

**Thomas Crane Public Library
Board of Trustees Meeting Minutes
April 10, 2017
Main Library Quincy Room**

Call to Order:

The meeting was called to order at 9:19 a.m. by Ms. DiTullio.

Trustees Present:

Vice-Chair Janet DiTullio, May Mayyasi, Corinne Mitchell, Diane Costagliola

Absent: William Griffin, Tina Cahill

Staff Present:

Director Megan Allen, Assistant Director Clayton Cheever, Literacy Program Manager Mary Diggle

Approval of Minutes:

Ms. Mitchell moved and Ms. Mayyasi seconded that the March 13, 2017 minutes be approved as submitted. The motion passed unanimously.

Treasurer's Report:

Ms. Mayyasi moved and Ms. Mitchell seconded that the April 2017 Treasurer's Report and trust fund expenditures be approved as submitted. The motion passed unanimously.

Literacy Program Manager's Report:

Ms. Diggle distributed a handout summarizing the need for adult literacy tutoring services, and discussed the current state of both the library's literacy program, and its ESOL Talk Time program, and the impact these programs have on individuals' lives.

Director's Report:

Staff

Library Intern Dorothy Cronin will be appointed to the North Quincy Branch Library Adult & Young Adult Services Librarian position effective in May upon completion of her M.L.S. degree. Interviews are underway for the open Children's Librarian position.

A routine quarterly meeting with library staff and QPD Lieutenant Dan Minton was held, to discuss security issues and procedures. Two representatives from Father Bill's were also in attendance.

Facilities

Mayor Koch approved funding for a new library van, and DPW Superintendent Larry Prendeville helped obtain a vehicle to meet the library's needs, replacing the rusty and decrepit 2001 van, a very welcome development.

Mayor Koch presented his five-year Capital Improvement Plan to City Council on April 3, including funding for many critical and overdue library facility projects.

Services & Programs

March 2017 was the busiest month ever in the Main Library children's room, with an astonishing 31,696 items borrowed, which is 5,000 items more than in February 2017, and about 3,000 higher than any previous monthly high.

Thanks to assistance from QPS Superintendent Rick DeCristofaro, the Adams Shore Branch Library's weekly Reading Roundup literacy support program for 1st and 2nd graders is back in business. Some 30 young readers are again being bused from the Germantown Neighborhood Center on Tuesday afternoons, to enjoy books and have fun with their senior volunteers. Kids and grownups were all excited to see each other after the unexpectedly extended winter break.

Fourteen new volunteer literacy tutors graduated from the spring tutor training series and were matched with students, leaving only four people on the waiting list for a tutor. There are currently 82 tutor-student pairs working together.

The Library's new StackMap service was launched in March, after many months of development. This service helps patrons find the item they want on the shelf at the Main Library, by providing a pop-up map in the online catalog, showing a selected item's exact location.

Other

The Patriot Ledger featured a story about the current art exhibit by some of the Library's English Talk Time students on March 17, 2017 (Fine Art: Exhibit Helps Give Immigrants a Voice by Jody Feinberg).

The Library received an inquiry via the city solicitor's office regarding use of library facilities for religious purposes, prompting a review of current policies and relevant court decisions. Based on a consultation with the American Library Association's Office of Intellectual Freedom, it is time to review and update library policies pertaining to meeting and study room use, community bulletin boards, and distribution of nonlibrary materials.

Ms. Allen attended an Urban Library Directors Forum at the Malden Public Library. Topics discussed included security issues, serving people experiencing homelessness, and donor recognition.

Ms. Allen has agreed to serve as Vice President of the Old Colony Library Network for FY2018, and President in FY2019.

TCPL Foundation Liaison's Report:

No report.

TCPL Friends of the Library Liaison’s Report:

No report.

Old Business:

Investment Committee Report

Ms. Mitchell reported on her and Ms. Mayyasi’s meeting with Doug White from Winslow, Evans & Crocker, Inc. More research is needed before a final decision can be reached regarding which financial firm should manage the library's trust fund portfolio.

Strategic Planning Update

Ms. Allen reported that work on the FY18 action plan is underway.

New Business:

Board Reorganization

Ms. Mayyasi will continue to serve as Secretary. Ms. Mitchell volunteered to take over as Treasurer, and Ms. DiTullio will continue as Vice-Chair. Mr. Griffin will be asked to stay as Chair for one more year.

Proposed Mobile Device Charging Station Policy

Ms. Allen distributed a draft policy for review, discussion and vote at the May meeting.

Adjournment:

The meeting was adjourned at 10:48 a.m. The next regular meeting is scheduled for May 8, 2017 at the Main Library.

May Mayyasi
Secretary

Documents Distributed:

- Draft of Minutes from March 13, 2017 Trustees Meeting
- April Report on Trust Fund Accounts
- Why Literacy Tutoring Services are Necessary
- March 31, 2017 Investment Statement from Charles Schwab
- Draft Mobile Device Charging Station Policy