

**Winthrop Public Library
Board of Library Trustees Meeting Agenda
Wednesday, May 12, 2010, 6:30 p.m.**

1. Reading and acceptance of minutes from the previous (April 14, 2010) meeting.
2. Director's update
 - ** *Town Hall update***
 - ** *Budget/Financials***
 - ** *Long-Range Strategic Plan update***
 - ** *Winthrop Public Library Foundation, Inc. update***
 - ** *Town-Wide Yard Sale (BookEnds and WPL&M)***
 - ** *Summer hours (June 1 – September 3, 2010)***
3. Old Business
 - ** *Materials Donations policy [action]***
 - ** *Interlibrary Loan Policy[action]***
4. New Business
 - ** *Survey Monkey subscription [discussion/action]***
 - ** *Fund transfer: \$2000 to utilities from payroll [action]***
 - ** *Basch Room [discussion]:***
 - Dedication date? Ceremony?***
 - Furnishings etc.***
5. Executive session
6. Date of Next Meeting
7. Motion to adjourn

Board of Trustees
Winthrop Public Library & Museum

Minutes

Trustees meeting, May 12, 2010, Edward A. Hazlett Meeting Room, Winthrop Public Library & Museum

Mr. Matarazzo called the meeting to order at 6:34 p.m. The following named trustees were present: James Matarazzo, Chairman; Stephen Dalton, Betty Peabody, John Tranfaglia and Virginia Wallace. The library was represented by Alan Thibeault, Director, and Ann Gutting, Assistant Director/Reference Librarian.

Minutes

Mr. Tranfaglia moved to accept the minutes of the April 14, 2010, including executive session, as presented. Ms. Peabody seconded the motion. Motion passed (Yea = 5, nay = 0).

Director's update

A. Town Hall Update. Mr. Thibeault discussed the ongoing regionalization study by the Metropolitan Area Planning Commission (MAPC). He reported that he had an initial meeting with MAPC officials to discuss possible regionalization of library services/administration. The study itself is ongoing; final report due in December, 2010.

Mr. Thibeault expects the library will have two Massport kids this summer. He also is awaiting word on a Senior Tax Volunteer for the summer and early fall.

Mr. Matarazzo reported on his and Mr. Thibeault's appearance before the Citizen's Finance Commission on May 10th. He stated that they "defended the FY 2011 budget" and feel confident that the Commission will approve the budget to the Town Council.

B. Financial Update. All spending is on schedule for FY 2010. Mr. Thibeault informed the board that he has requested \$2,000 be transferred from Payroll to Utilities to cover the mandated assumption of oil heat costs. He also reported that the library's expected materials spending has passed the 13% threshold for State Certification compliance. He is hopeful, but not certain, that materials spending will surpass the 15% threshold by the end of the fiscal year.

C. Long Range Strategic Plan. The planning process remains on schedule. Mr Thibeault hopes to have a community-wide survey out in June and July. The survey itself is in process. Mr. Thibeault and Mr. Dalton will meet informally on May 13th to begin drafting the actual questions and organization of the survey.

D. Winthrop Public Library & Museum Foundation, Inc.: Mr. Thibeault has obtained an employer identification number for the foundation from the IRS. He is in the process of completing Form 1023 to gain tax-exempt status.

E. Town-Wide Yard Sale. The library and BookEnds have registered for the event. Final arrangements are yet to be finalized, but contemplated features for the sale include bargain bins,

a buy-one-get-one-free for cardholders, and library card sign-ups to promote the library and the book store.

F. Mr. Thibeault presented the summer schedule for the library, effective June 3, 2010, running through September 4, 2010. He plans to adhere to the same schedule as last summer. Mr. Dalton opined that there were not enough evening hours in the schedule. Story Hours will be suspended for the summer in early to mid-June, 2010.

G. Flowers. Century 21 Real Estate is maintaining its customary flower bed to the right of the front steps to the Frost Building. Winthrop resident John Young is planning another bed which he will create and maintain to the left of the steps.

Old Business

A. Materials Donation Policy. Mr. Thibeault presented the new policy for board approval. The policy under consideration was re-written based on input from the May 12th trustees meeting. Mr. Tranfaglia moved that to accept the policy, Mr. Dalton seconded. Motion passed (yea = 5, nay = 0).

