

**Board of Library Trustees
Meeting Minutes
Wednesday, February 19, 2014 at 7:00 p.m.
Quincy Room**

Call to Order

The meeting was called to order at 7:10 p.m. by Library Director Megan Allen.

Trustees Present

Janet DiTullio, William Griffin, Mary Reed, Maria Cataldo-Cunniff, Tina Cahill

Others Present

Director Megan Allen, Assistant Director Clayton Cheever

Election of New Officers

Ms. DiTullio nominated and moved and Ms. Reed seconded Mr. Griffin as Chair. The motion passed unanimously. Mr. Griffin chaired the remainder of the meeting.

Ms. Reed nominated and moved and Ms. Cahill seconded Ms. DiTullio as Treasurer. The motion passed unanimously.

Ms. DiTullio nominated and moved and Ms. Cahill seconded Ms. Reed as Secretary. The motion passed unanimously.

Approval of Minutes

Ms. DiTullio moved and Ms. Reed seconded that the January 13, 2013 minutes be approved. The motion passed unanimously.

Treasurer's Report

Ms. Cahill moved and Ms. Reed seconded that the treasurer's report be approved. The motion passed unanimously.

Director's Report

Facilities

Ms. Allen met with Walter MacDonald, David Scott and Shelley Dein from the Public Buildings Dept. to discuss the status of Main Library HVAC issues. The Main Library is one of their priorities in terms of improved energy efficiency and will be one of the projects included in the city's Green Communities grant application for FY15.

The Richardson door has been restored and returned, substantially completing the historic door restoration project. There are several remaining issues yet to be resolved. The tree pruning work at the Main Library has now been completed. The Wollaston painting restoration is in process and going well. A new roof leak appeared on the top floor of the Main Library during the February 13 "wintery mix" storm and has disabled one security camera and possibly impacted a light fixture.

Planning

The 2014-2017 technology plan is nearly complete. Major projects that will be tackled immediately include replacement of all public computers (at all locations) and an overhaul of the Main Library network infrastructure. The mayor has authorized use of the 25% Cable Access Fees account for these projects.

The second annual Staff Day will be held on March 27 and the main focus will be space planning, to re-imagine and improve the way service is provided at the Main Library. Small staff teams are currently making field trips to other innovating public libraries to gather ideas. Library consultant Sondra Vandermark has been retained to facilitate the discussion.

Services & Collections

The closing of the Main Library computer classroom as an open computing space has gone very smoothly and has enabled the scheduling of professional staff on the first floor some of the time. Additional public computers will be added to the second floor to handle demand during peak times.

The library will soon be offering digital media (movies, TV shows and music) via a new service called Hoopla, and has recently added a new Testing & Education Reference Center database with online practice tests and other resources, available from within the library and remotely with a Quincy library card.

A new computer games collection is being created for the children's room. The computer games for teens and adults have proved extremely popular. An express book collection will soon join the new adult book shelves at the Main Library; these will be multiple copies of currently popular titles available for browsing but not to fill holds. The idea is to provide some more accessible and discoverable copies of popular items so there will be an alternative to placing holds for these items. There will also continue to be multiple copies available for customers to place holds and get on the waiting lists.

Other

An intern from the Simmons College graduate school of library science will be working at the library during the spring 2014 semester.

Ms. Allen attended the Old Colony Library Network's annual legislative breakfast on February 6 and invited interested trustees to join her at the annual Library Legislative Day at the State House on March 31.

Ms. Allen distributed copies of the library department's FY13 annual report plus a draft version of the library's "FY2013 Report to the Community" which also includes photos, customer quotes, and additional data.

The library's waiver request to obtain State Aid for Public Libraries for FY14 was approved by the Mass. Board of Library Commissioners.

Former Interlibrary Loan Librarian Jim Jaquette is serving on the Mass. Library System's ILL transition task force, helping to plan the consolidation of ILL service in light of the impending end of the library's contract with MLS to provide this service.

Ms. Allen has begun preparing a supplemental budget request for FY15 and distributed a preliminary draft.

TCPL Foundation Liaison's Report

Ms. Cahill reported that three new individuals have agreed to join the Foundation board. The Friends of the Library have been approached to supply a representative from their executive board. The first meeting of the new board will be held in March.

Old Business

Discussion of Trust Account Banking Options

Ms. DiTullio distributed a list of objectives to be considered before changing banks. Ms. Cahill moved and Ms. Cataldo-Cunniff seconded the establishment of a financial subcommittee consisting of Ms. Reed and Ms. DiTullio to continue this work. The motion passed unanimously.

Selection of Friends of the Library Liaison

Ms. DiTullio volunteered to serve as the trustees' liaison on the Friends executive board.

Director Evaluation Subcommittee Update

Ms. DiTullio reported on this subcommittee's ongoing meetings with Ms. Allen. The next meeting will be held in May.

Revolving Fund Recommendation

Ms. Allen recommended against the establishment of a revolving fund. Ms. DiTullio moved and Ms. Cahill seconded a motion to support Ms. Allen's recommendation. The motion passed unanimously.

New Business

Proposed By-Laws Amendment

A proposed By-Laws revision to establish a Vice-Chair position was discussed. A vote will be taken at the next meeting of the Trustees.

Meeting Day and Time

After discussion, the Trustees agreed to resume their former meeting schedule of the second Monday of each month at 9:15 a.m.

Addition of Trust Fund Signatory

Ms. Cataldo-Cunniff moved and Ms. Reed seconded that Mr. Griffin be added as a signatory on the trust funds. The motion passed unanimously. Former Trustee Harold Crowley will be removed as a signatory when Mr. Griffin is added.

Proposed Revisions to Circulation Policy

Ms. Allen presented the existing policy with the proposed revisions, and an explanation of the changes. A vote on the proposed changes will be taken at the next Trustees meeting.

Adjournment

The meeting was adjourned at 8:44 p.m. The next meeting will be held on Monday, March 10 at 9:15 a.m. in the Quincy Room at the Main Library.

Mary Reed
Secretary

Documents Distributed

January 2014 Draft Trustee Meeting Minutes
Trustee Checks Needed 19-Feb-14
Draft Technology Plan 2014-2017 Project Costs Page
Library Legislative Day Agenda
FY2013 Library Department Annual Report
Draft FY2013 Report to the Community
Draft FY15 Supplemental Budget Request
Trustee Account Banking Report
Revolving Fund Recommendation
Proposed Changes to Trustee By-Laws
Proposed Changes to Circulation Policy