

Thomas Crane Public Library
Board of Trustees Meeting Minutes
December 11, 2017 at the Main Library

Call to Order:

The meeting was called to order at 9:18 a.m. by Mr. Griffin.

Trustees Present:

Diane Costagliola, Janet DiTullio, May Mayyasi, Corinne Mitchell, and William Griffin

Absent: Tina Cahill

Staff Present:

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

Approval of Minutes:

Ms. Mayyasi moved and Ms. DiTullio seconded that the November 13, 2017 minutes be approved as submitted. The motion passed unanimously.

Coordinator of Children's Services Report:

Ms. Rines reported on what has been happening so far this year in the Children's Department, and on major achievements during the five-year span of the strategic plan that expired on June 30, 2017.

Director's Report:

Staff

Senior Library Assistant Trung Nguyen will be retiring as of February 8, 2018.

A record number of librarians want to attend the biannual Public Library Association conference to be held in Philadelphia in March 2018. In order to send all those who would like to attend this very worthwhile professional development event, some support from trust funds will be needed.

Facilities

The acoustical report from Cavanaugh Tocci Associates has been received, with recommendations for sound absorption methods in the Main Library atrium and the teen loft.

The first new furniture for the North Quincy Branch has been delivered: two toddler storage benches and 92 chairs for adult, teen and common areas. The Friends and the Foundation will be paying for the chairs.

Staff are currently conducting a sweep survey at the Main Library to gather observational data for the interior design team. Three space planning proposals have been received and are under review, with work planned to commence in January.

Strategic Plan Updates

The library's Strategic Plan for 2018-2022 and Action Plan for 2018-2019 have been submitted to and approved by the Mass. Board of Library Commissioners. This makes the library eligible to apply for LSTA grants.

Other

As the expiration of the library's three-year contract with Useful approaches in February, a staff team led by IT Coordinator Rory O'Brien is working to review and assess alternatives for cost-effective and user-friendly public computing services.

The library has submitted a letter of intent to apply for a \$10,000 LSTA Manuscripts Arrangement and Description grant from the Mass. Board of Library Commissioners for FY2019. This grant logically follows the FY2017 Preservation Assessment grant and will help staff begin processing archival collections that are currently un-cataloged and inaccessible.

There will be an MBTA shuttle bus stop in front of the Wollaston Branch for the duration of the Wollaston Branch MBTA station renovation, beginning January 2 and lasting for 20 months. This will include two bus shelters erected on the library lawn.

Quincy artist and library supporter Dan Myers has inquired about donating four of his sculptures for display in the Main Library children's room.

Treasurer's Report:

Ms. Mitchell moved and Ms. DiTullio seconded that the December 2017 Treasurer's Report and trust expenditures be approved as submitted. The motion passed unanimously.

Ms. Costagliola moved and Ms. Mitchell seconded that up to \$36,000 be approved for the Main Library space planning project (\$30,000) and for professional development (\$5,000 for PLA Annual Conference and \$1,000 for Staff Day 2018). The motion passed unanimously.

TCPL Foundation Liaison's Report:

Ms. Costagliola reported the fundraiser for North Quincy will be delayed from January 17 to April 27. The board is currently seeking Foundation Board directors and a new President.

TCPL Friends of the Library Liaison's Report:

No report.

Old Business:

Investment Committee Report

The November Schwab statement has not yet been received. Ms. Mitchell reported on the committee's recent activities. The committee is waiting on information from the city's law office to help guide future actions. The committee will next meet on January 22 at 10:00 a.m.

Gift and Donor Recognition Policies

Ms. Mayyasi moved and Ms. Mitchell seconded that revisions to the Gifts and Donations Policy be approved as submitted. The motion passed unanimously.

Ms. Mitchell moved and Ms. DiTullio seconded that the Donor Recognition Policy be approved as submitted. The motion passed unanimously.

Revised Meeting Room Use Policy

Ms. Mayyasi moved and Ms. DiTullio seconded that the revised Meeting Room Use Policy be approved as submitted. The motion passed unanimously.

Proposed Donor Recognition Opportunities for North Quincy Library Fundraiser

With the postponement of the fundraiser, this was tabled for future consideration.

New Business:

Revised Volunteers in the Library Policy

A copy of the proposed changes was distributed and discussed. It will be presented for a vote at the January meeting.

Adjournment:

The meeting was adjourned at 11:15 a.m. The next regular meeting is scheduled for Monday, January 8 at 9:15 a.m. at the North Quincy Branch Library.

Documents Distributed:

- Draft Minutes from the November 13, 2017 Trustees meeting
- FY2018 Citizens Bank Trust Fund Income and Expenses Summary to Date (12/11/17)
- Cavanaugh Tocci Atrium Acoustics Review and Recommendations
- TCPL Action Plan FY2018-2019
- Proposed Trust Fund Spending FY2018
- Revised Volunteers in the Library Policy