

**Thomas Crane Public Library  
Board of Trustees Meeting Minutes  
April 13, 2015, Main Library**

**Call to Order**

The meeting was called to order at 9:18 a.m. by Janet DiTullio.

**Trustees Present**

Tina Cahill, Corinne Mitchell, May Mayyasi, Mary Reed, and Janet DiTullio. Absent: William Griffin

**Staff Present**

Director Megan Allen, Assistant Director Clayton Cheever, Coordinator of Children's Services Julie Rines.

**Approval of Minutes**

Ms. Mitchell moved and Ms. Reed seconded that the March 16, 2015 minutes be approved as submitted. The motion passed unanimously.

**Treasurer's Report**

Ms. Mayyasi moved and Ms. Reed seconded that the April Treasurer's report and trust expenditures be approved as submitted. The motion passed unanimously.

**Coordinator of Children's Services Report**

Ms. Rines reported on the very busy schedule of programs and activities developed and presented by the children's librarians system-wide, including Jane Miller and Gail Columbare at the Main Library, Lori Seegraber at the Adams Shore Branch, Catherine deVeer at the North Quincy Branch, Amanda Pegg-Wheat at the Wollaston Branch, and library intern Dorothy Cronin. The library's focus on developing early literacy skills--and engaging parents and caregivers in the process--is carried out through collection development and retailing, active programming such as storytimes, passive programming like craft & magnet board activities and quests, and online activities through the library website and on library computers, especially the early literacy workstations at the Main Library and the North Quincy Branch.

**Director's Report**

*Facilities*

The electrical work on the first floor of the Main Library has been completed. The tall tables are now detached from the floor and power and data outlets in the floor are accessible. The elevator repair is in progress and as soon as parts come in it should be back in working order.

*Staff News*

Kelly Duong started as a part-time Senior Library Assistant on March 27. New building custodian Tyler LaGrotteria gave his notice and transferred to the Park Department as of April 10. Searches are still underway for two open professional positions.

Staff Day on March 27 was very successful. The morning was devoted to reviewing emergency response procedures and included a presentation by Lt. McCusker and Lt. Minton from the Quincy Police Department, and a building-wide competitive scavenger hunt for fire extinguishers and fire alarm pulls. Captain Kineavy and Mike Slade from the Quincy Fire Department provided hands-on fire extinguisher practice for all staff. Most of the afternoon was devoted to phase one of a major collection relocation project. This included moving the entire large print collection and then moving the teen collection to the former large print area. Along with collection moving, the teen “lounge” area was also moved to the loft near the relocated teen collection. Other, smaller, moves were also completed on the first and second floors, a large discarding/recycling project was undertaken in the basement, and in the children’s room, staff created new high-interest picture book collections for dinosaurs, things that go, princesses/mermaids & other sparkly things, and basic concepts (numbers, letters, shapes). These highly popular topics were formerly scattered by author throughout the picture book collection and are now very easy for kids and parents to find when they visit the library.

Ms. Allen led a building tour for the Quincy Rotary Club on March 24 and was able to thank them in person for their ongoing support. Since 2007, the Club has been donating \$25 in honor of each of their weekly meeting speakers for children’s books, adding more than 300 books to the collection so far.

This year, two events are being planned to show appreciation for the library’s many dedicated volunteers. Teen volunteers will be celebrated with an after-hours pizza party at the North Quincy Branch in June. A morning reception will be held for adult volunteers on Thursday, July 23, at the Main Library.

The library is partnering with Quincy Public Schools to provide Beyond the Bell programming for school age students, to help make up for all the school time lost to snow days. This is a great opportunity for the library to promote programs and services to students and parents, provide storytimes and book talks inside the schools, and get the word out about summer reading activities at the library.

Ms. Allen attended an Urban Library Directors Roundtable on March 20, and also attended the annual Library Legislative Day on April 1 with trustees Mary Reed and May Mayyesi. As a result of such lobbying by Massachusetts library advocates, the Mass. Board of Library Commissioners State Aid to Public Libraries line item was increased significantly in FY2015. Even with the Commonwealth’s mid-year budget cuts, the amount of State Aid received by the library this year increased 31% over FY2014.

The FY2014 Report to the Community has been completed and distributed. This year’s publication was designed by the library’s new Adult Services Librarian / Graphic Design Specialist June Thammasong, who did a fabulous job on this project.

### **TCPL Foundation Liaison’s Report**

Ms. Cahill reported that the Foundation board is meeting next on April 22 and members are focused on planning the Chair Affair fundraiser on May 8. The first 25 chairs are already being manufactured and will be delivered in time for donors to admire at the event.

### **TCPL Friends of the Library Liaison's Report**

Ms. Allen reported that the annual spring social will be held this evening. The Friends have budgeted funds for each branch library to spend before the end of this fiscal year in June. The North Quincy Branch has already purchased two additional lounge chairs for adults; the Wollaston Branch has purchased additional lucite shelf-top displayers and plans to also purchase a brochure/flyer displayer; the Adams Shore Branch will combine the Friends' money with the recent Blue Hills Bank donation to purchase a flat screen TV and DVD player for their meeting room.

### **Old Business**

#### *Trust Account Management Update*

Ms. Allen distributed a spreadsheet listing all existing Citizens Bank subaccounts with current balances and proposed disposition. There was discussion about which subaccounts to transfer entirely to the new Schwab investment account, and which to leave open in Citizens to provide adequate cash flow for ongoing spending needs. Ms. Cahill moved and Ms. Mayyasi seconded that the transfers and expenditures be approved as proposed. The motion passed unanimously.

### **New Business**

Ms. Mitchell reported that her fellow high school alums, about to observe a major reunion, very much appreciated finding their class yearbook online in the library's Digital Yearbooks archive.

### **Adjournment**

The meeting was adjourned at 10:37. The next regular meeting will be held on Monday, May 11, 2015 at 9:15 a.m. in the Quincy Room of the Main Library.

Mary Reed  
Secretary

### **Documents distributed:**

- Draft of Minutes from March 16, 2015 Trustees Meeting
- April Report on Trust Fund Accounts
- FY2014 Report to the Community
- Invitations to the 2015 Annual Literacy Recognition Event
- Proposed Disposition of Trust Accounts (Citizens Bank vs. Schwab)