbery

Roll Call Vote:

- Trustee Ferreira – Yes
- Trustee Kingsbery – Yes
- Trustee Skomro – Yes
- Trustee Hastings – Yes
- Trustee Teixeira – Yes

Trustee Dewar was absent.

The motion passed unanimously, and the Board entered Executive Session.

Executive Session minutes are maintained separately.

Return to Open Session:

Following the conclusion of Executive Session, the Board returned to Open Session for the sole purpose of adjourning.

- Motion to end Executive Session by Trustee Skomro
- Seconded by Trustee Teixeira
- Roll Call Vote: Trustees Ferreira, Kingsbery, Teixeira, Skomro, and Hastings voted in favor
- Motion passed unanimously

Adjournment:

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

Winthrop Public Library & Museum
2 Metcalf Square Winthrop, MA 02152

Board of Trustees

Meeting: Thursday, August 13, 2026

6:00 pm – 7:00 pm

Bergman Room

(zoom available)

Agenda

Call to order

Approval of Minutes

Chair Report

Director Report

Items:

- Fund raising
- Building updates
- Basement clean-up
- Executive session rules
- Meeting schedule
- New items

Public Comment

Adjournment

Next Meetings:

You are invited to a Zoom webinar!

When: Aug 13, 2026 06:00 PM Eastern Time

(US and Canada)

Topic: Trustees Meeting 8/13/26

Join from PC, Mac, iPad, or Android:

<https://us02web.zoom.us/j/88546710054>

Phone one-tap:

+13017158592,,88546710054# US (Washington DC)

+13052241968,,88546710054# US

Join via audio:

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 646 931 3860 US

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 360 209 5623 US

+1 386 347 5053 US

+1 507 473 4847 US

+1 564 217 2000 US

+1 669 444 9171 US

+1 669 900 9128 US (San Jose)

+1 689 278 1000 US

+1 719 359 4580 US

Webinar ID: 885 4671 0054

International numbers available:

<https://us02web.zoom.us/j/kcirj1l7xo>

Director Report
August 13, 2026

Summer Reading (see attached)

Everything is quiet now that summer reading is done. First day of school is Wednesday, September 2nd, which is in three weeks.

Summer Reading assignments

Here's the list of extra titles we bought to cover the changes in summer reading for High School...

One of Us Is Lying- x3
Rumblefish (Hinton) x2
Firekeeper's Daughter (Boullay) x2
The Hate U Give x2
War of the Worlds x2
Dracula x2
Scat (Hiassan) x2
Fizzy (graphic novel by Claribel Ortega) x6
Restart (Korman) x3

Again, being able to order from Amazon has made this significantly easier.

ARIS (Annual Report Information Survey)

The ARIS report has been completed and submitted to the state. Thank you Alana for working on it through July. The only significant changes in services this year was the addition of the study rooms, as well as 4 additional public computers. The Financial Report is due October 2nd.

Building updates

We had a couple days of downpours this summer but no visible leaking except from the light drip of roof hatch. And a lot of that depends on how windy it is. But overall we seem to be in good shape.

Basement clean-up and Maker Space

Pete's Disposal has given us a quote of up to \$1,700 max to clear out the remaining materials and shelving in the basement area where the study rooms now are. After that's done we will have some brain storming sessions and then put together a shopping list for Trustee approval. Pictures are from the Melrose Library.

O'Brien Fund / HVAC

Rich Cufini is in contact with the contractors, no start date has been set yet. There was some pushback from town finance when setting up the account for the project. There remained a belief that only a small amount of the O'Brien fund was available for HVAC purposes. That has been corrected, the attached timeline will be put into the O'Brien file in case the issue comes up in the future.

Respectfully,

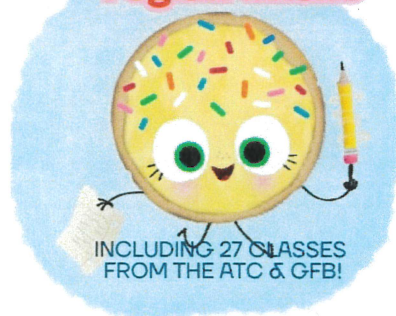
A handwritten signature in blue ink, appearing to read "Doug McElroy".

CHILDRENS & YA **2026** **SUMMER READING**

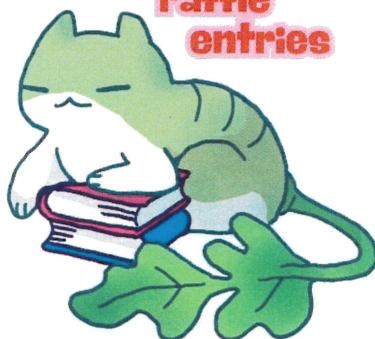
June 29th - August 7th



653
registrations



445
raffle
entries



615
program
participants



2026 was our busiest Summer Reading yet! We checked out lots of books, gave out tons of beads, and saw many smiling faces. Here are some of the highlights:

