



THOMAS CRANE PUBLIC LIBRARY

MINUTES OF BOARD/ANNUAL MEETING

February 13, 2012

Trustees Present: Harold Crowley, Janet DiTullio, Mary Reed.

Library Staff Present: Director Harry Williams III, Assistant Director, Megan Allen and Deb Rich.

Call to Order: Secretary, Janet DiTullio welcomed trustees and called for nominations for Chair, Secretary and Treasurer.

VOTE - Chair

Trustee, Mary Reed, nominated Harold Crowley for Chair, Ms. Di Tullio seconded the motion, and the motion was approved unanimously.

VOTE -- Treasurer

Trustee, Harold Crowley, nominated Janet DiTullio for Treasurer, Mary Reed, seconded the motion, the motion was approved.

VOTE -- Secretary

Trustee Harold Crowley nominated Mary Reed for Secretary, Trustee DiTullio seconded the motion. The motion was approved.

Report of the Treasurer

Mr. Williams presented the expenditures from the various trust accounts. After review, discussion and signing, a motion was made by Trustee Reed to approve all Trust Fund Expenditures. A second was offered by Trustee DiTullio. The motion was approved

Report of the Director

Children's: January saw a huge spike in program attendance. Homework projects are also on the rise. A new database bookmark is tucked into patrons' checkouts to highlight online information sources for their assignments. We weeded the item with the most circulations ever—a copy of *Arthur's Family Vacation* that had gone out 414 times!

Circulation: For the sixth consecutive month Circulation set a new record, checking out 5,000 more items than last January. At the same time, a new statewide 'paperless delivery' system that required physical adjustments to the Circulation Desk and Work Room and change the department's delivery workflow. Another challenge is to return another 5,000 items to the shelves. In the past we have relied heavily on pages and volunteers, but recently the library staff has taken on an increased role in shelving. The number of patrons using the self-check station increased 9%, but the number of items was up 31%, so the "express checkout" aspect is diminishing, while patrons are checking out stacks of items.

Two major projects were completed in January: weeding and shifting the entire 2nd floor circulating collection, and also the Books on Tape collection to make room for the growing Books on CD collection. Weeding and shifting continues on the first floor and at the Adams Shore Branch. In January the Library Orientation Tour returned to Saturday morning with great success - 15 patrons took the tour.

Circulation Supervisor Will Adamczyk is helping two statewide initiatives: planning for the future of the Massachusetts Library System (that replaced the six Regions) as part of the MLS Executive Board; and deciding whether the Old Colony Library Network should change Integrated Library Service providers as a member of the OCLN ILS Taskforce.

Reference: An intern from Simmons is helping catalog Quincy Room materials and helping at the Reference Desk. A North Quincy High student will help our historical digitization by scanning our Quincy postcard collection as his Honor Society project. Reference staff led an eReaders & eBooks for beginners class with the Systems Department, and worked with periodicals during an employee's sick leave.

Acquisitions & Cataloging: Weeded books on cassette that were also on CD, then duplicate titles, and then any that hadn't gone out in two years. *Boston Globe* and *Patriot Ledger* best music of the year was purchased along with ALA Youth Awards titles and Award Winning Audio Books.

Inter-Library Loan: ILL requests increased 14% over the same month last year and 16% over the same quarter last year. There has been a dramatic decrease in non-returnable requests (periodical and journal articles) since the Massachusetts Library System instructed libraries across the Commonwealth to request them through Boston Public Library.

Systems: January was hectic for the IT department. Main and secondary switches are failing and need to be replaced. Most of the hardware in the building is getting old. An Uninterrupted Power Supply lost a battery and had to be replaced. Staff worked with ENE Security to install panic buttons on all the public service desks, worked with printers in several departments, and has been exploring options for improving the wireless performance. We purchased a barcode duplicator for the Children's Department.

Planning: The State of the Library was revised, and blow-ups of the contents were displayed at each of the Community Input Meetings. A copy was sent to Mayor Koch and to each City Councilor with a personal cover letter.

Personnel Issues: As an employee's maternity leave approaches, we worked with Human Resources to hire a temporary part-timer to help reduce the impact of her absence from the Inter-Library Loan Department.

Budget and Finances: On February 2nd the MBLC granted our FY2012 MAR waiver. An initial payment of \$31,916.47 is being sent, with a similar amount to follow in the spring.

Buildings & Grounds and Security: The January meetings with representatives of the Quincy Police Department were brief. The police have a better grasp of our situation at the library and say they are seeing more improvement in the library than they are in most other areas of the city.

The new heating and cooling system has been installed and is working at North Quincy Branch. We are replacing the door at the Staff/Shipping & Receiving entrance, and planning to install clear glass windows in the doors for the Aiken building Study Rooms.

Other Issues identified.

Shelving is an issue- not enough volunteers or staff to do the work.

Funding required for major electrical work and systems:- Capital Repairs

Strategic Planning Process Update. Director Harry Williams and Assistant Director Megan Allen presented two reports to the Trustees: Community Planning Committee - notes From January 1/17/12. Report to the Board of Trustees on the Community Planning Committee's Preliminary Service Responses - February 13, 2012.

After a brief discussion of both reports their findings, and the process used in gathering information, the staff asked the Trustees for their input on the documents. Upon review and the magnitude of the task involved, it was decided the trustees did not have enough time to review the documents in detail at the meeting, but will hold a special meeting on February 17th at 2:30. In order to:

Identify Priorities (4)

Examine the Pros and Cons

Discuss External Supports and Threats

And make specific recommendations on demographics that should be addressed.

Old Business: Revised Proposal for Summer Hours: Director Williams presented a revised proposal for summer hours. – Proposal to hire paraprofessionals from other libraries to fill summer hours. This would contain cost and cut down on training time. Director Williams submitted a budget detailing the request.

Trustee DiTullio, called for a motion to approve submission of the budget as approved. Trustee Reed seconded. The vote was unanimous.

Thomas Crane Library Foundation Status: Director Williams reported he has been in touch with counsel on legal matters pertaining to the Foundation, however, progress has been stalled. The Trustees directed Director Williams, to pursue engaging Brent Richardson of Coccio & Richardson to coordinate the appropriate paperwork to bring the Foundation into compliance.

Old Colony Network- Motion to restore funds- Trustee DiTullio made a motion to request funds be restored to the Old Colony Network account. The motion was seconded by Trustee Reed. Vote- Unanimous.

New Business: Modification of the Circulation Policy to increase Borrowers Card. Director Williams presented a new plan for the Borrower's card. After careful review and discussion the plan was tabled for further review.

Wollaston Library Repairs: Update- The Director reported on the status of the repairs required at the Wollaston Branch. The immediate repairs have been made.

Adjournment-Chair Crowley moved to adjourn, Trustee DiTullio seconded: The meeting adjourned at 10:45AM.

Next Meeting Monday March 12, at the North Quincy Branch Library