



The BOARD OF LIBRARY TRUSTEES  
THOMAS CRANE PUBLIC LIBRARY

40 Washington Street, Quincy, MA 02169

MINUTES OF THE MEETING OF APRIL 9, 2012

Trustees Present: Harold Crowley, Janet DiTullio, Mary Reed, Tina Cahill, William Griffin, and  
Library Staff: Director Harry Williams III. Assistant Director, Megan Allen, Deb Rich, Linda  
Beeler.

Call to Order: Chair Crowley, called the meeting to order, and asked for approval of the March  
12th minutes. Motion to approve was offered by Trustee DiTullio, second by Trustee Griffin.

Reference Department: Director Williams introduced Linda Beeler- Head of the reference desk  
reported on the activities of the Reference Department, outlining for the Board the scope of the  
department, and who is served. In addition Ms. Beeler updated the Board on a recent survey of  
Library user activities.

Report of the Treasurer: Director Williams presented the expenditures from the trust accounts.  
After review and discussion Chair Crowley asked for approval of the Treasurers report. Motion  
to approve Trustee Griffin, second Trustee Reed.

Directors Report.

Children's: March circulation was 23, 146, the highest it has been since summer. There were 32  
children's programs for over 700 children and their parents. The Snow Princess at our Saturday  
Fun for Little Ones program led what was probably the only snowball fight of the year, using  
cotton balls. A Saturday program complemented the Adams Unbound Exhibit on March 31st  
with a small army of interpreters at activity stations in the children's room and Atrium,  
demonstrating spinning, writing with a quill pen, Colonial era money, and President and Mrs.  
Adams reading Aesop's Fables. Jane Miller's Story times for very young children inspired a  
complimentary letter and a donation that will be used to purchase additional bells and other  
materials for the program. All the performers have been hired for summer programs.

Circulation: Circulation hit record highs for the eighth straight month, and was the highest in six  
years, with record or near record highs in almost every category. Nearly 55,000 items circulated  
from the Main Library. We accounted for nearly ten percent of all eBook circulation for OCLN.  
Self check rose twenty-three percent compared to last March, but remains only five percent of  
the main library circulation. Circulation of library museum coupons rose 20% compared to last  
year. The Friends of the Library purchased coupons for the Pawtucket Red Sox that allow up to  
six people.

Reference: In addition to reference questions, tax forms and computer assistance, room use on the top floor was heavy, with the Study Room used 96 times and the Lions Room 35, along with the Quincy Room used 5 times for staff training or Friends meetings. Boston Public Library returned the 5,000+ glass lantern slides, glass negatives and film negatives from the Parker Collection, along with an external hard drive with three digital file formats of each image.

Acquisitions: Rita and Deb Rich ordered video games for the Wii, Xbox and Playstation 2. Rita weeded the adult Main Library mystery books that haven't gone out since 2008. She, Claire and Jean MacLennan-Cook reviewed the current year book and materials budget and transferred some money among the sub-accounts for different parts of the collection.

Cataloging: We cataloged 1,787 items in March; 1,389 at the Main Library, 81 at Adams Shore, 258 at North Quincy and 59 at Wollaston, for a branch total of 398. Work continues on Quincy Room materials and the creation of finding aids.

Systems: We purchased two new switches to eliminate repeated losses of connectivity to the internet and Workflows after a power surge. It will not help us if Comcast service goes down (which happened twice last month as well). All the public computers on the top floor were updated. We have received 3 quotes to expand and improve the wireless service, and are preparing an RFP. We used a donation from the Friends to purchase a flat screen TV for North Quincy. It will be installed this week.

Literacy Project: The Trivia Night fundraiser and basket raffle was a huge success. We received a letter from the Mass. State Lottery Commission seeking the excise tax on a February 2, 2007 raffle for which a permit was issued but no payment was made. Mary Diggie, Jean MacLennan-Cook and I all searched for any records and consulted with Elaine Kline and Ellen Crevison, and have notified the Commission that the raffle was not held. Twelve new volunteers have committed to take tutor training following three orientation sessions.