SPECIAL EVENTS:

- MUSIC BY LITTLE GROOVE*
- CIRCUS PERFORMER PETER CANNIZZARRO*
- THE FAIRY CIRCUS BY THE TANGLEWOOD MARIONETTES*
- STUFFED ANIMAL SLEEPOVER
- END OF SUMMER ICE CREAM PARTY

- Funded by the Winthrop Cultural Council

CLUBS & ACTIVITIES

- LEGO CLUB
- ART CLUB
- STEM CLUB
- TODDLER/BABY PLAYDATE
- STORYTIME
- MINECRAFT CLUB
- WARRIORS BOOK CLUB
- DOUBLE BOOKED BOOK CLUB
- ANIME AFTERNOON
- CREATIVITY CAFE
- LITTLE KEYCHAIN LIBRARY
- READ & BEAD
- LUCKY BOOKS
- READING BINGO!
- QUESTION OF THE WEEK
- RAISING BUTTERFLIES



Adult Summer Reading

June 13th - August 7th 2026

135 Registrations

503 Raffle Entries

43 Program Attendees

Adult Holdings & Circulation

Holdings			Circulation		
Materials	As of June 30, 2026	As of June 30, 2025	Materials	As of June 30, 2026	As of June 30, 2025
Print Books	45,063	43,912	Print Books	20,661	21,710
Print periodicals, newspapers & other print serials	413	402	Print periodicals, newspapers & other print serials	173	235
Physical Audio (CDs, vinyl, etc)	2,035	2,243	Physical Audio (CDs, vinyl, etc)	988	1,022
Physical Video (DVDs, bluray, etc)	3,695	3,634	Physical Video (DVDs, bluray, etc)	2,326	2,862
TOTAL	51,239	50,290	E-books	6,258	5,706
			Downloadable Audio (audiobooks, music, etc.)	6,134	4,819
			Miscellaneous (e.g. Museum Passes, ebook readers, etc.)	544	208
			TOTAL	38,069	36,369

Young Adult Holdings & Circulation

Holdings

Materials	As of June 30, 2026	As of June 30, 2025
Print Books	3,099	3,069
TOTAL	3,099	3,069

Circulation

Materials	As of June 30, 2026	As of June 30, 2025
Print Books	3,437	3,286
Physical Audio & Video: Young Adult	7	0
E-books	1,068	866
Downloadable Audio (audiobooks, music, etc.)	412	322
TOTAL	4,924	4,474

Children Holdings & Circulation

Holdings

Materials	As of June 30, 2026	As of June 30, 2025
Print Books	19,788	20,517
Print periodicals, newspapers & other print serials	44	35
Physical Audio (CDs, vinyl, etc)	103	171
Physical Video (DVDs, bluray, etc)	403	452
TOTAL	20,338	21,175

Circulation

Materials	As of June 30, 2026	As of June 30, 2025
Print Books	40,418	39,841
Print serials	12	10
Physical Audio (CDs, vinyl, etc)	87	84
Physical Video (DVDs, bluray, etc)	371	336
E-books	1,867	1,627
Downloadable Audio (audiobooks, music, etc.)	714	716
TOTAL	43,469	42,614



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September 18, 2014

Winthrop Public Library
Peter Struzziero, Director
2 Metcalf Square
Winthrop, MA 02152

Re: Estate of Thomas L. O'Brien, Jr.

Dear Mr. Struzziero:

We previously sent you notice that Mary A. O'Brien requested to be appointed Personal Representative (formerly known as executor) of the estate of her deceased cousin, Thomas L. O'Brien, Jr. We are pleased to advise you that Ms. O'Brien has been appointed Personal Representative of the estate.

You were previously notified that Winthrop Public Library is named as a beneficiary in Mr. O'Brien's will, said bequest for the purchase of new fiction and non-fiction hard cover books. Ms. O'Brien is diligently attempting to ascertain the assets of the estate.

Ms. O'Brien has recently discovered the Schedule of Beneficial Interests annexed to the O'Brien Family Trust. Winthrop Public Library is given a ten percent (10%) beneficial interest in the trust, to be used for air conditioning, and the purchase of new non-fiction and fiction books. We do not yet know the assets of the trust, other than the real property Mr. O'Brien resided in. One of the named successor trustees has passed away and the other may not wish to serve. You may be asked to approve a nominated successor trustee.

As we learn more, we will keep you informed. Please let me know if you have any questions.

Very truly yours,

Dorcas A. Wilson
Senior Paralegal

AM 36807286.1

O'Brien Timeline

Trust established in 1979 with annex including HVAC.

2014 - O'Brien passes and his personal will mentions library materials but not HVAC.

2014 - Estate lawyers sends a letter acknowledging the trust and that it covered both library materials and HVAC.

