

**Thomas Crane Public Library
Board of Trustees
April 12, 2013**

Call to Order:

The meeting was called to order at 9:15 a.m. by Chair Harold Crowley.

Trustees Present:

Chair Harold Crowley, Tina Cahill, Janet DiTullio and Mary Reed; Absent: William Griffin.

Staff Present:

Director Megan Allen, staff representative Diane Costagliola.

Approval of Minutes:

Ms. DiTullio moved and Ms. Reed seconded that the March 11, 2013 and March 25, 2013 minutes be approved as submitted. The motion passed.

Treasurer's Report:

Ms. Cahill moved and Ms. DiTullio seconded that the treasurer's report and trust expenditures be approved as submitted. The motion passed.

Director's Report:

Employee News

Staff Day on March 27 was very successful with close to 100% staff participation and very positive end-of-the-day evaluations by participants. An interview team has completed interviews for the Coordinator of IT Services position and the hiring process should be completed soon. The posting period for the Assistant Director position has closed and library supervisors are reviewing resumes and selecting candidates for interviews. Negotiations with the library union are still ongoing, with another session scheduled for May 3. We are working with a mediator to reach agreement on two separate contracts: one for FY10-FY12 and one for FY13-15.

Budget

The library's FY2014 supplemental budget request has been presented to the mayor for consideration should resources become available. Funding priorities include restoring some branch hours, summer Saturday hours at the Main Library, the Old Colony Library Network annual assessment, and a security officer for the Main Library, as well as meeting the state standard for our materials budget. Even if all of our supplemental requests are granted, the library budget still will not meet the state's FY14 Municipal Appropriate Requirement for Quincy and we will have to apply for a waiver, for the fifth year in a row, to receive State Aid to Public Libraries.

MLS ILL Contract

The Massachusetts Library System has formally notified the library that our \$270,000 annual contract to provide statewide mediated interlibrary loan services will end on June 30, 2014. The budget will be slightly reduced to \$250,000 for FY2014 as MLS transitions from two contracting ILL centers (in Quincy and Wellesley) to a single new center located at MLS in Marlborough. The loss of the contract will have significant impacts on the library, since this budget funds 4.5 FTE staff members and provides important support in other areas, such as supplies, collections and technology. It also represents the end of an era: TCPL has been a contracting library for the Commonwealth's regional library system since FY1968.

Facilities Update

Quotes have been received and a vendor selected to clean Main Library upholstery (chairs and seat cushions) on Monday, April 15, while the library is closed. The city has received one proposal for the Main Library door restoration and repair project and expects to receive two more by mid-April. Once a contractor has been selected and a contract prepared, the work can begin, and not a moment too soon.

Custodians John Marsters and Kevin Mele and I met with Gary Cunniff, Director of the Public Buildings Dept. on April 2 to discuss library building issues. We agreed on capital priorities for FY14, should funding be available. We also developed and submitted a comprehensive prioritized list of small and large maintenance and capital projects to Public Buildings.

The Wollaston Garden Club's \$500 DPW Community Beautification Grant request for further has been granted. Work will begin later this month to continue improvements to the area outside the Main Library atrium.

Other

Trustee Mary Reed and I attended Library Legislative Day on March 26. We had appointments with staff in the offices of Rep. Mariano, Rep. Chan and Senator Keenan and had an opportunity to demonstrate how state funding for libraries, particularly the State Aid to Public Libraries program, helps TCPL meet the needs of Quincy residents.

Friends of the Thomas Crane Public Library:

Chair Crowley reported the Friends of the Library have been averaging \$400 a week in bookstore sales. The Friends recently approved \$3,200 for children's programs.

Thomas Crane Public Library Foundation:

Foundation Chair and Trustee Tina Cahill discussed upcoming plans for the Foundation.

Old Business:

There was discussion about having an attorney review the trust funds, and about forming an audit subcommittee. The library director evaluation subcommittee scheduled a meeting with the director to review goals. The Board also discussed scheduling a Board retreat later in 2013 to discuss bylaws, roles, goals, etc.

New Business:

Bylaws revisions were discussed and a copy of the legislation governing library trustees will be requested.

Library Director Megan Allen requested that one of the objectives from the library's strategic plan be revised. The proposed revision relates to the service priority, Connect to the Online World. The revised objective would state: "At least 3,500 adults will receive technology instruction, either in person or online, each year." Chair Crowley moved and Ms. Reed seconded that the revised objective be approved. The motion passed.

Adjournment:

The meeting was adjourned at 11:15 a.m. The next regular meeting is scheduled for Monday, May 13, 2013 at 9:15 a.m. at the Main Library.

Mary Reed
Secretary