B. Interlibrary Library Loan Policy. Mr. Thibeault presented a revised policy letter, which differs from the one submitted at the April meeting in that patrons will be asked to pay any shipping costs for mediated interlibrary loans. Circulation staff will obtain costs and report them to the requesting patron before any loan is requested. Mr. Tranfaglia moved to rescind the original policy letter. Mr. Dalton seconded. Passed unanimously. Mr. Dalton moved to accept the new policy. Ms. Wallace seconded. Motion passed (yea = 5, nay = 0).

New Business

A. Survey Monkey. Mr. Thibeault briefed the board on this online tool for conducting surveys. He recommended purchasing a \$200 unlimited plan which he feels will best meet the library's needs for long-range planning purposes and other utilization throughout the coming year. Mr. Dalton moved to allocate \$200.00 from State Aid money to purchase the subscription. Mr. Tranfaglia seconded. Motion passed (yea = 5, nay = 0).

B. Fund transfer. Mr. Thibeault requested that the board approve the transfer of \$2,000 from Salaries to Utilities to cover remaining costs for FY 2010. Mr. Matarazzo stated that the request had already, in the interests of timeliness, already been submitted. Mr. Dalton moved to approve the transfer request. Ms. Wallace seconded. Motion passed (yea = 5, nay = 0).

C. Basch Room. Mr Thibeault reports that Richard Lombardi has assured him that the woodwork in the Basch Room will be completed by the end of the month. The board discussed a tentative dedication date in June or July, the need for new furnishings for the room and various other matters related to the dedication including possible and times. No immediate action was taken and the matter will be taken up again at the June trustees meeting.

D. Tote bags. Ms. Wallace showed the board a plastic bag she obtained at the Sebring (Florida) Public Library, given to patrons by the library's Friends group. Board members debated the merits of providing such items to our patrons as well as whether to have the items made from cloth, paper or plastic. Mr. Thibeault will research costs and report back to the board at the June meeting.

Executive Session

Ms. Peabody moved that the board go into executive session at 7:15 p.m. to discuss a personnel matter. Mr. Dalton seconded. Motion passed (yea = 5, nay = 0). Ms. Peabody later moved, at 7:23 p.m., to go out of executive session. Ms. Wallace seconded. Motion passed (yea = 5, nay = 0).

Next Meeting

The trustees will meet next on Thursday, June 17, 2010 at 6:30 p.m. in the Hazlett Meeting Room.

Adjournment

Mr. Tranfaglia moved to adjourn the meeting. Mr. Dalton seconded. Motion passed (yea = 5, nay = 0). Meeting adjourned at 7:25 p.m.

BP
Betty Peabody, Acting Secretary

Board of Trustees
Winthrop Public Library & Museum

Executive Session, May 12, 2010 in the Hazlett Meeting Room

Mr. Matarazzo called the session to order at 7:15 p.m. The following named trustees were present: James Matarazzo, Chairman; Stephen Dalton, Betty Peabody, John Tranfaglia and Virginia Wallace. The library was represented by Alan Thibeault, Director, and Ann Gutting, Assistant Director/Reference Librarian.

Mr. Thibeault reported that the mediation session on May 5, 2010, concerned the town's alleged refusal to bargain in good faith over the March, 2009 reduction in force following the library's de-funding by the town. While the Winthrop Library Staff Association (WLSA) and town management met once, resulting in a counterproposal from the WLSA to library management's reduction in force plans, no further bargaining occurred due to the short period of time available to effectively execute the reduction in force. Thus, the town's labor attorney, Mr. Howard Greenspan, recommended the town settle the suit to avoid greater financial exposure. As a result, the WLSA and library management reached a settlement whereby Richard Allen would be "made whole" via a \$5,915 payout. Also, all employees laid-off or who had their hours of work reduced under the plan will be given credit for benefits lost as a result of reduction in force. Additionally, library management and the WLSA have reached agreement on layoff/recall language which will be included in a side agreement (to be named Section 10A) to the current collective bargaining agreement.

