

**Thomas Crane Public Library
Board of Trustees
April 14, 2014**

Call to Order:

The meeting was called to order at 9:30 a.m. by Vice-Chair Janet DiTullio.

Trustees Present:

Janet DiTullio, Mary Reed, Maria Cataldo-Cunniff; Absent: William Griffin, Tina Cahill

Staff Present:

Director Megan Allen, Assistant Director Clayton Cheever

Approval of Minutes:

Deferred to next meeting.

Treasurer's Report:

Deferred to next meeting.

Literacy Program Manager's Report:

Ms. Diggle explained the history, role and services provided by the Literacy Program, including both basic one-on-one reading tutoring for adults with reading skills from zero to 6th grade levels, and English "Talk Time" conversation classes for English language learners at the intermediate level.

Around 90 students take advantage of literacy tutoring each year and about 100 participate in Talk Time classes. Another 150-200 people are referred to other appropriate programs each year. Demand for the library's services is continuous, with many referred to the library by other agencies in the community, and there is always a waiting list for tutors. The staff works with local area businesses to align training with actual, local needs. Many dedicated volunteers attend trainings led by the literacy staff and then either begin working one-on-one with a basic reading student or co-facilitate a Talk Time group. This year there are 70 volunteer tutors and 25 volunteer Talk Time facilitators.

The program began as a grant-funded initiative 28 years ago; staffing consists of a city-funded full-time program manager and a half-time assistant and Talk Time manager funded by a grant from the Mass. Dept. of Elementary and Secondary Education via Literacy Volunteers of Mass., and State Aid to Public Libraries.

Director's Report:

Friends of the Library

Based on advice from the Mass. Board of Library Commissioners and the city auditor, Director Allen has asked the Friends of the Library to take over all Friends-related financial activities. The director and the library's administrative assistant will be working cooperatively with the Friends to assure a smooth transition of all duties by the fall of 2014.

The Friends of the Library have approved funding for a carpet in the North Quincy Branch meeting room, and for beanbag chairs and a multimedia displayer at the Wollaston Branch.

The Friends have also added two new museum passes: Mass Audubon and Heritage Museum & Gardens in Sandwich.

Facility

Parking availability at the Main Library continues to be a challenge but enforcement of the two-hour limit seems to be having some positive effect at least some of the time. A better solution that would provide an option for longer-term parking for library users must be sought at the city level, given the overall shortage of parking in the area around the library.

The Main Library historic doors project is close to completion. The library's Community Preservation Act grant application to fund light fixtures in the historic Coletti reading room is still pending.

Staff

The Staff Day on March 27 went very well, despite an unfortunate accident involving the outside facilitator. Assistant Director Cheever admirably filled the gap in her absence.

Budget

Director Allen and Trustee Reed attended Library Legislative Day on March 31 and met with aides of all the Quincy legislators to urge support for increases in the State Aid and Resource Sharing lines of the Mass. Board of Library Commissioners FY15 budget. Director Allen presented the library's FY15 supplemental budget request to Mayor Koch on April 7. The city materials budget will be expended by the end of April; trust fund expenditures on library materials will be significant for the rest of FY14.

Other

The first annual library volunteer recognition event will be held on Saturday, April 26 from 2:30 to 4:00 p.m. Over 120 people who have volunteered at the library since May 2013 have been invited to the event.

New Business:

Director Allen reported that one of the donor recognition signs at the Main Library appears to be missing. Formal approval of the replacement cost will be sought at the next meeting.

Adjournment:

The meeting was adjourned at 10:55 a.m. The next regular meeting is scheduled for Monday, May 12, 2014 at 9:15 a.m. at the Main Library.

Mary Reed
Secretary

Documents Distributed

Literacy Program informational and promotional materials
Invitation to Literacy Recognition Ceremony on May 21, 2014
Invitation to Volunteer Reception on April 26, 2014