

**Thomas Crane Public Library**  
**Board of Trustees Meeting Minutes**  
**December 14, 2015, Main Library**

**Call to Order**

The meeting was called to order at 9:19 a.m. by Mr. Griffin.

**Trustees Present**

William Griffin, Tina Cahill, Corinne Mitchell, May Mayyasi, Mary Reed, Janet DiTullio

**Staff Present**

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

**Approval of Minutes**

Ms. Reed moved and Ms. Mayyasi seconded that the November 9, 2015 minutes be approved as submitted. The motion passed unanimously.

**Treasurer's Report**

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

**Coordinator of Information Technology's Report**

Mr. O'Brien reported on IT accomplishments in the last year. The public time and print management system, Useful, has been in place for 12 months. There have been unexpected challenges, and many benefits. A new wireless printing service has just been launched. Specifications for an audio/visual upgrade for the Main Library community meeting room are nearly complete, with work projected to begin during the first quarter of 2016.

**Director's Report**

*Staff*

Senior Library Assistant Jeanne Moore retired after more than 40 years of service. Part-time Senior Library Assistant Matthew Foley moved into her position and the search for a new part-time employee is underway.

Staff Day 2016 has been scheduled for Friday, March 18, and planning has begun. Six employees are planning to attend the Public Library Association's biannual conference in Denver in April 2016.

### *Facilities*

The smaller elevator at the Main Library has been acting up again, occasionally trapping people for long enough to cause panic and calls to the Fire Dept. The Public Buildings Dept. has been working with the city's elevator repair vendor to address the problems. Other Main Library maintenance issues on Public Building's agenda include the Aiken leaks (which reoccurred after the roof work was completed a few weeks ago), upgrading the exterior lighting to improve pedestrian safety on library walkways after dark, and window sealing to improve the comfort of library staff working in the Technical Services Department.

Some new furnishings have been selected for the relocated Literacy/ESOL office, to make that multipurpose staff/public space work more efficiently.

### *Services/Programs*

The library's first digital microfilm reader/printer has been installed, thanks to the generosity of the TCPL Foundation. The machine has many features that will be of great benefit to people doing local history and genealogy research using the library's microfilm collections.

Ms. Allen and Mr. Cheever visited each branch and met with branch staff to review progress and prioritize activities for FY16 and FY17 in light of the library's overall strategic priorities and goals.

The library has submitted two letters of intent to apply for FY2017 LSTA grants. One is a one-year Preservation Assessment grant that would be led by Special Collections Librarian Therese Mosorjak. This grant would provide funding to hire a consultant to update the library's preservation plan, which was last done in 2002. The other grant is for Citizenship Corners & Expanded English Language Services for New Americans. This two-year grant, led by Literacy Program Manager Mary Diggle with assistance from ESOL Specialist Molly Makrogianis, would help us develop the new Citizenship Corner planned beginning this year, and expand the popular Talk Time English conversation group program. Formal applications will be due in February 2016 and, if received, the grant periods will begin on October 1, 2016.

### *Other*

The professional triage staff from Father Bill's shelter visited the Main Library on December 9 for a tour of the facility, a presentation from Mary Diggle regarding available literacy and adult basic education services, and a discussion with library management staff about the library's appropriate behavior expectations.

Library staff has been reviewing and revising cash handling procedures to make sure they are in compliance with the city's Departmental Receipt Policies.

The Old Colony Library Network's annual legislative breakfast has been scheduled for Friday, February 12, at the Thayer Library in Braintree. Ms. DiTullio moved and Ms. Mitchell seconded to contribute \$50 to help defray breakfast expenses. The motion passed unanimously.

The Mass. Board of Library Commissioners has certified the City of Quincy to participate in the FY2016 State Aid to Public Libraries Program and the first check should be forthcoming soon.

The Trustees have been notified that a check in the amount of \$72,248.28 will be issued to the Trustees from the John A. Andrews Charitable Remainder Unitrust before the end of the calendar year. Ms. Mayyasi moved and Ms. Mitchell seconded a motion to accept this generous bequest and deposit it in the Trustees' gift account. The motion passed unanimously.

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

Ms. Cahill reported that the Foundation is starting to plan for a fundraising event in the fall of 2016. One member of the Foundation is planning a public program on planned giving in March 2016. The finance committee is monitoring the Foundation's investments, which have stabilized since a recent dip in the market. Two more chairs have been sponsored with 12 chairs remaining available for sponsorship.

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

Ms. DiTullio was unable to attend the last Friends' executive board meeting, so Ms. Allen reported. Annual membership renewal notices have been mailed. The Crane Library Bookstore's revenues are ahead of projections for the fiscal year. President Diane Dopp has nearly completed the work required to apply for federal 501(c)3 status.

### **Old Business**

#### *Investment Committee Report*

The Schwab statement for November 2015 was distributed. The investment committee will be meeting with investment advisor Lisa Matthews on January 21, 2016 to review the investments.

#### *Proposed MOU with Friends of the TCPL*

Ms. Mayyasi moved and Ms. Reed seconded that the proposed Memorandum of Understanding with the Friends of the Thomas Crane Public Library be approved. The motion passed unanimously.

#### *Private Event Rentals & Food Service Contracts*

Ms. Allen and Mr. Griffin recently met with the current café proprietor, whose presence and services for the last 10 years are greatly appreciated. The current rental agreement expires on January 31, 2016 and a revised draft agreement has been sent to city solicitor Jim Timmins for review. CBT, Inc. is still working on the Main Library room capacity guidelines, in preparation for private rentals. Ms. Allen will contact a broker to discuss the potential interest in an exclusive event planning/catering contract for private events.

### *Trustee By-Law Revisions*

Ms. Mitchell and Ms. Allen have been working on these and have nothing substantive to report yet.

### *Retiree Gifts*

Beginning with 2015 retirees, the Trustees will recognize retirees with 25 or more years of service with a framed print of the Crane Memorial Library. Prior 2015 retirees will be invited to a future trustees meeting to be honored and receive their gifts.

### **New Business**

#### *Proposed Objective Revisions for FY16*

Proposed objective revisions were distributed for review, with discussion and approval at the January meeting.

#### *Annual Trustee Evaluation Survey*

Proposed revisions to the evaluation survey will be discussed at the January meeting, and the survey will be conducted online after it has been revised.

#### *Furnishings for Literacy/ESOL Office*

Ms. Allen described new tables and chairs, and a flexible interior wall system, which will increase the functionality of the multi-use space now occupied by the Literacy Program. The total cost will be approximately \$21,000. There are sufficient funds in the literacy trust account for this expense, with enough left over to meet the regular needs of the literacy program. Literacy Program Manager Mary Diggle and Ms. Allen believe these furnishing purchases would be a suitable use of the literacy funds and recommend the expenditure. With the consent of the Trustees, Ms. Allen will finalize quotes and contracts as needed and request formal approval at a future meeting.

### **Adjournment**

The meeting was adjourned at 11:28 a.m. The next regular meeting will be held on Tuesday, January 19, 2015 at 9:15 a.m. at the North Quincy Branch.

### **Documents distributed:**

- Draft of Minutes from November 9, 2015 Trustees meeting
- December Report on Trust Fund Accounts
- *Literacy Matters* Newsletter, Fall 2015
- OCLN Annual Legislative Breakfast Invitation
- Revised Trustee Meeting Schedule 2015-2016
- Charles Schwab Statement Summary, November 1-30, 2015
- November Statement on Investments from Charles Schwab
- Proposed Objective Revisions for FY16
- Annual Trustee Evaluation Survey