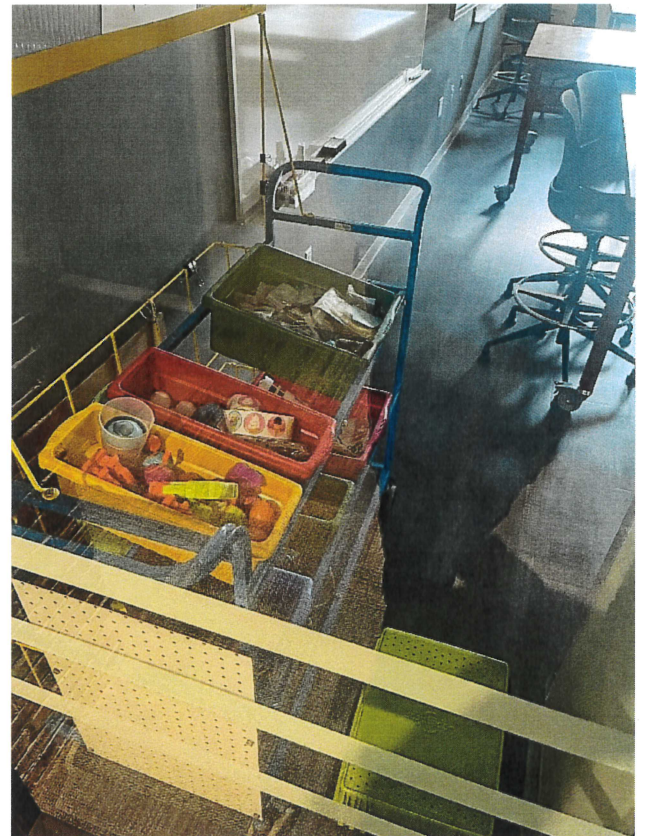
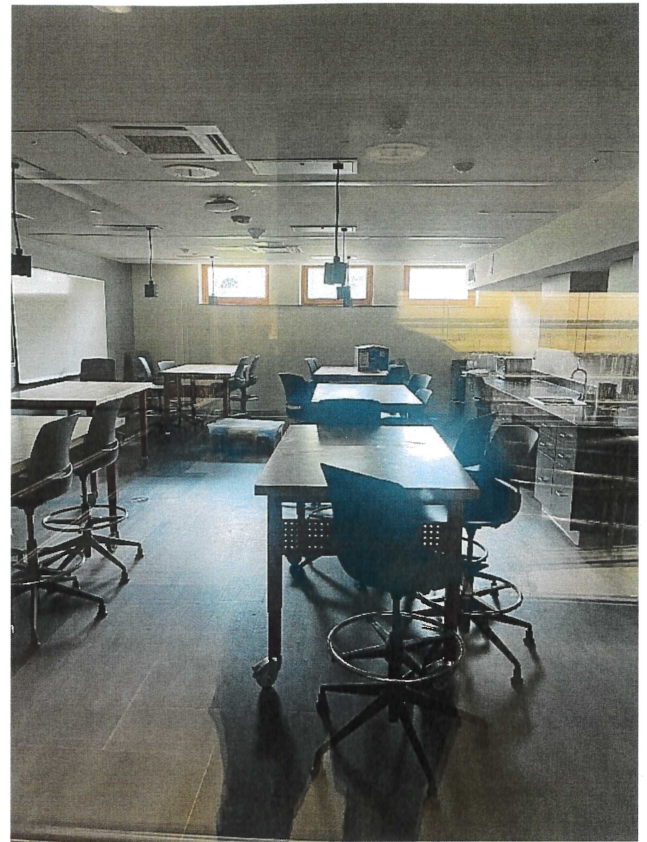
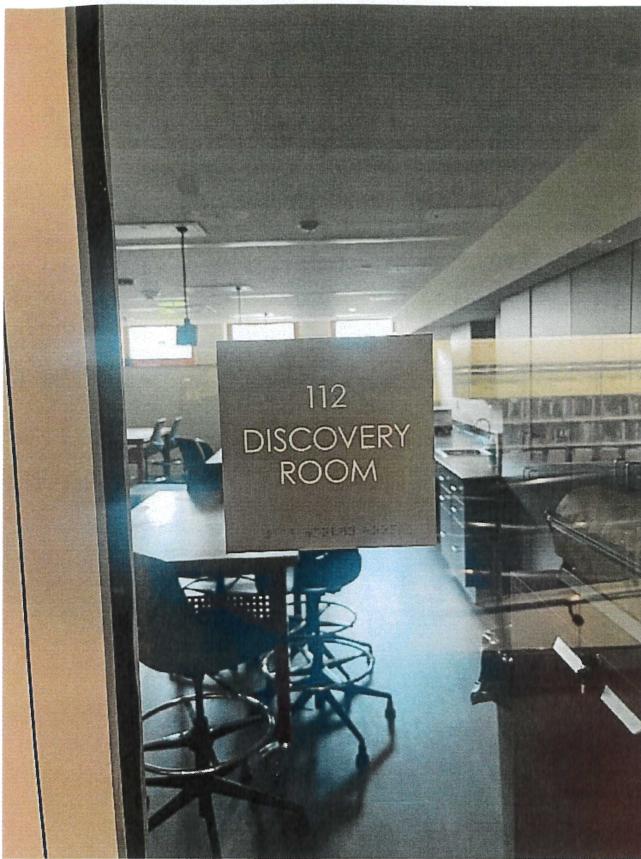
2015 - First check comes from estate for \$100,000 with no companion letter.

