

**Thomas Crane Public Library
Board of Trustees Meeting Minutes
December 12, 2016
Main Library**

Call to Order:

The meeting was called to order at 9:17 a.m. by Mr. Griffin.

Trustees Present:

William Griffin, May Mayyasi, Corinne Mitchell, Janet DiTullio, Tina Cahill, Diane Costagliola

Staff Present:

Director Megan Allen, Assistant Director Clayton Cheever

Guests:

Quincy Commissioner of Public Buildings Paul Hines

Building Issues Update:

Mr. Hines reported on the status of Mayor Koch's 5-year Capital Improvement Plan, and on the status of various ongoing library facility maintenance problems. The condition of the Wollaston Branch Library was discussed, including recent emergency repairs to broken windows and holes in the window frames, and ideas for funding a more extensive renovation of the building.

Approval of Minutes:

Ms. DiTullio moved and Ms. Mitchell seconded that the November 7, 2016 minutes be approved as submitted. The motion passed unanimously.

Treasurer's Report:

Ms. Mayyasi moved and Ms. DiTullio seconded that the December 2016 treasurer's report and trust fund expenditures be approved as submitted. The motion passed unanimously.

Director's Report:

Staff

Two employees attended an all-day Mental Health First Aid Training organized by the Planning Department and are now better equipped to initially help out during a mental health crisis and earned their Mental Health First Aid certifications.

QPD Lt. Jack Sullivan presented a series of basic verbal self-defense workshops for library staff, providing tactics for handling patron interactions more effectively.

Facilities

Maltby & Co. trimmed deadwood from the large beech tree at the Main Library and applied fall deep root fertilizer and another Phytophthora disease control application to enhance its overall health.

Services & Programs

The library's postcard collections were sent to Boston Public Library in August to be digitized and added to the Digital Commonwealth. The Fore River Shipyard Postcard Collection, donated to the library by Wayne Miller in 2013, consists of approximately 280 postcards relating to the Fore River Shipyard, representing many Quincy-built vessels. The Quincy, Mass. Postcard Collection is made up of 182 postcards depicting landmarks and scenes of Quincy from 1903 to 1976. The work done by BPL is nearing completion and these collections will soon be searchable online.

North Quincy Branch

Now that two new part-time Library Assistants have been hired and trained, staffing is sufficient to extend the North Quincy Branch hours on Saturday from 9-1 to 9-5. The new hours will begin on January 7.

Since school began this fall, the branch has been busier than ever with school age children and teens visiting after school. A wave of more than 35 students a week are reporting to the branch to complete anywhere from 10-30 hours of service each, helping with a variety of tasks including shelving and shifting books, prepping storytime crafts, and managing the Friends used book sale inventory. Many teens continue as regular visitors even after their volunteer obligation is completed. One teen put it like this: "My experience working with the library was so rewarding. I've never felt so involved. Being able to help parents and children at the library was such an amazing feeling whether it was by setting up the movies or shelving books. My favorite part was seeing how happy everyone was. I practically grew up at the Thomas Crane Library so being able to recreate that safe and fun environment for younger generations was just an awesome experience."

Other

Ms. Allen met with Mark Carey and the other members of the Quincy400 planning team, to talk about how the citywide planning process in 2017 will be implemented.

TCPL Foundation Liaison's Report:

Ms. Cahill reported that the Foundation has filed all the paperwork to resume their federal tax exempt status, and are getting ready to move forward with fundraising for the North Quincy Branch furniture upgrade project.

TCPL Friends of the Library Liaison's Report:

No report.

Old Business:

Investment Committee Report

The November monthly report from Charles Schwab was distributed for review.

Strategic Planning Update

Ms. Allen distributed summaries of the patron focus group discussions. The Community Planning Committee met on November 18 to discuss and recommend service priorities for the library's next five years. The following week, the Committee's work was reviewed and discussed by the library's management team and the staff liaison to the Committee; Ms. Allen distributed the consensus recommendations regarding final service priorities. Ms. Mayyasi moved and Ms. Mitchell seconded to approve the four proposed Service Responses as submitted. The motion passed unanimously. Ms. Megan also distributed copies of the library's current values for review and discussion.

New Business:

MOU Reviews

The Friends and Foundation boards are conducting annual reviews of the MOUs between their boards and the Trustees. After some discussion, the trustees agreed that both MOUs should specify that the organizations have 501c3 status. No other changes were deemed necessary. Ms. DiTullio and Ms. Cahill will convey this request to the two other boards and trustee votes on amended MOUs will be taken at a later meeting.

Advocating for Capital Funding

There was some discussion about how to effectively advocate for capital funding for the library projects in the mayor's Capital Improvement Plan, which is due to be presented again to the city council in early 2017. Ms. Allen will communicate with the mayor's office before any action is taken.

Adjournment:

The meeting was adjourned at 11:27 a.m. The next regular meeting is scheduled for Tuesday, January 17, 2017, at the North Quincy Branch Library.

Documents Distributed:

- City of Quincy 5-Year Capital Improvement Plan Executive Summary (May 2, 2016), pages 14-15
- Draft of Minutes from November 7, 2016 Trustees Meeting
- December Report on Trust Fund Accounts
- November 30, 2016 Quarterly Report from Charles Schwab
- Patron Focus Group Summaries
- Report to Trustees on Recommended Service Priorities
- Summary of Community Planning Committee Votes on Service Responses
- TCPL Values Review 2016

Ms. May Mayyasi
Secretary