

**Thomas Crane Public Library  
Board of Trustees Meeting Minutes  
December 8, 2014, Quincy Room**

**Call to Order**

The meeting was called to order at 9:22 a.m. by Chair William Griffin.

**Trustees Present**

Chair William Griffin, Tina Cahill, Maria Cataldo-Cunniff, Mary Reed, and Janet DiTullio

**Staff Present**

Director Megan Allen, Assistant Director Clayton Cheever, Coordinator of Information Services Rory O'Brien

**Approval of Minutes**

Ms. Reed moved and Ms. Cahill seconded that the November 17, 2014 minutes be approved as submitted. The motion passed unanimously.

**Treasurer's Report**

Ms. Reed moved and Ms. Cahill seconded that the December treasurer's report and trust expenditures be approved as submitted. The motion passed unanimously.

**Coordinator of Information Services Report**

Mr. O'Brien reported on his first year and a half at the library, including two major technology upgrades recently completed—an infrastructure upgrade that centralizes control and ensures best practices, and a complete upgrade of public computing services.

**Director's Report**

*Facilities*

The light fixture order for the Coletti reading room has been delayed, so installation will not occur this month as projected. The window frames along the Richardson building balcony facing the lawn are rotting and the glazing is falling out; one pane has fallen out already and a temporary repair is in the works, but the entire row of windows will need to be repaired or replaced.

Mayor Koch will hold his midterm address in the Richardson building on January 5. Ms. Allen is working with the Public Buildings Dept. and Inspectional Services to adjust the room capacity for the Richardson and Aiken buildings and renew the Certificate of Inspection.

At their November 20 meeting with Mayor Koch, Mr. Griffin and Ms. Allen asked about the status of re-carpeting at the Main Library. The mayor indicated he would seek bids or perhaps quotes from the state contract list to determine the cost of the project.

Ms. Allen is investigating the possibility of upgrading the audio/visual equipment in the Main Library community meeting room, as well as options for addressing issues with the rolling chairs at the Main Library public computers.

### *North Quincy Branch*

Ms. Allen reported on record-breaking November activity at the North Quincy Branch, including the highest attendance ever at the monthly Saturday storytime (36 people); the most movies screened in a month (13); the most people attending movies in a month (90); and the highest attendance of any single day in 2014 (457).

North Quincy Branch Library staff have been reporting problems with non-library patrons using the library's parking lot during library hours, resulting in a shortage of parking for library visitors. This has been especially true on Saturdays. At least one tenant in the apartment building abutting the parking lot on Holmes St. has expressed the belief that library patrons are not allowed to park in spaces near the apartment building. However, the parking lot restrictions are clearly posted as 9:00 a.m. to 9:00 p.m. for library parking only, and no overnight parking permitted.

Ms. DiTullio moved and Ms. Reed seconded that a letter be sent to the owner(s) and manager(s) of any apartment buildings adjacent to the North Quincy Branch library parking lot informing them of the recent parking violations and advising of the library's intent to take actions to protect the spaces for library use. The motion passed unanimously.

### *Bequests*

Ms. Allen has recently been contacted about two bequests to the TCPL Foundation, including one will currently in probate and one future gift that is still in the planning process.

### **TCPL Foundation Liaison's Report**

Ms. Cahill reported that the Foundation has received another generous donation. The board is continuing to work on the spring fundraiser to purchase new chairs for the Main Library. The fundraiser will take place on Friday, May 8, 2015. The Foundation is moving their account from Eastern Bank to Northeast Community Bank.

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

Ms. DiTullio reported that the Friends are actively working on renewing memberships and recruiting new members and the Crane Library Bookstore continues to do well. Ms. Cahill moved and Ms. Reed seconded that the trustees send a letter of thanks to the Friends' Executive Board, to be drafted by Ms. DiTullio, and offer to fund a Friends volunteer reception to express the trustees' gratitude. The motion passed unanimously.

### **Old Business**

#### *Trust Accounts*

Ms. DiTullio distributed the U.S. Trust Vergobbi Trust Account Statement for March 1, 2013 through February 28, 2014. The library receives 3.5% of the annual income, less bank fees. Ms. Allen reported on her telephone conversation with investment advisor Lisa Matthews. A special meeting was scheduled with Ms. Matthews, to discuss the possibility of working together for future investment management of the library trusts.

Citizens Bank is converting all of their current Concentration Account Program (CAP) accounts to a new and improved CAP, requiring a multitude of signatures on various documents, copies of

which were distributed to all. Mr. Griffin moved and Ms. Reed seconded that conversion of the trust accounts be approved. The motion passed unanimously.

#### *Wollaston Branch Library*

Mr. Griffin and Ms. Allen met with Mayor Koch on Thursday, November 20, to seek his approval to begin planning for a potential Wollaston Branch Library renovation. The mayor expressed interest in pursuing facility improvements or even a new facility in the Wollaston business district, and approved the formation of a planning committee to conduct a community and facility needs assessment and write a building program, with the help of an experienced library building consultant. After some discussion, the trustees informally agreed to defer the next step of this project until after the trust account investment initiative has been successfully launched.

#### *Private Events*

The trustees discussed the information obtained by Ms. Allen regarding Boston Public Library's private rental program and what steps would need to be taken to put a similar rental program in place for TCPL. Ms. Cahill moved and Ms. DiTullio seconded that the trustees investigate policies and procedures in regard to private rental of library facilities. The motion passed unanimously.

#### *Objectives*

Final data regarding the library's performance on its FY2014 objectives was distributed. Objectives that were significantly exceeded will be adjusted to encourage continued improvement.

#### **New Business**

##### *Gifts and Donations Policy*

A draft policy was passed out and will be discussed at the January meeting.

##### *TCPL Foundation Fundraiser*

At the January meeting, the trustees will vote to approve usage of the Main Library after hours for the May 8 Foundation fundraiser.

##### *Old Colony Library Network Annual Legislative Breakfast*

On February 6, 2015, the OCLN Legislative Breakfast will be held at the Main Library, hosted by Senator John Keenan. OCLN is seeking donations to defray costs; at the January meeting the Trustees will vote to approve \$100 for this expense.

##### *New Trustees*

There will be two vacancies on the Board as of February 1, 2015. Because the current Monday morning meeting time is a potential challenge for new trustees, the meeting time will be discussed further at the January meeting.

#### **Adjournment**

The meeting was adjourned at 11:53 a.m. A special meeting to discuss trust fund investing, with guest speaker Lisa Matthews, is scheduled for Tuesday, December 16 at 9:30 a.m. in the Quincy

Room of the Main Library. The next regular meeting is scheduled for Monday, January 12, 2015 at 9:15 a.m. at the North Quincy Branch Library.

Mary Reed  
Secretary

Documents distributed:

- Draft of Minutes from November 17, 2014 Trustees Meeting
- December Report on Trust Fund Accounts
- U.S. Trust Vergobbi Trust Account Statement for March 1, 2013 through February 28, 2014
- Citizen's Bank CAP Conversion Documents
- Wollaston Branch Library Brief
- Draft Gifts and Donations Policy
- Performance on FY2014 Strategic Objectives