2016 - Second check comes for \$20,000 with letter saying it's for library materials and HVAC

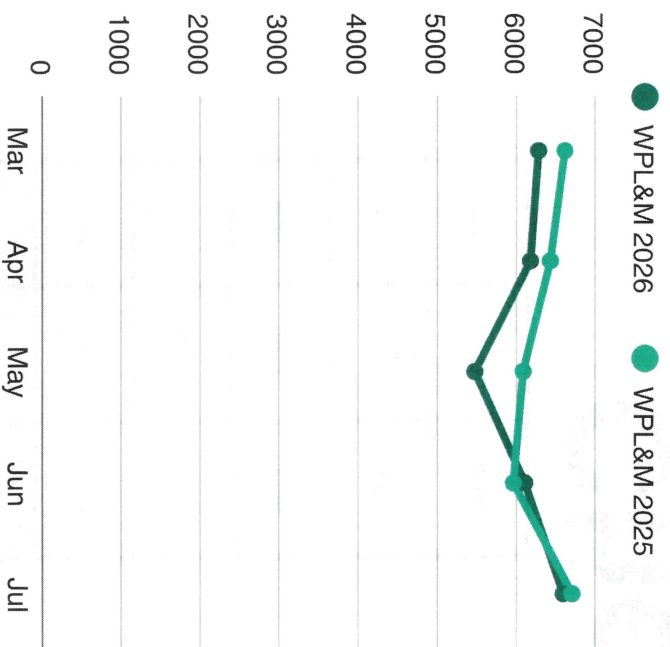
2018 - Third check comes for \$20,000 with a letter signed by a different lawyer saying its for library materials. When clarification was requested, the lawyer said to check the will and no follow-up was given.

2020 - Fourth check comes for \$100,000 that has no companion latter.

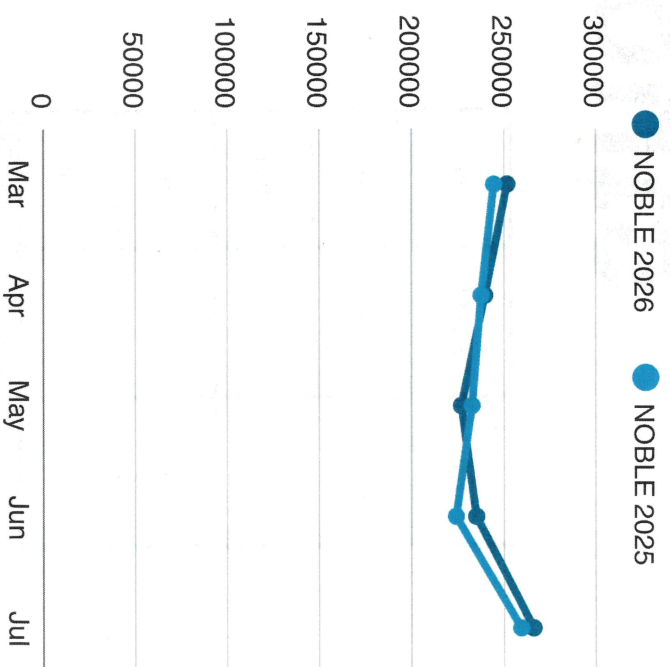
When the third check came, a separate line item was created to say only that amount of \$20,000 could be used for HVAC. It's possible a change in directors helped with the confusion but this should have been pushed back against at that time. The amount assigned for HVAC is arbitrary and goes against the original trust. The current assessment is that the entire fund should be available if needed for HVAC as well as library materials.



DISCOVERY ROOM AT MELROSE PUBLIC LIBRARY

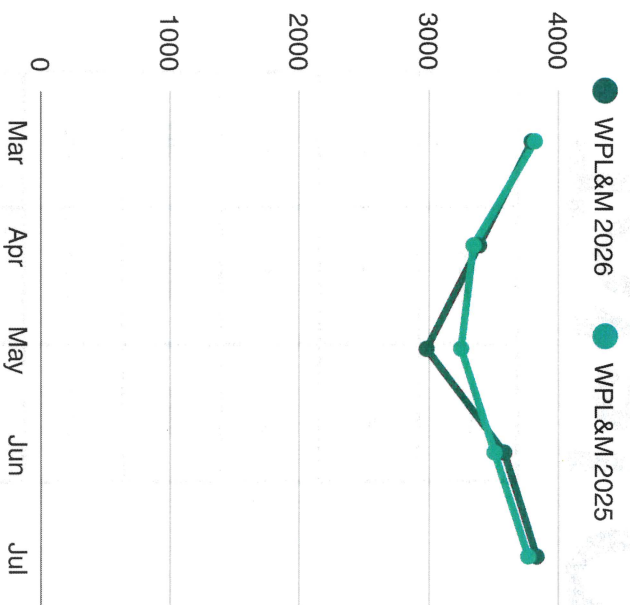


Month	2026	2025
Mar	6277	6609
Apr	6176	6425
May	5475	6083
Jun	6105	5960
Jul	6589	6704

