



The BOARD OF LIBRARY TRUSTEES
THOMAS CRANE PUBLIC LIBRARY
40 Washington Street, Quincy, MA 02169

MINUTES OF THE MEETING OF DECEMBER 10, 2012

QUINCY ROOM, MAIN LIBRARY

Trustees Present: Chair Harold Crowley, Treasurer Janet DiTullio, Secretary Mary Reed, and William Griffin. Absent: Tina Cahill. Library Staff: Director Harry R. Williams III, Assistant Director Megan Allen, and Diane Costagliola.

Call to Order: Chair Crowley called the meeting to order at 9:15 am. The chair asked for approval of the November 19th minutes. Motion to approve was offered by Trustee Reed, second by Trustee Griffin. Motion passed.

Treasurers Report: The Treasurer reviewed the trust expenditures to be approved by the Board. A motion to accept the Treasurers' report was offered by Trustee Reed, second by Trustee Griffin. The motion carried. Library postage cost was discussed. The Library staff will review postage meter options for efficiency and accountability.

Director's Report: The Children's Department has seen an increase in parents or grandparents attending programs. The staff have been moving and shifting many collections in the children's room. The computer stations have been re-arranged to allow for a new coin-operated networked printer. The room was converted into a winter landscape with black and white paper and a black magic marker.

The Circulation Department has now seen more than a year of increases in our monthly circulation. In November, we posted our second straight year of four percent increases at the Main Library. The percentage of juvenile to adult items that were checked out in November remained consistent with both last year and previous months. Compared with traditional books, the number of eBooks checked out is small, but it keeps increasing. In the first year that we circulated videogames, the initial batch of approximately 50 games circulated over 1,300 times, or about 27 times each. The 17 new titles we received in November have gone out 32 times. This is a popular collection.

The Acquisitions Department purchased, and the Catalog Department prepared, 1,153 new items in November, 202 at the Branches and 951 at the Main Library. The HQ collection process has enabled us to efficiently weed, re-label and cover, and /or re-catalogue all the nonfiction on the first floor. It has proven to be a powerful tool with a lot of components we can utilize for analyzing our collection.

The Systems/Technology Department completed our wireless expansion project. We now have an authorization page that requires users to agree to TCPL's "Computer Use and Internet Policy"

before being redirected to the library's website. With KenMark as our new Copy/Print vendor, color printing is now available.

The Literacy program trained 15 tutors and 10 were matched with new students and are currently meeting with them on a weekly basis. Megan Allen and I met with Literacy program director Mary Diggle to discuss fundraising. "Request for donation" letters were sent to 150 area businesses in November, and one donation of \$250 has already been received. The Talk Time program increased the number of programs, attendance, and volunteer hours, and doubled the number of volunteers over the previous year.

Personnel: Henry Cheung is working part-time to assist the Systems Librarian. Karen Ho started on December 5 as Bilingual Library Assistant. Julie Rines attended a webinar presented by MLS on creating early literacy spaces and activities. She picked up a number of ideas that may be useful as we go ahead with our strategic plan. Will Adamczyk was elected President Elect of MLS, the Massachusetts Library System, at its annual meeting in November. The supervisors met on the 20th, 26th and 29th to discuss the long range plan goal by goal. Will Adamczyk has been selected as the new Library Director at Milton Public Library.

Community Outreach: Will Adamczyk spoke on QATV about eBooks available at the library.

Buildings & Grounds and Security: The second of the boys who was arrested for graffiti on the Coletti entrance paid \$150 restitution to the Library via the Juvenile Court. The graffiti was remediated when we had stains removed from the Coletti and Richardson exteriors. A Detective Sergeant from the Boston Police Department asked to see some of our surveillance video and I explained that our Policy requires a court order to make the video available to law enforcement. I told him I would mention this at the meeting as an opportunity for the Trustees to think about whether the Policy needs any tweaking or updating. Mayor Koch toured the Library with a couple of his staff to see improvements that need to be planned, including carpet replacement and additional painting and plaster repair, and new fixtures and lights in the Coletti Building. He may propose to use the Richardson Room for the city's Inauguration ceremony on January 7th. Carpentry students and their teacher from Quincy High School will adjust the height of four of the wooden tables in the Children's Room, and welding students will repair one more metal café chair. Director's Report submitted by Harry R. Williams III, Library Director.

Strategic Planning Process: Assistant Director Megan Allen discussed with the trustees the review of all 275 activities by the Supervisors, who rated each for effectiveness and identified those that are ineffective. Another meeting this Thursday will prioritize those that are left. The Strategic planning process identified the need to hire a Coordinator of Adult & Young Adult Services, who would manage the work of the current Reference and Circulation staff members. Chair Crowley asked for a motion to approve the position of Coordinator of Adult & Young Adult Services. Trustee Griffin seconded the motion. Vote unanimous.

Friends of the Thomas Crane Library: Chair Crowley gave a brief report on the Friends. Elections of officers will be coming up.

Old Business: Thomas Crane Public Library Foundation – No new business.

Review of Trust – After a cursory review of the trust, trustees agreed to engage legal counsel to assist with a formal review, to assist the trustees on understanding the restrictions and modifications of the trust accounts. Director Williams was assigned to solicit bids or make recommendations to the trustees on legal counsel at the January meeting.

Procedure for Selecting the Library Director – Trustees reviewed the process in detail. At the January meeting the Board will make determinations on a Search Committee, Selection Criteria and a Process for making recommendations to the Board.

Meeting with Mayor – Chairman Crowley reported on his meeting with Mayor Koch. They discussed collective bargaining for the Library, “Board continuity,” and the Board’s invitation that the Mayor be represented on the Selection Committee.

New Business: A draft schedule of 2013 meeting dates was included in the Agenda. It was determined that the January meeting be held on Tuesday evening, January 15th, the deadline of Library Director applications. Meetings will be held in July or August only in case of emergency. The remaining meetings will be the second Monday at 9:15am except for October and November, when the second Monday is a holiday and the meetings will be on the third Monday.

Adjournment: Meeting adjourned at 10:50am. Next meeting will be January 15, 2013 at 6:00pm in the Quincy Room at the Main Library.

Minutes Respectfully Submitted by Trustee Mary Reed