Mr. Thibeault provided copies of the settlement and side agreement language to the board members.

Ms. Peabody moved, at 7:23 p.m., to close the executive session. Ms. Wallace seconded. Motion passed (yea = 5, nay = 0).

BP
Betty Peabody, Acting Secretary

FY10 LIBRARY FINANCIALS as of 11 MAY 2010

LINE ITEMS	.1 JULY 09	Current \$\$ Available	\$\$ Spent	% Spent
Payroll	336,847.00	61,683.07	275,163.93	81.69%
S&E Non-Materials (see Non-Materials details below)	18,000.00	-692.70	18,692.70	103.85%
S&E Materials** (see compliance levels below)	74,966.00	7,372.97	67,593.03	90.16%
NOBLE	48,282.00	864.44	47,417.56	98.21%
Contract Services	3,800.00	3,800.00	0.00	0.00%
Utilities	15,929.00	551.87	15,377.13	96.54%
Conference	1,500.00	1,397.54	102.46	6.83%
OVERALL	499,324.00	74,977.19	424,346.81	84.98%
DISCRETIONARY FUNDS				
	7/1/2009	Expen'tures	FY10 Deposits	Current \$\$ Available
.State Aid	15,228.84	2,623.99	6,080.49	18,685.34
.George Hyde Fund	12,667.37	4,412.73	315.00	8,569.64
.Hazlett Children's Fund	805.03	600.00	775.00	980.03
.New Book Fund	2,170.21	0.00	136.00	2,306.21
.Carr Museum Fund	777.00	0.00	110.00	887.00
S&E NON-MATERIALS DETAIL				
	18,000.00	Current \$\$ Available	% Spent	
S&E Admin	6,000.00	357.92	94%	
S&E Bldg Mnt	6,000.00	-2,731.04	146%	
S&E Tech Serv	6,000.00	1,680.42	72%	
Remaining Overall		-692.70		
****S&E MATERIALS COMPLIANCE				
	Spent			
59,918.88	67,593.03	112.81%	<--Spent toward 12% compliance	
67,408.74	67,593.03	100.27%	<-- 13.5%	
74,898.60	67,593.03	90.25%	<-- 15%	
TOTAL S&E (Materials minus Non-Materials deficit)		6,680.27		
7,372.97 minus 692.70				

WINTHROP PUBLIC LIBRARY

SUMMER HOURS

(June 1 – September 3, 2010)

	<u>ADULT</u>	<u>CHILDREN'S</u>
Monday:	10 a.m. – 6 p.m.	1 p.m. – 6 p.m.
Tuesday:	12 p.m. – 8 p.m.	1 p.m. – 7 p.m.
Wednesday:	10 a.m. – 6 p.m.	1 p.m. – 6 p.m.
Thursday:	12 p.m. – 8 p.m.	1 p.m. – 6 p.m.
Friday:	10 a.m. – 6 p.m.	1:30 p.m. – 6 p.m.
Saturday & Sunday:	CLOSED	

The final Children's Story Hour for the summer months will take place on June 18th. They will resume after Labor Day.



**Winthrop Public Library & Museum
2 Metcalf Square
Winthrop, Massachusetts 02152-3159**

Materials Donation Policy and Guidelines

General: The library gratefully welcomes donations of print and non-print materials. Donated items are accepted without donor preconditions and immediately become property of the library. The library reserves the right to handle, distribute and dispose of donated materials as it sees fit. Donated materials cannot be returned. The library reserves the right to refuse donations.

Please make all donations in person. The library accepts donations between the hours of 12 p.m. and 5 p.m., Tuesday through Saturday. Please call us ahead of time at (617) 846-1703 to coordinate a time and date for delivery of your items. Do not leave donations in the drop box out front. Any donations left in the drop box take up space needed for returned items and will be thrown away. Do not leave donations outside the library as inclement weather or vandals may damage them, rendering them useless to us.

We are happy to provide written acknowledgment of all accepted gifts provided the donor requests it at the time of the donation. A copy of our Donation Verification Form is attached. This form will list the item(s) donated but will not include an assessed value for them. It is the responsibility of the donor to set a value on donated items for tax-reporting purposes.