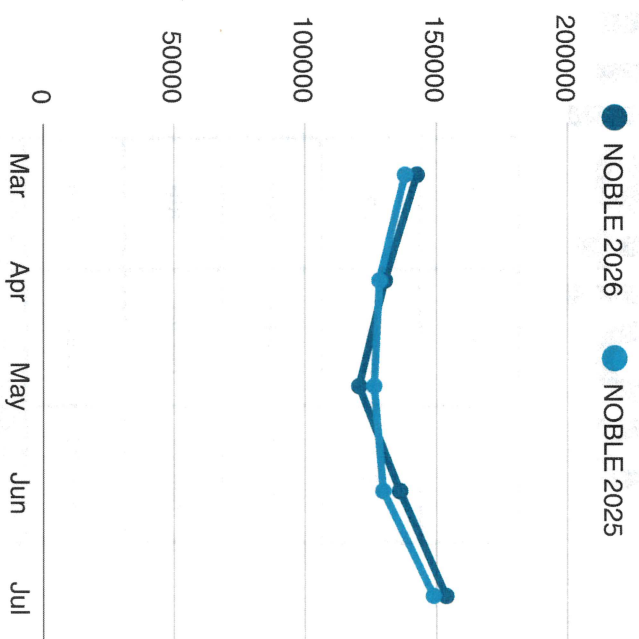


Month	2026	2025
Mar	251545	244334
Apr	239490	237480
May	226872	232648
Jun	235036	223983
Jul	265916	259161

Total Circulation

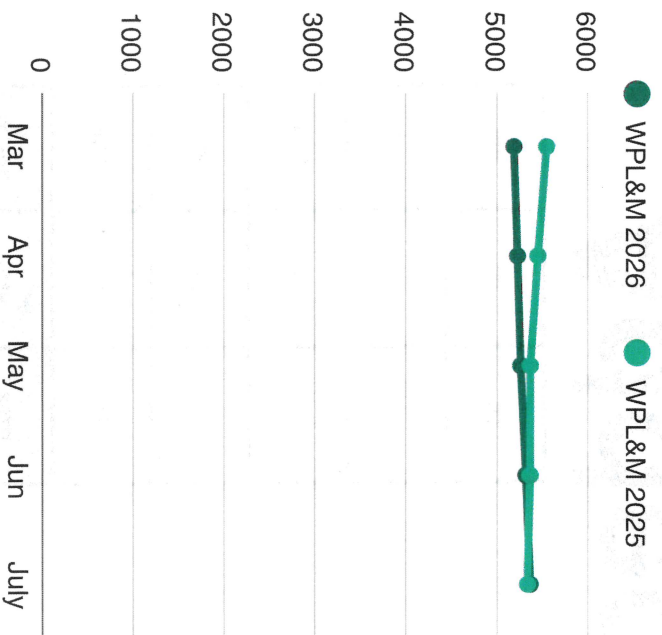


Month	2026	2025
Mar	3790	3818
Apr	3385	3341
May	2981	3246
Jun	3579	3504
Jul	3831	3764

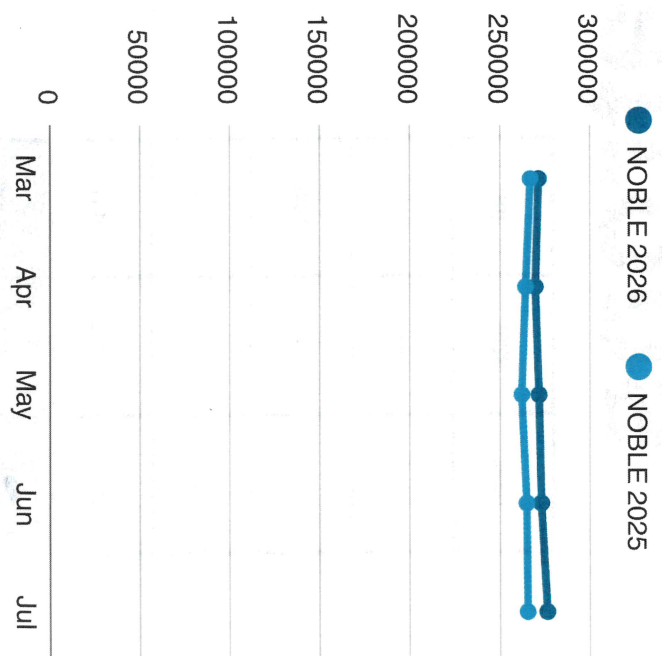


Month	2026	2025
Mar	142614	138116
Apr	130527	128458
May	120650	126458
Jun	136154	129836
Jul	153722	148944

