

Thomas Crane Public Library

Board of Trustees

Minutes of April 11, 2011 Board Meeting

Trustees Present

Sandra McCauley, Chair; Lawrence J. Falvey, Jr., Treasurer; Harold Crowley; Janet DiTullio; Mary L. Reed

Staff Present: Harry R. Williams III, Director; Jessie Thuma, North Quincy Branch Librarian

Call to Order

Sandra McCauley, Chair called the meeting to order at 9:15am at the North Quincy Branch Library.

Approval of Minutes for the Meeting of March 14, 2011

Mrs. McCauley asked for comments, additions, or corrections to the minutes of the March 14 Board meeting. Hearing none, Lawrence J. Falvey, Jr. moved and Janet DiTullio seconded approval of the minutes. The Board unanimously approved the minutes.

Treasurer's Report

Mr. Falvey presented the expenditures for the Literacy Account in the amount of \$2,201.15 and the Gift Account for \$829.60, the latter being from the "Fit For Life" Grant. Ms. McCauley called for comments and asked that future reports on the Literacy expenditures include a little more detail on the hours and services being paid for. Mr. Williams had not prepared copies of the expenditures for each Trustee. Making copies at the Branch raised the question of the status of the copier at the Adams Shore Branch. Mr. Williams will make sure the copier there is working. Harold Crowley moved and Dr. DiTullio seconded the report. Treasurers' report approved.

Director's Report

Mr. Williams updated the Board with reports on the activities in each Department: Children's, Circulation, Reference, Acquisitions, Cataloging, Interlibrary Loan and Systems. He outlined a series of staffing changes and described the Public Buildings Department's work to help fix the leaking roof at the Main Library and plumbing issues in all four locations. He reviewed the Fiscal Year 2012 Budget proposal submitted electronically to the City and the supplemental requests supported by a letter for line items for which more than a level funded budget is requested. He reported on speeches to the Rotary and Lions Clubs, to the Montclair-Wollaston Neighborhood Association, and at the recent social evening of the Friends of Thomas Crane Public Library. He described tomorrow's Library Snapshot Day, and a QATV interview to promote the April 23rd Common Threads poetry event.

Old Business: Mileage Reimbursement

Mr. Williams investigated the guidelines used by the School Department for transportation compensation and requested authorization to compensate Custodians on the same basis for using personal vehicles to deliver library materials to/from Branch Libraries until the delivery van is repaired or replaced. The rate is \$0.44/mile. Mr. Crowley moved and Ms. Reed seconded to approve such payments. Mr. Williams had also requested a discussion of compensating library staff members for travel expenses incurred in the performance of their work. Such

payment is called for in the union contract, but the mileage account has been zero-funded by the City for several years. It was the Sense of the Board that the Union should pursue this on behalf of its members.

New Business

The Red Cross has requested to reserve the Community Meeting Room for a blood drive in August. Mr. Williams asked if any Trustees saw any drawbacks to approving this use. The Sense of the Board was that this is a positive event and an appropriate use of our room.

The discussion of meeting room use inspired Mr. Falvey to suggest Mr. Williams look into the possibility of having Senator Scott Brown come to Thomas Crane Public Library for a book signing as part of his book tour.

Mr. Williams requested a discussion of compensation for expenses relative to attending ALA Annual Conference in New Orleans, in June. Mr. Crowley moved and Dr. DiTullio seconded to authorize up to \$1,500 for such expenses, so long as Mr. Williams would deliver a report on what he had learned as a result of attending. Mr. Falvey agreed that such conferences are valuable but was concerned that spending money on this during a time of budget limitations might send the wrong message. This motion passed with four yeas and one nay, with Mr. Falvey opposed.

Mrs. McCauley called for any additional items of new business. Hearing none, Jessie Thuma was asked to join the meeting and report on her findings and experience so far as the new North Quincy Branch Librarian. She gave a thorough and well-organized rundown of her background and experience and that of her colleague, Branch Children's Librarian Catherine deVeer. Both received MLS degrees recently, so they are up-to-date on new technology and new service ideas, including "value added for every customer." She briefly described the statistics at North Quincy, our busiest Branch: 60,000 items circulated in 2010, 800 computer uses and 1,100 visitors per week, and at least 50% of patrons who use only that branch. She asked that the Trustees and Administration "invest in us" by looking for means to add more staff and additional hours, particularly to restore Tuesday evening hours. She discussed their special efforts to reach out to teens, and to the Asian community, via collaborations with schools and service agencies including the Neighborhood Center next door. She also described ongoing grant applications and the wish to refurbish the unused upper level spaces. Mr. Crowley encouraged Jessie to apply to the Friends for funds for special "one-shot" programs. Everyone agreed that Jessie should give a tour of the Branch immediately following adjournment.

Adjournment

The Board meeting adjourned at 10:40 A. M.

The next scheduled meeting of the Trustees will be May 9th at 9:15am in the Quincy Room at the Main Library.