

**Thomas Crane Public Library
Board of Trustees Meeting Minutes
April 19, 2016 at the Main Library**

Call to Order:

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

Trustees Present:

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

Staff Present:

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

Coordinator of Children's Services Report:

Ms. Rines reported on the Children's Department's exceptionally busy year and its strong staff team. Achievements in FY2016 include two additional weekly storytimes, staff-led hands-on STEAM programs at the Wollaston Branch and the Main Library, Reading Roundup at the Adams Shore Branch, engaging quests at the North Quincy Branch, additional outreach visits, and the incorporation of early literacy practices into both programs and room decorations. The library's major early literacy initiatives—Every Child Ready to Read play areas and the 1,000 Books Before Kindergarten read-aloud incentive program—have also been very successful.

Approval of Minutes:

Ms. Reed moved and Ms. Mitchell seconded that the March 14, 2016 minutes be approved as submitted. The motion passed unanimously.

Treasurer's Report:

Ms. Mayyasi moved and Ms. Mitchell seconded that the April 19, 2016 Treasurer's Report and trust expenditures be approved as submitted. The motion passed unanimously.

Director's Report:

Staff

Kelly Duong has moved into the full-time Senior Library Assistant position left vacant by retirement and promotion. Part-timer Diana Frering will be adding hours to her weekly schedule and one more new part-time employee will be hired to once again reach full staffing by the beginning of May.

The library's IT staff attended the annual Computers in Libraries conference in Washington, D.C. Four members of the professional staff, plus Director Allen and Assistant Director Cheever, attended the biannual Public Library Association conference in Denver.

Planning for Staff Day 2016 is nearly complete, with a full day of activities including two Quincy history tours in the afternoon.

Security

Two meetings with library staff and Quincy Police Department officers were held in March, to review security procedures and best practices. The Traffic Department created aesthetically suitable outdoor “No Trespassing” signs that have been placed at the unused Coletti building entrance on Washington Street, to better prevent vandalism and other inappropriate behavior in this area.

Director Allen met with Gary Cunniff and Walter Macdonald of the Public Buildings Department to discuss Main Library security upgrade needs, including the door access system and video surveillance cameras. Public Buildings will develop specifications and seek bids for this work.

Facilities

Kevin Segalla, QPS Coordinator of Custodial Services, is providing assistance with refresher training and with the development of detailed daily schedules for the library’s custodial crew.

The new glass wall has been installed in the literacy office and the staff is very pleased with the results. The new furniture for this area is expected to be delivered before the end of April.

After consultation with Shelly Dein, the city’s Energy and Sustainability Director, it appears that simply replacing the two broken fixture bowls in the Quincy Room is the most affordable solution. Replacement of all three fixtures with LED fixtures would be very expensive and the energy savings very small, as these fixtures are rarely on.

An exterminator has been hired by Public Buildings to deal with rats that have apparently made a home underneath the Main Library Richardson building. There are many tunnel openings underneath the large shrub near the Richardson building front door, and the shrub may have to be removed in order to adequately address the problem.

Chris Coios of CBT, Inc. has completed the Main Library event layout drawings and room capacity guidelines, which have been approved by Director of Inspectional Services Jay Duca.

Several meetings with library interior specialists to tour the North Quincy Branch have been planned before the end of April. It is advisable to bring in a consultant to develop floor plan and upgraded furnishing options, in preparation for the Foundation’s planned fundraising efforts.

Services/Programs

Main Library circulation for the third quarter of FY2016 increased 7% over the same period last year, with even greater increases at the branch libraries. It is quite likely that the severe weather during third quarter FY2015 had a very negative effect on that period’s numbers and that what we’re seeing this year is more usual.

The Children's Department was awarded a Gold Daisy Award for Best Story Hour by Macaroni Kid, an online newsletter and event calendar for families. While the website's coverage is nationwide, the local area group covers Dorchester, South Boston, Milton, Braintree and Quincy. Several patrons report they have seen TCPL children's programs publicized on the Macaroni Kid website.

Coordinator of Children's Services Julie Rines has submitted a literacy grant application to Better World Books, to start a picture book delivery service to Quincy childcare centers in FY2017.

The Main Library café has been closed since March 28 due to the illness of proprietor Bilal Beydoun. At this time, there is no information about when the café will reopen.

Other

The Mass. Board of Library Commissioners issued the second and final State Aid to Public Libraries award to Quincy, bringing the FY2016 total to \$97,176.04. This represents a 14% decrease from FY2015.

Based on custom reports provided by the Old Colony Library Network (OCLN), the library is losing a significant amount of materials to patrons who have borrowed but never returned materials (particularly DVDs and computer games) despite several automatic overdue and bill notices that have been sent by the OCLN system. In an effort to recoup some of these items, notification letters have been sent to 29 patrons with account balances of \$250 or greater for long overdue/lost library materials that were borrowed in 2014 or 2015. Patrons who do not respond will be referred to the Quincy Police Department for purposes of considering criminal action in Quincy District Court (pursuant to Mass. General Laws Chapter 266, Section 99).

TCPL Foundation Liaison's Report:

Ms. Cahill reported that the Foundation is looking forward to purchasing furniture that matches the library's identified priorities. The last Foundation board meeting was held at the North Quincy Branch and directors received a tour from Branch Librarian Jessie Thuma. The Foundation's March planned giving seminar was very good but not well attended. The board has recently purchased Director's insurance. There are only five chairs still available for sponsorship from last year's Chair Affair fundraiser.

TCPL Friends of the Library Liaison's Report:

Ms. Allen reported that the Friends' Spring Social event was held last week and there is no other news to report.

Old Business:*Investment Committee Report*

The March 2016 Charles Schwab summary statement was distributed and reviewed. Even though the market has recently started improving, this is not yet reflected in the Schwab investments.

New Business:*Strategic Planning Budget Request*

Ms. Allen has drafted a planning process and timeline for this year's strategic planning cycle, and distributed a proposal from consultant Ruth Kowal. A not-to-exceed budget of \$10,000—for the consultant as well as any needed supplies and refreshments—was discussed, to be voted on at the next meeting.

Adjournment:

The meeting was adjourned at 10:53 a.m. The next regular meeting is scheduled for Monday, May 9, at 9:15 a.m. at the Main Library.

Documents Distributed:

- Draft of Minutes from March 14, 2016 Trustees Meeting
- April Report on Trust Fund Accounts
- March Statement on Investments from Charles Schwab
- Strategic Planning Outline for FY2018-FY2022 Plan
- Planning Consultancy Proposal from Ruth Kowal