Checkouts

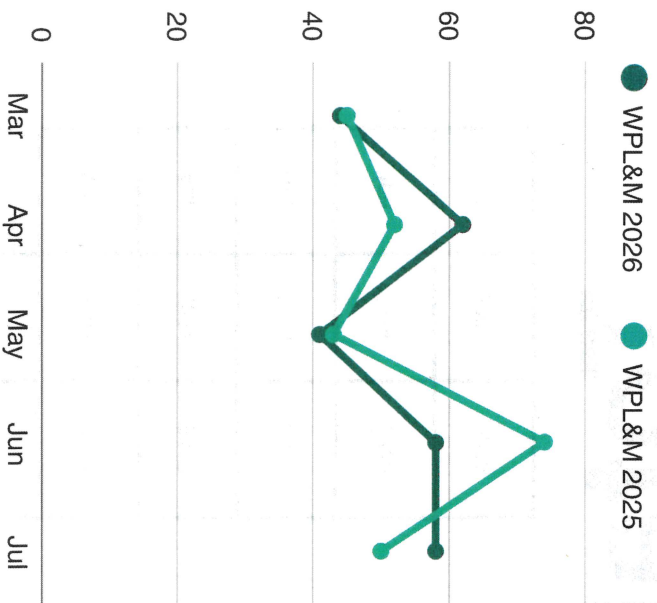


Month	2026	2025
Mar	5185	5541
Apr	5224	5447
May	5258	5364
Jun	5314	5360
Jul	5362	5330

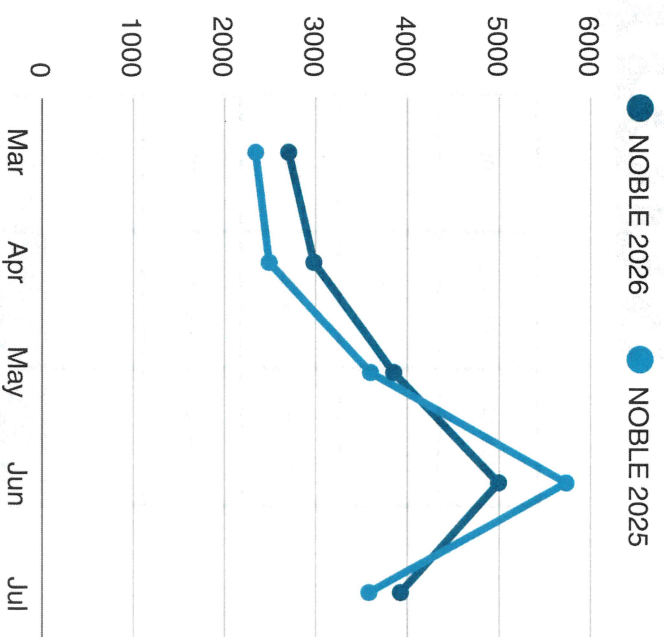


Month	2026	2025
Mar	271176	266578
Apr	269396	263957
May	271474	261884
Jun	272771	264610
Jul	276019	265116

