



The BOARD OF LIBRARY TRUSTEES  
THOMAS CRANE PUBLIC LIBRARY

40 Washington Street, Quincy, MA 02169

Minutes of the February 11, 2013 Meeting

**Call to Order**

Chair Crowley called the meeting to order at 9:15 a.m.

**Trustees Present**

Chair Harold Crowley, Tina Cahill, Janet DiTullio, William Griffin, Mary Reed. Staff: Acting Director Megan Allen.

**Approval of the minutes of January 15, 2013**

Chair Crowley called for a motion to approve the minutes of January 15. A motion to approve by was offered by Trustee Griffin. Second by Trustee Reed. The motion passed.

**Treasurers Report**

The treasurer reviewed the trust expenditures to be approved by the Board. A motion to accept the Treasurers report was offered by Trustee Griffin, second by Trustee Reed. The motion carried.

**Acting Director's Report**

*Library Staff*

The four building custodians spent 10 hours removing snow from library walkways, steps and doorways on Sunday, February 10. They also checked the branches and removed as much snow as they were able to. The branches will be closed until the city plows the parking lots and driveways to allow access to the buildings.

The staff is doing a great job keeping the circulation department running smoothly since Will Adamczyk's departure in December. Linda Beeler and Jim Jaquette are interviewing candidates for the ILL Librarian position and will make a hiring recommendation this week. Once that person has been hired and trained, Jim will be able to move into the Coordinator of Adult & Young Adult Services position. Our two new bilingual library assistants, Heidi Peng and Karen Ho, are providing valuable Chinese language assistance, especially in the children's room and in the technical services department, where they are assisting with the review of Chinese language gift books. Heidi will also be accompanying Coordinator of Children's Services Julie

Rines to this year's Lunar New Year Festival to present bilingual story times and crafts for young children and their caregivers. Planning for Staff Day on March 27 is in process and consultant Pat Sordill is preparing a customized training.

### *Building Issues*

Painting and plastering at the Main Library is still ongoing, depending on the painter's schedule. There is no further news regarding the door restoration project since no bids were received on January 9. The acting director is seeking clarification from the Planning Dept. re the impact of the Adams Green project on the library lawn and trees.

### *Other*

The annual Library Legislative Day will be on Tuesday, March 26. Trustees are invited to attend with the acting director.

The Old Colony Library Network is now providing digital magazines via Zinio. TCPL will promote this new service to the public as soon as library staff has received some basic Zinio training.

The library received a generous donation from Quincy residents Jessica Levai and Hunter Keeton, which is being used to purchase additional graphic novels, a very popular collection.

The acting director attended a very informative seminar on board development on January 24, presented by the Center for Nonprofit Success.

### **Friends of the Thomas Crane Library**

Chair Crowley reported on the progress of the Bookstore and the Friends Newsletter. Noted was the Friends contribution to the upgrading of the Staff Lounge at the Library.

### **Old Business**

#### *TCPL Foundation*

The search for an attorney to conduct a legal review of the Library trust funds has not been completed. Trustee Cahill volunteered to assist with the search for an attorney.

#### *Request for Easement for Adams Green Project*

Acting Director Megan Allen reported on her conversation with Deirdre Hall of the city solicitor's office regarding the safety of the trees during construction. After a brief discussion, a motion to approve the request for easements for the Adams Green project was offered by Trustee Griffin, seconded by Trustee Cahill, the motion passed.

### **New Business**

#### *Appointment of Library Director*

Chair Crowley asks for a motion to recommend Megan Allen to the position of Library Director. Trustee DiTullio made the formal motion to recommend to Mayor Koch the appointment of Megan Allen as Director of the Thomas Crane Library. Second offered by Trustee Griffin. The motion passed unanimously. Chair Crowley will hand deliver a letter with the recommendation to City Hall.

#### *Approval of CORI Policy*

Acting Director Allen reported on the development of the CORI Policy and how it will be implemented. A motion was offered to approve the policy, second by Trustee Reed. The motion passed. The policy will go into effect immediately.

#### *Acknowledgment of Gifts*

The board discussed sending thank you letters to donors. Acting Director Allen will look into Board stationary or letterhead.

#### **Chair Calls for any new items to bring before the board**

Trustee DiTullio requested an organizational chart to be submitted to the trustees. Acting Director Allen will review the board and director evaluation tools offered by the Mass. Board of Library Commissioners and present them to the trustees. Allen will also draft a weather closing policy to present to the trustees. There will be a vote for Officers of the Board at the next March meeting.

#### **Adjournment**

Meeting adjourned at 10:45 a.m. The next meeting will be March 11, 2013 at 9:15 a.m. in the Quincy Room at the Main Library.

Minutes Respectfully Submitted by Mary Reed