Museum-Quality Items: Items of historical significance – specifically, items related to local history (specifically: maps, historic papers/documents, portraits/paintings, and/or other objects of local historical significance) may, if accepted, be added to our museum collection. Contact the library director at (617) 846-1703 to arrange an evaluation of items which might have historical significance before bringing them to the library.

Non-Museum-Quality Items: Other donated items that are in excellent shape and fill a need in the library's collection may be added to it. However, most other, non-museum-worthy, donated items will, if accepted, go to BookEnds, the bookstore in our basement operated by the Friends of the Winthrop Public Library, whose proceeds help fund library programs. Please be certain your materials are clean and dry. Dirty, moldy, musty, malodorous or poor-quality/condition items will not be accepted.

The library accepts non-museum books and media in good to excellent condition. Please observe the following guidelines and standards when donating materials to the library:

Winthrop Public Library & Museum, Materials Donation Policy and Guidelines

1. Hardcover Books: Hardcover books must have intact covers, no underlining, no handwriting or marking on their pages and must not be moldy, musty, malodorous or dirty.

2. Paperbacks: Paperbacks must not be yellowed or have cracked spines (many dry out within ten years if stored improperly) and must not be moldy, musty, malodorous or dirty. Paperbacks must have covers.

3. No Magazines: We do not accept magazines. Exceptions can be made only with the personal approval of the director and/or consent of the proprietor of BookEnds. We have stopped taking *National Geographic* and other heavily pictorial magazines because they do not sell. We have no interest in back issues of magazines for our collection (to replace those lost or stolen) because most titles are available online.

4. No Encyclopedia and Reference Sets: Encyclopedia and reference sets will not be accepted. Such materials take up a large amount of space and we have found that they do not sell.

5. CDs, DVDs, and Videos: Compact discs, vinyl records (with cover), DVDs and videos in good condition or better, regardless of age, will be accepted as long as they are in their original packaging. We cannot accept black box or no-box videos and DVDs, nor do we accept non-copyright-compliant recordings of music, television shows, movies or events.

6. No Artifacts: We do not accept knick-knacks or appliances. Exceptions can only be made with the personal approval of the director or consent of the proprietor of BookEnds. If you have items you believe may be of value to our museum collection, please contact the Director (see [Museum-Quality Items](#) above).

6. Furniture: We will accept furniture in excellent condition but only with the approval of the Director.

7. Framed Art: We will not accept framed art with broken/damaged frames, tears, stains or other damages. All framed art donations must be clean and wholly-intact. If you believe the framed art you are donating is museum-worthy, please contact the Director (see [Museum-Quality Items](#) above).

Please call us at (617) 846-1703 if you have any questions about donations that are not covered by these guidelines.

The following are organizations that may also accept book and materials donations. To avoid inconvenience, we recommend consulting with them before dropping anything off.

- **Morgan Memorial Goodwill**

230 Elm Street (Davis Square)

Somerville, MA

(617) 628-3618

Winthrop Public Library & Museum, Materials Donation Policy and Guidelines

<http://www.goodwillmass.org/stores/store-locations-and-hours.html>

Got Books

978-284-2500

<http://www.gotbooks.com>

(Note: The First Church of Winthrop United Methodist, 217 Winthrop Street, in Winthrop has a *Got Books* drop box located in the parking lot behind the church)

- **Salvation Army Family Store**

295 Broadway; Chelsea, MA 02453

617-884-0260

Approved by the Board of Trustees, May 12th, 2010



Winthrop Public Library & Museum
2 Metcalf Square
Winthrop, Massachusetts 02152-3159

DONATION VERIFICATION FORM

This document verifies that _____ has donated
(printed donor name and address)

items to the Winthrop Public Library & Museum that have been viewed and approved by the Library's administration. The number of items accepted for donation and received are:

_____ Hardcover books

_____ Paperback books

_____ VHS tapes

_____ DVD(s)

_____ CD(s)

_____ Other (please describe): _____

(donor's signature)

(date)

(WPL&M staff signature)

(date)

(WPL&M director's signature)

(date)

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- According to the IRS, the library cannot offer any statement of value
 - The library does not keep records of donations (one item or one set, as defined by the IRS) worth \$500 or less. The donor is responsible for compliance with all relevant IRS regulations.



