

**Thomas Crane Public Library
Board of Trustees
December 9, 2013**

Call to Order

The meeting was called to order at 9:20 a.m. by Chair Harold Crowley.

Trustees Present

Chair Harold Crowley, Tina Cahill, William Griffin, Mary Reed. Absent: Janet DiTullio.

Others Present

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

Approval of Minutes

Mr. Griffin moved and Ms. Reed seconded that the November 18, 2013 minutes be approved. The motion passed.

Treasurer's Report

Ms. Reed moved and Mr. Griffin seconded that the treasurer's report be approved. The motion passed.

Coordinator of Children's Services Report

Ms. Rines described highlights and the latest changes in her twenty years of service at the library. Circulation of children's materials has grown significantly over the years, and class visits and program participation have been high in FY13 and so far in FY14. The Friends of the library provide critical funding support for programs and events.

Director's Report

The library's action plan for FY14 and FY15 was filed with the Mass. Board of Library Commissioners, along with a Letter of Intent to apply for a Tweens and Teens LSTA mini-grant for FY15.

Ms. Allen distributed a copy of the organizational competency initiatives for FY14; the initiatives were developed in consultation with the library's management team and establish goals and target dates for strengthening operations in areas such as data collection, expenditure oversight, staff development, policies, marketing/publicity, organizational structure, and facilities management.

Wayne Miller donated his collection of historic Fore River Shipyard postcards and related ephemera on December 3, along with a generous financial contribution to the TCPL Foundation.

Security Officer Brendan Foley began working on December 2. Active parking enforcement in the Main Library parking lot by the city's Parking Operations Dept. also began on December 2.

The Quincy Sun published a feature article about the library's literacy program on November 21, 2013. Ms. Allen distributed a copy of a letter written to literacy program manager Mary Diggle in response to that article, from Norfolk County Sheriff Michael Bellotti thanking library staff and volunteers for their work.

Facilities

The tree work on the Main Library grounds has been mostly completed, except for one tree which will be pruned after the holiday lights have been removed. The Main Library door restoration project is still in process.

Branches

The Adams Shore Branch reports increased use of its meeting room by various community groups, and resumption of their evening Cooking with Books program. The North Quincy Branch reports up to 150 customers on Saturday mornings, with that number expected to increase over time. The new evening hours at the Wollaston Branch are bringing back former customers who were not able to visit when the hours were cut back in 2010.

Friends of the Thomas Crane Public Library

Mr. Crowley is currently the trustee liaison on the Friends' executive board. A replacement will be needed after Mr. Crowley steps down in January.

Thomas Crane Public Library Foundation

A meeting was held in November. The Foundation board is working on identifying and vetting individuals to join and assume leadership positions on the board.

Old Business

Adams Shore Branch Air Conditioning

Mr. Crowley shared copies of the letter he sent to Mayor Koch about this issue.

Trust Fund Review

Ms. Allen is working with staff to spend down the small accounts.

Trustee Self-Evaluation

During a review of the survey results, the following was agreed upon by general consensus:

- A more formal orientation process for new trustees is needed, including a meeting with library administration, an information packet, a library tour, and assignment of a current trustee as mentor; trustees should consider moving the February meeting to later in the month, to allow newly appointed trustees an opportunity for orientation and to review the information packet before their first meeting.
- A process for evaluating the director has been defined by a subcommittee but needs to be reviewed with the full board.
- The chair should solicit new agenda items at the end of each meeting and the director should follow up by email at least one week prior to each meeting.
- The next board should consider changing the regular monthly meeting time to evenings or late afternoons to accommodate non-retired trustees

- The trustees should have community meetings at least every other year, to give residents an opportunity to provide feedback and ask questions; the trustees should reach out to the city council library subcommittee, if it is still in existence.
- Because the board is so small, establishing ad-hoc subcommittees to work on specific issues, when needed, is the most effective way to proceed.
- The next board should consider appointing a vice-chair, to succeed the chair in the following year.

Proposed Revisions to Strategic Objectives for FY14

Mr. Griffin moved and Ms. Reed seconded that the proposed revisions be approved. The motion passed.

New Business

Quincy Credit Union Account

The library's literacy program currently has a Quincy Credit Union bank account controlled by the trustees. All other trustee-controlled accounts are at Citizen's Bank. Mr. Griffin moved and Ms. Reed seconded that the Quincy Credit Union account be closed and the funds transferred to a new sub-account at Citizen's Bank, in order to make account management easier. The motion passed.

Adjournment

The meeting was adjourned at 10:55 a.m. The next regular meeting is scheduled for Monday, January 13, at 9:15 a.m. at the North Quincy Branch Library. Branch Librarian Jessie Thuma will be the staff guest speaker.