Total Patrons

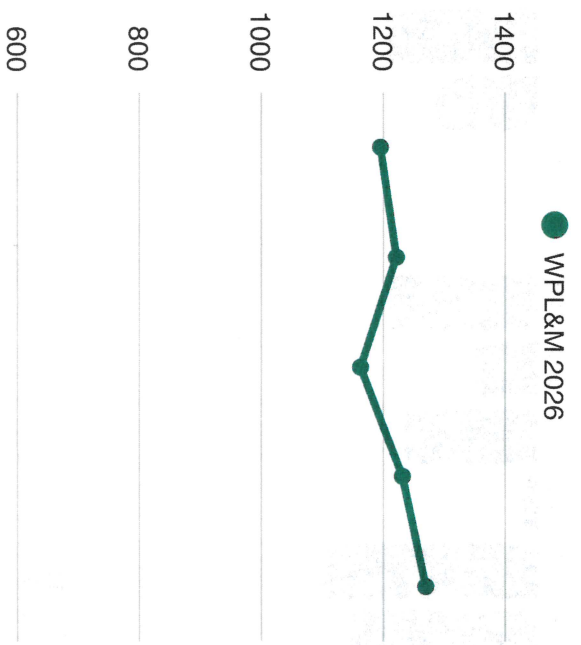


Month	2026	2025
Mar	44	45
Apr	62	52
May	41	43
Jun	58	74
Jul	58	50

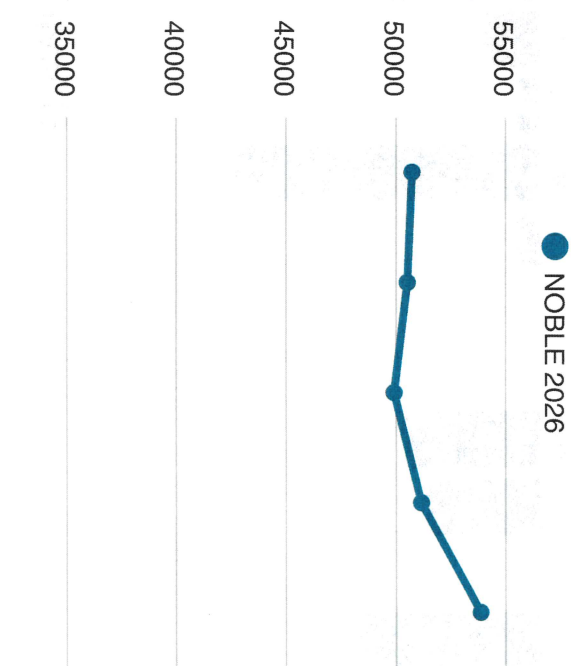


Month	2026	2025
Mar	2705	2345
Apr	2981	2492
May	3851	3597
Jun	4992	5732
Jul	3926	3580