**Winthrop Public Library & Museum
2 Metcalf Square
Winthrop, Massachusetts 02152-3159**

Interlibrary Loan Policy

General: The Winthrop Public Library & Museum (WPL&M) is a commonly held public resource, shared and supported by the Town of Winthrop and the Commonwealth of Massachusetts. Our purpose is to ensure that members of the Winthrop community have the right and means to free and open access to information and ideas. The Library protects intellectual freedom, promotes literacy and encourages life-long learning.

Interlibrary loan service is essential to the vitality of libraries of all types and sizes as a means of greatly expanding the range of materials available to users. Lending between libraries is in the public interest and should be encouraged. Interlibrary loan should serve as an adjunct to, not a substitute for, collection development at the local level.

The WPL&M is part of the North of Boston Library Exchange (NOBLE). The conditions of this service are set by the NOBLE Interlibrary Loan Code; the MassCat Interlibrary Loan Code; the National Interlibrary Loan code, 1980; and U.S. Code Title 17 concerning copyright law.

What is an Interlibrary Loan (ILL)? The loaning of library materials between two different libraries. The purpose of interlibrary loan is to obtain library material not available in the WPL&M, and to loan material found at the WPL&M to other libraries.

Who can use ILL? Interlibrary loan is offered to all registered borrowers in good standing of the WPL&M or NOBLE. Interlibrary loan is transacted only from library to library. Individual patrons from other libraries should request this service from their own library.

How do I request material from Interlibrary Loan? You may make your Interlibrary Loan request at the Circulation Desk. You may also make your request online at <http://www.noblenet.org> using your PIN number. If you don't have a PIN number or have forgotten your PIN number, come to the Circulation Desk for assistance. We will try to find the requested item at another NOBLE library. If we cannot locate the item within the NOBLE system, we will refer the request to the Massachusetts Regional Library System.

What information do I need to make a request? To request a book you will need the author, title and if possible, the year of publication. To request a CD or DVD you will need title, and if possible, the publication date. If you don't have all of the information, we will still try to fill your request, but may not be successful.

How long does it take to receive an Interlibrary loan item? The WPL&M belongs to the Massachusetts Regional System. Requested items are delivered each weekday that the WPL&M

is open. It usually takes about 2-3 business days to receive requested materials, depending on item availability. If the material is not located in

the state, it may take longer. We work hard to have your request sent out within 24 hours. Once your request is sent out, it takes the other libraries time to process your request, and then it takes more time to ship the material to us. If the item is not available for ILL at a library which owns the material, another library will be asked to loan the item.

Do you charge a fee for Interlibrary Loan?

No, there is no fee for placing an Interlibrary Loan request. Nor is there is a fee for Interlibrary Loans from Massachusetts Regional Library System libraries. However, many out-of-state libraries and libraries which are not part of the Massachusetts Regional Library System charge to ship materials to us. They may also require specific return shipping arrangements (e.g. FedEx, UPS, Certified Mail, Insured Mail etc.) Shipping fees usually run from \$5.00 to \$50.00, depending on the policies of the loaning library. Once we've established the shipping arrangements and costs with the loaning library, you will be asked whether you are willing to pay the fees. Unfortunately, the WPL&M must pass these fees along to you due to budgetary constraints.

How long can I keep Interlibrary Loan materials?

Typically, books are available for 1-3 weeks at the discretion of the loaning library. The loaning library may impose restrictions, such as in-library use or no renewals. If you need additional time to use the material, please contact the Circulation Desk as soon as possible. Renewal requests may be refused. The loaning library grants permission for renewals, not WPL&M staff.

Interlibrary Loan is dependent upon the generosity of and goodwill between libraries. Please be careful with the loaning library's property and return it on time.

