

**WINTHROP PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES AGENDA
THURSDAY, AUGUST 4, 2005 6:30 P.M.**

1. Bills to be signed
2. Call to order and acceptance of previous minutes
3. Welcome, Director John Cronin
4. Edward A. Hazlett Room Plaque
5. Old Business
 - a. Union negotiations 8/10/05 (trustee rep?)
 - b. Boiler Situation
6. New Business
 - a. Fund for the Chairman to Use
 - b. Wireless Public Computers
 - c. Policies and Procedures Manual
7. General Business
8. Date of next meeting
9. Motion to adjourn

Board of Trustees
Winthrop Public Library and Museum

Minutes of Trustees meeting in the Edward Hazlett Room, August 4, 2005.

Mr. Matarazzo called the meeting to order at 6:35 PM. The following trustees were present: James Matarazzo, Chair; Alex Alexanian, Vice-Chair, Stephen Dalton and John Tranfaglia. Richard Tyrell and Betty Peabody were not in attendance.

The Library was represented by John Cronin, Director, Ann Gutting, Ass't Director and Janice Flaherty, Administrative Ass't.

Captain William Hazlett of the Winthrop Fire Dept, Henry Dane and Ron Bergman of the Friends of the Library also attended. Erin Flaherty, Winthrop resident, was also present.

Bill signing was completed. Mr. Alexanian moved that the minutes of July 7, 2005, be approved. Mr. Dalton seconded the motion. The trustees present approved the Motion. Mr. Dalton made a motion that the minutes of the 7/7 executive session be approved, Mr. Alexanian seconded and the board approved the motion.

The Board welcomed Mr. Cronin as the Director of the library and upon Mr. Alexanian's motion, seconded by Mr. Dalton, voted to commend Ms. Gutting's successful management of the library as Acting Director.

Old Business

- a. Union negotiations will be held on August 10th at 10 AM in Town Hall. In Mr. Tyrell's absence, Mr. Alexanian will serve as the Trustee rep at this meeting.
- b. The Director updated the boiler situation. The boiler may have to be replaced. In the meanwhile, the Director will attempt to get two bids for either repairs or replacement.
- c. The Chair has contacted the Town Acct's Dept. to review the status of the Helen Black Fund as well as the other trust funds held by the library.
- d. The Chair has obtained from the office of the Town Clerk, the status of the Trustees with regard to their term of office and re-election dates.
 1. Alex Alexanian, elected in 2004, will be up for re-election in 2007;
 2. Stephen Dalton, elected in 2005, will be up for re-election in 2007
 3. James Matarazzo, elected in 2003, will be up for re-election in 2007;
 4. Betty Peabody, elected in 2005, will be up for re-election in 2009;
 5. John Tranfaglia, elected in 2003, will be up for re-election in 2007;
 6. Richard Tyrell, elected in 2005, will be up for re-election in 2009.

At the time of re-election, their terms of office will be for four years.

- e. The Friends of the Winthrop Public Library will meet this Monday night, August 8th at 7 PM. The new Director will meet them at this time.

New Business

- a. The creation of a discretionary fund for use of the Chair and the trustees was discussed. It was agreed that the trustees would continue with their own treasury.
- b. The Ass't Director is waiting for an estimate for installation on wireless public computers in the Reference room. She will present this at the next Trustee's meeting.
- c. The Director brought up the issue of establishing a Policies and Procedures manual for use by the library staff and the trustees.

- The board agreed that, while such a document is needed , it should be concise, brief and that it should refer to relevant state law. The Director, meeting with library staff, will put together such a manual and present it to the trustees for their approval.
- d. The library has received a grant from the H.W. Wilson Foundation for \$2,000. Mr. Dalton made a motion to accept the grant, Mr. Alexanian seconded and the board approved the motion. The money will be deposited in the Hyde Fund.
 - e. The Chair has arranged for two plasterers to provide estimates for repairing the third floor ceiling and arrangements will be made to get bids for electrical work in the same area.
 - f. A handicapped ramp, already constructed, has been donated to the library for use in the Children's room. The board discussed whether the donated ramp would meet ADA standards. Since the ramp will take up a substantial area of space (between 40 and 44 inches), the Chair pointed out that the library might be able to obtain a waiver from having to install the ramp. The administrative Ass't. will establish whether the ramp meets the standards and the board will then decide whether to seek a waiver.
 - g. Captain William "Ned" Hazlett of the Winthrop Fire Dept. met with the board to express his family's wish to design and present a plaque honoring his late father's service to the Town and the Frost Library. Mr. Alexanian made a motion to accept the gift, Mr. Dalton seconded and the motion passed.
Mr. Cronin will verify the information for the plaque and when it is completed will arrange for a presentation ceremony.

NEXT MEETING: Thursday, Sept. 15th at 6:30 PM.

Mr. Dalton motioned to adjourn, Mr. Alexanian seconded, and the Board adjourned at 7.45 PM