Programming: In addition to the 32 children's programs, we presented 21 for adults and teens and 7 more for all ages. Many were designed to coincide with the John Adams Unbound exhibit. Will continues to lead the monthly Saturday morning Library Orientation Tour. I received a call from Megan Ward, who manages Community Counseling at Bay State Community Services. She proposes a summer program of Friday Night Movies on the Lawn at the Main Library, and would take care of all the details if we agree to "host" this.

Personnel: We were all shocked and saddened by the passing of Joan Polito who worked in the Richardson Building. The Library was closed for her funeral on Tuesday, April 3, 2012.

Professional Activities: Several staff members attended the Public Library Association Annual Conference in Philadelphia, and returned with great ideas and enthusiasm. We are trying to schedule more frequent meetings of the individual departments. Will Adamczyk continues to serve on the OCLN Circulation Committee and also their committee to select a new ILS (Integrated Library System) vendor, and helped prepare an RFI for the network. He also serves

MLS – the new statewide “Region” – in the Delivery Working Group and on the Executive Board, and MLA on the Conference Committee meeting. Chief Cataloger Claudia Shutter was a presenter at the Local History Roundtable and participates in the OCLN Bibliographic Committee. Deb Rich was interviewed by two Simmons students for a school project about Systems Librarians. Mary Clark gave a presentation on "Quincy Architecture: Houses in History" for the Food for Thought program at the Covenant Church. I spoke about the Library to the Ward 4 Senior Group at the Della Chiesa School.

Buildings & Grounds and Security: The Wollaston Garden Club, Broad Meadows School & Friends of the Thomas Crane Public Library Beautification Grant was awarded, to improve our Peace Garden and the plot in front of the Atrium. The geese have departed from our front lawn. We replaced the door at the Shipping & Receiving entrance. Circulation and the Custodians created a better browsing area for the Adult New Non Fiction (NNF) collection. A tall range of shelving on the second floor was “liberated” by the Reference Department’s weeding project, which improved sight lines from their service desk. This was moved down to replace the low shelving for the nonfiction. The low shelves were moved to the Young Adult area to replace temporary shelving for the YA books. Will also shifted the shelves in the Circulation Workroom for a better workflow. The Reference, Acquisitions and Adams Shore staff annotated an old photo of Houghs Neck from Tom Galvin and converted it, and a color advertisement for Fensmere Beach, into framed works that are now hanging in the lobby at the Adams Shore. The Quincy High School welding department will try to repair six café chairs from the Atrium. The Fire Department responded to a smoking light ballast in the Administration area. QARI may want to put booths for the August Moon Festival on the Library lawn.

Strategic Planning Report: Megan Allen reported on the progress of the review of Service Responses by staff. Progress has been slower than expected due to internal scheduling, and unanticipated events. Assistant Director Allen expects to resume the process during April and report to the Board in May. The Trustees discussed timelines for completion of the Strategic planning process and setting objectives on an annual basis. Chair Crowley discussed the need for the Trustees to develop their own strategic goals to coincide with the implementation of the Library’s strategic plan. Trustee Cahill asked if there were State guidelines for strategic plans. Assistant Director Megan Allen explained the State requires a plan, but individual Libraries within the state system must develop their own.

Old Business: Chair Crowley, revisited the Thomas Crane Library Foundation, now that the Foundation compliance status has been resolved. Chair Crowley appointed Trustee Cahill and Reed to a subcommittee to explore positioning the Foundation as a viable entity to raise capital funds for the Library. Chair Crowley suggested a review of other Library’s with Foundations as a starting point.

Cori Check for Volunteers: Assistant Director Allen is working with City Hall to determine the best course of action for the Thomas Crane Library to implement Cori Checks for volunteers. There is consensus from the Trustees that a system needs to be in place.

Revised Proposal for Summer Hours: Director Williams updated the trustees on the Supplemental Budget Proposal that was approved by the Trustees at the March meeting. The Supplemental budget was submitted to the Mayor. After discussion and review it was decided that the supplemental budget request will need active support by the trustees. The Chair will write a letter to the Mayor signed by each trustee.

New Business:

Board Strategic Planning

Updates on Book Store- sales up – many new volunteers

Quincy Asian Resource Request

Movie Nights

Trustee DiTullio suggested the Branch Library Directors as a group meet to discuss sharing resources and activities.

Adjournment: Chair Crowley moved to adjourn the meeting, second by Trustee DiTullio.

Meeting adjourned at 10:55am.