Approved by the Board of Trustees, May 12th, 2010

COMPARISON:
SURVEY
MONKEY
PLANS

	<u>BASIC</u>	<u>PRO</u>	<u>UNLIMITED</u>
Cost	Free	\$19.95/mo.	\$16.67/mo. (or billed as \$200/yr.)
No. of surveys you can do	Unlimited	Unlimited	Unlimited
Max no. of questions per Survey	10	Unlimited	Unlimited
Max no. of responses per Survey	100	1,000 per month*	Unlimited
"Skip Logic" feature available?	No	Yes	Yes
Billing	n/a	Monthly/quarterly	Annual
Create Print Version (PDF) of survey?	No	Yes	Yes
Customize with logos?	No	Yes	Yes

* 5 cents fee per response overage

NOTE: Other online survey products sampled (Zoomerang, SurveysPro, Key Survey, QuestionPro) have similar features and nearly identical costs.

Recommendation: Unlimited Plan. This will keep it available to us for future usage.

**COMMONWEALTH OF MASSACHUSETTS
DIVISION OF LABOR RELATIONS**

In the Matter of:

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WINTHROP LIBRARY
STAFF ASSOCIATION, LOCAL 4928*
AFT MASSACHUSETTS, AFL-CIO,

* CASE NO. MUP-09-5468

*

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and

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TOWN OF WINTHROP

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SETTLEMENT AGREEMENT

The parties to the above-referenced matter, the Town of Winthrop (Town) and the Winthrop Library Staff Association, Local 4928, MLSA, AFT MA, AFL-CIO (Union) hereby agree to settle the dispute as follows:

1. In consideration of the Town's commitments as set for the below and contingent upon it's fulfillment thereof, the Union agrees to and does hereby withdraw its charge in the instant matter;

2. The Town agrees to make whole Mr. Richard Allen for the period of his layoff, March 20, 2009 to June 23, 2009 with full back pay totaling approximately \$5,915 and restoration of all other lost benefits including but not limited to any lost seniority, holidays, vacation time, and the like;

3. The Town agrees, with respect to all other employees who have been reinstated since the March, 2009 layoffs and/or reductions in hours, to restore any same or similar benefits lost by them in result of the layoffs/reduction in hours;

4. The parties further agree (subject to the Union's ratification) to insert as Article 10A the following amendment to their current Collective Bargaining Agreement:

**ARTICLE 10A
LAYOFF AND RECALL**

Section 1. In the event it is necessary (due to bona fide economic reasons) to reduce the workforce, the Employer shall notify the Union at least thirty (30) days in advance of the need for reductions. The thirty day period will not apply if there are exigent circumstances. The parties shall then meet to determine ways to avoid any reductions in force.

Section 2. When reductions remain necessary, voluntary reductions shall occur prior to forced reductions.

Section 3. If there are no voluntary reductions, seniority shall be the governing factor. Layoffs shall be accomplished in reverse order of seniority: the least senior employee within the job classification targeted for reduction shall be the first laid off.

Section 4. If a position is to be eliminated or is to experience a reduction in hours, affected employees will retain bumping rights. The employee exercising bumping rights shall be able to bump into another bargaining unit position held by a less senior employee provided the employee possesses the skills and abilities necessary to perform the duties of the position. The employee bumped shall also have bumping rights subject to the above provisions.

Section 5. Laid-off employees shall be entitled to recall rights to any position for which (s)he possesses the necessary skills and abilities. Recall rights shall continue for up to two (2) years from the date of being laid off. Recall shall be conducted on the basis of seniority (employees with greater seniority shall be the first to be recalled). Laid-off employees are required to notify the Library Director of their current address. Once recall notice is received by the employee, (s)he must respond in writing within ten (10) days either accepting or rejecting the recall notice. If employee rejects the recall notice, the employee shall be removed from the recall list.

Section 6. No new employees shall be hired into a position while an individual has recall rights to that position.

Section 7. Notwithstanding anything to the contrary in Article 10 "Seniority," employees who are recalled pursuant to these provisions will be immediately credited with prior continuous service for the purposes of seniority, and shall be afforded all rights and benefits they held prior to being laid off (provided such rights and benefits have not been altered in ensuing collective bargaining agreements. In such instances, the employee will be afforded rights and benefits in accordance with the Agreement in place at the time of his/her recall).

For The Town:

For The Union:

Howard Greenspan, Esq.

Joseph Lettiere, Esq.