Added Patrons



Mar Apr May Jun Jul



Mar Apr May Jun Jul

Month	2026
Mar	1195
Apr	1221
May	1162
Jun	1231
Jul	1269

Month	2026
Mar	50721
Apr	50505
May	49903
Jun	51136
Jul	53848

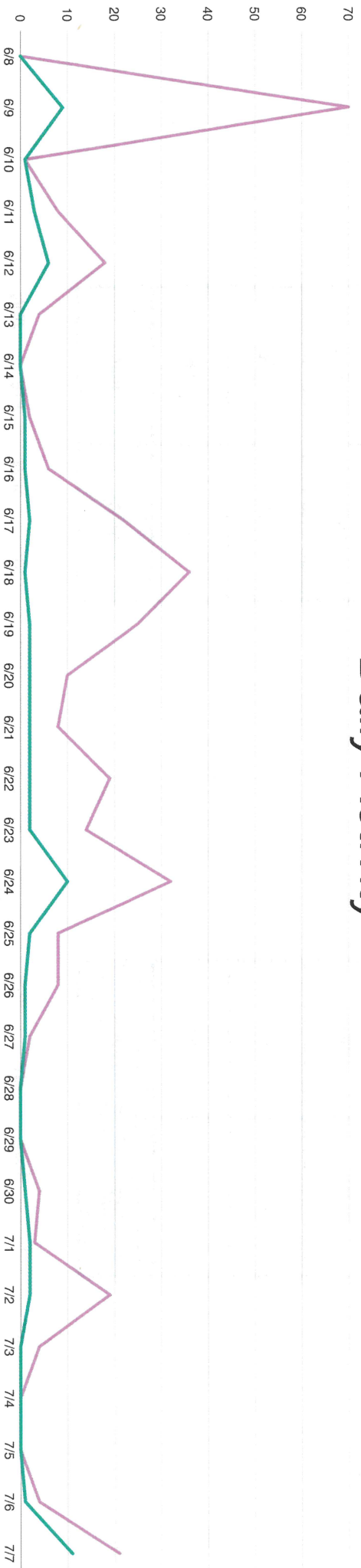
Active Patrons

Kanopy Analytics

6/08/26 - 8/08/26

908	1175	155	5841	1.29	0.17
Visits	pages	Plays	Minutes	Pages/Visit	Plays/Visit

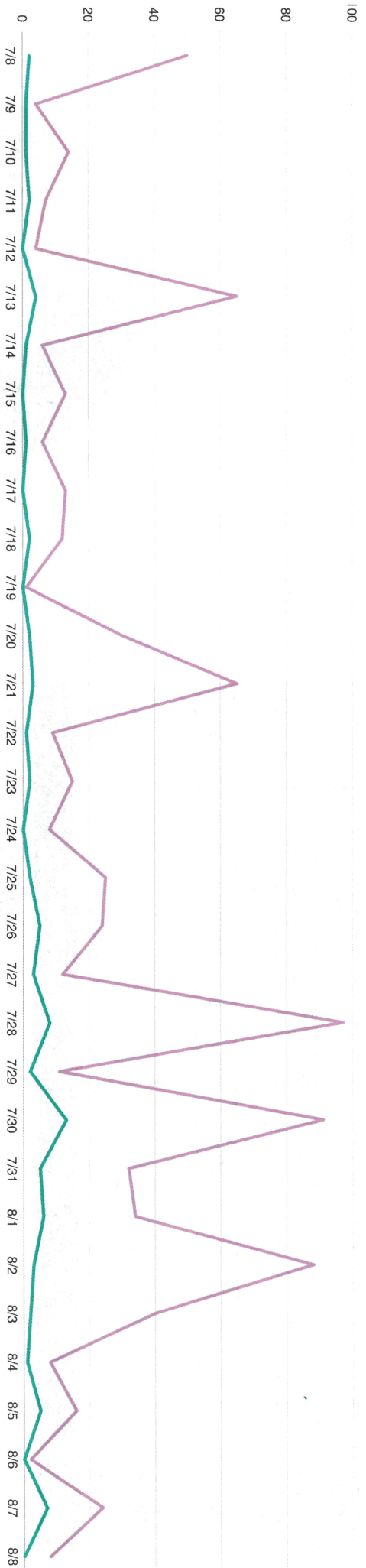
Daily Activity



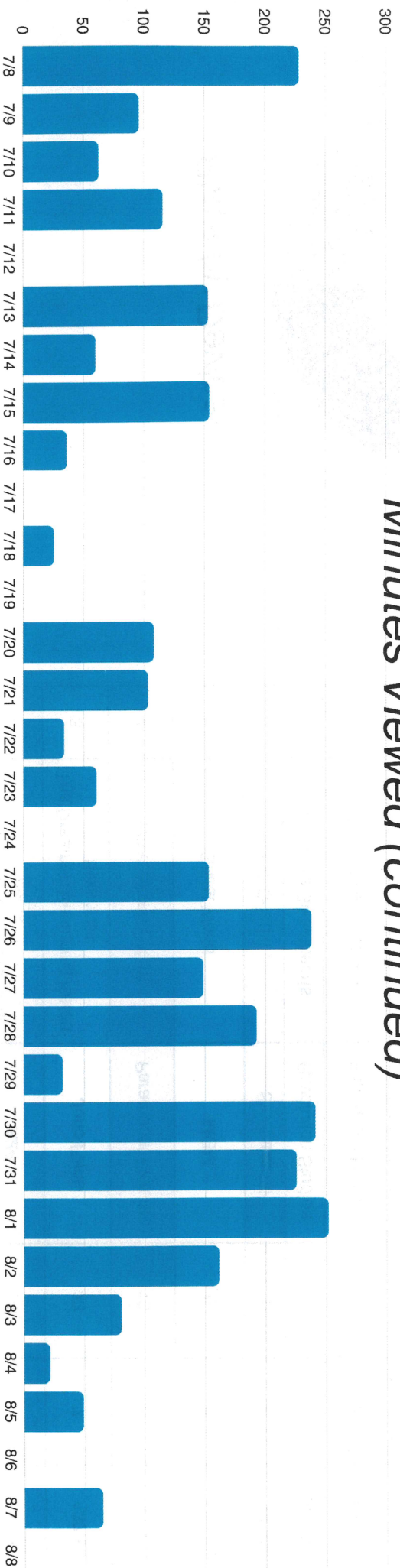
Minutes Viewed



Daily Activity (continued)



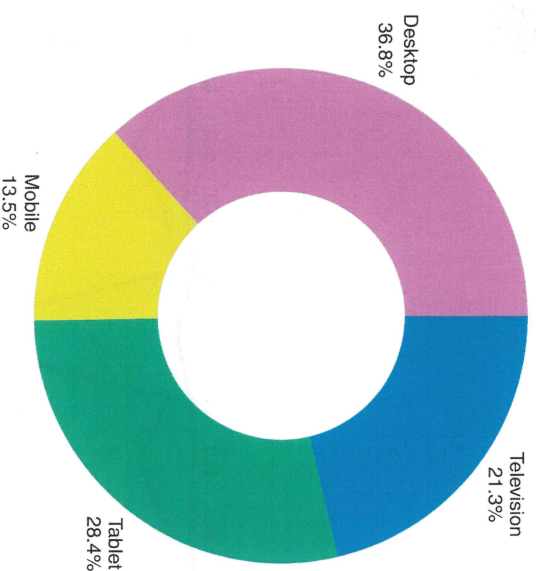
Minutes Viewed (continued)



Top 10 Videos

Rank	Video Title	Supplier	Pages	Plays	Mins
1	Monsieur Spade	Fifth Season	22	13	171.87
2	Everything Everywhere All at Once	A24	14	10	141.37
3	The Dreamer: Becoming Karen Blixen: S1	Juno Films	13	7	137.80
4	What Women Want	Paramount Pictures	10	6	87.17
5	Ghost World	MGM	9	6	106.53
6	Evil Dead II	StudioCanal	10	6	74.57
7	America's Sweethearts	Revolution Studios	17	5	237.87
8	From Dusk Till Dawn	Paramount Pictures	11	4	107.98
9	Birth of The Endless Summer	Monkey Wrench Films	8	4	102.33
10	By Any Means	BBC Studios	4	3	114.88

Plays by Device



Top 10 Suppliers

Rank	Supplier	Pages	Plays	Mins
1	Paramount Pictures	122	23	978.73
2	A24	39	14	449.40
3	Fifth Season	24	13	171.87
4	MGM	32	9	163.85
5	StudioCanal	20	9	236.18
6	The Criterion Collection	47	8	441.78
7	Juno Films	26	7	137.80
8	BBC Studios	68	6	168.53
9	Bleecker Street	27	5	214.87
10	Revolution Studios	17	5	237.87