

**Thomas Crane Public Library
Board of Trustees
February 22, 2016
Main Library Quincy Room**

Call to Order:

The meeting was called to order at 9:23 a.m. by Chair Bill Griffin.

Trustees Present:

Chair Bill Griffin, Tina Cahill, May Mayyasi, Corinne Mitchell, Mary Reed

Trustees Absent:

Janet DiTullio

Staff Present:

Director Megan Allen

Approval of Minutes:

Ms. Reed moved and Ms. May seconded that the January 19, 2016 minutes be approved. The motion passed unanimously.

Treasurer's Report:

Ms Cahill moved and Ms. Mitchell seconded that the treasurer's report and trust expenditures be approved as submitted. The motion passed unanimously.

Director's Report:

Staff

Senior Library Assistant Marilyn Meadows has resigned after 15 years of service. Part-time Senior Library Assistant Shayne Murray has moved into one of the newly vacant full-time positions and part-time Senior Library Assistant for Technology Henry Cheung has moved into the other one. Senior Library Assistant Brian DeFelice will assume the IT duties left behind by Henry, for 16 of his 35 weekly hours. Additional part-time staff will be coming on over the next few weeks. A Simmons College library school student is interning at the library for the spring semester, assisting in the children's department and with special collections.

Since laying off its paid pages in FY10, the library has struggled to keep the shelves stocked and organized with the help of volunteers and UMass/Boston work-study students. The Library recently put out a call for more nonfiction shelving volunteers and approached Quincy College about offering work-study hours for their students. Even with this assistance, there is a need for paid pages to ensure that this core task is accomplished efficiently, effectively and continuously.

Facilities

Elevator repairs and exterior lighting upgrades are substantially complete and there may be rebates available for the latter project that will reduce the final cost. The last 40 chairs purchased by the Foundation were delivered on February 11.

Services/Programs

A second Main Library collection neighborhood or “quarry” has been created for travel and world language materials on the second floor. Audio/visual formats will be added after additional shelving is moved into the area.

There are currently nine people on the waiting list for a literacy tutor, and eleven potential tutors have signed up for the spring literacy tutor training. Winter registration for Talk Time attracted 50 new students and there are 13 Talk Time programs running this winter. Five new Talk Time volunteer facilitators will also be training this winter.

Other

The TCPL Foundation is interested in raising funds to upgrade furnishings at the North Quincy Branch Library, pending final approval by the Trustees. Director Allen met with Mayor Koch to discuss library services and planning.

Ms. Allen met with library consultant Ruth Kowal to discuss approaches to strategic planning, in preparation for a new round of planning to be initiated later this calendar year, and attended an Urban Library Directors Roundtable at the Belmont library.

The library received another generous donation from the Quincy Rotary Club to purchase books for children in honor of the Club’s weekly speakers.

TCPL Foundation Liaison’s Report:

A planned giving seminar for the public is being held at the library on Wednesday, March 2. The board has selected Thursday, November 3, 2016 for their next major fundraising event, and would like to raise money to upgrade furnishings at the North Quincy Branch. The trustees expressed approval for this fundraising goal.

TCPL Friends of the Library Liaison’s Report:

No report.

Old Business:

Investment Committee Report

Ms. Mitchell reported on the committee’s January 21 meeting with investment advisor Lisa Matthews. The committee is satisfied thus far, given the state of the markets. The John A. Andrews trust bequest has been added to the Schwab gift account and invested. The trustees agreed that going forward, the committee should meet twice per year with Ms. Matthews, in October and April.

Food Service Contract

Ms. Allen reported that an amendment to the existing contract, as drafted by city solicitor Jim Timmins, has been signed by cafe proprietor Bilal Beydoun and trustee chair Griffin. The amendment establishes a month-to-month lease and guarantees six months' notice to end the agreement.

Annual Trustee Evaluation Survey

The survey results were reviewed and it was agreed to further discuss questions five, 17, 20 and 21 at the next regular meeting.

Furnishings for Literacy/ESOL Office

Ms. Reed moved and Ms. Mayyasi seconded that literacy trust funds be used to purchase new tables and chairs for the Literacy/ESL office and public programming space. The motion passed unanimously.

Revised Collection Development Policy

Ms. Mayyasi moved and Ms. Cahill seconded that the Collection Development Policy be approved as submitted. The motion passed unanimously.

New Business:

Ms. Allen presented a list of ideas for a supplemental budget request to be submitted to Mayor Koch for FY17. After some discussion, it was agreed that a final list should wait until the mayor gives specific budget instructions to department heads.

Adjournment:

The meeting was adjourned at 11:15 a.m. The next regular meeting is scheduled for Monday, March 14, at 9:15 a.m. at the Main Library.

Mary Reed
Secretary

Documents Distributed:

- Draft of Minutes from January 19, 2016 Trustees Meeting
- February Report on Trust Fund Accounts
- January Statement on Investments from Charles Schwab
- Summary of Trustee Evaluation Survey Results
- Library Department Supplemental Budget Request Priorities for FY2017