

**Thomas Crane Public Library  
Board of Trustees Meeting Minutes  
February 21, 2017  
Main Library Quincy Room**

**Call to Order:**

The meeting was called to order at 9:15 a.m. by Chair William Griffin.

**Trustees Present:**

Chair William Griffin, Tina Cahill, Corinne Mitchell, May Mayyasi, Diane Costagliola  
Absent: Vice-Chair Janet DiTullio

**Staff Present:**

Director Megan Allen, Collection Development Librarian Deirdre Sullivan

**Approval of Minutes:**

Ms. Mayyasi moved and Ms. Mitchell seconded that the January 17, 2017 minutes be approved as submitted. The motion passed unanimously.

**Treasurer's Report:**

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

**Collection Development Librarian's Report:**

Ms. Sullivan explained what it takes to build, balance and maintain an updated flow of reading, viewing and listening materials at the Library.

**Director's Report:**

*Staff*

There have been several internal promotions as a result of recent retirements, including: Therese Mosorjak as Head of Information Services & Special Collections; Jessie Thuma as Head of Circulation & Readers Advisory Services; Amanda Pegg-Wheat as Wollaston Branch Librarian; and Cathy deVeer as North Quincy Branch Librarian.

*Facilities*

Significant progress has been made on a couple of persistent maintenance issues. The mesh behind the Coletti building eyebrow windows has been permanently replaced, to prevent birds from getting into the building. The rotting door frame at the Wollaston Branch has been temporarily patched, again to prevent wildlife from entering the building. Some additional work was done to address leaks at the Main Library, although there continue to be problem areas.

*Services & Programs*

The library has added Kanopy to its video streaming options for Quincy residents. Kanopy provides free access to over 26,000 films on every subject imaginable and from leading producers such as Criterion Collection, The Great Courses, HBO Newsreel, PBS, BBC, and more.

This is a no-holds, no-waiting service similar to hoopla but with different content, much of which is not available anywhere else on the Internet.

The Reading Roundup early literacy program at the Adams Shore Branch has been temporarily suspended since January 2, as the Quincy Public Schools transportation department has not been able to provide bus service for this long-time after-school partnership with the Germantown Neighborhood Center. There are 30 Snug Harbor School 1<sup>st</sup> and 2<sup>nd</sup> graders participating this year, and the several much-needed new volunteers who responded to our call for additional volunteers in January are still standing by to participate as soon as the program can resume.

Assistant Director Cheever met with several representatives from the state Department of Mental Health to talk about ways of working collaboratively to better serve library patrons who present with a mental illness and who are experiencing homelessness.

**TCPL Foundation Liaison's Report:**

Ms. Cahill reported that the Foundation board of directors met in January 2017 and that it's 501c3 tax-exempt status has been reinstated by the IRS. Ms. Cahill also reported that they are instituting a fundraising plan for the North Quincy interiors upgrade project and that they will be presenting a planned giving workshop for the public this spring. Ms. Allen shared a list of library projects that the Foundation board agreed to fund during this fiscal year, including additional computers for the North Quincy Branch, early literacy tablets for the Adams Shore and Wollaston branches, and additional study carrels for the Main Library

**Friends of the TCPL Liaison's Report:**

Ms. Allen reported that the Friends recently received an unsolicited grant of \$5,900 from the Lincoln Family Foundation.

**Old Business:**

*Investment Report:*

Finance Committee member Ms. Mitchell reported on her recent meeting with investment advisor Lisa Matthews regarding Ms. Matthews move to another firm. Ms. Mitchell will continue to investigate the pros and cons of moving trustee funds and retaining Ms. Matthews as the trustees' advisor, and will provide an update at the March meeting.

*Strategic Planning Update:*

Ms. Allen reported that the draft goals, objectives, and values for the strategic plan will be presented at the March meeting.

*MOU Reviews:*

Ms. Cahill moved and Ms. Mitchell approved that the Memorandum of Understanding with the Foundation be approved without any revisions. The motion passed unanimously.

*CIP:*

No progress has been made on the Library's capital projects, as contained in the mayor's Capital Improvement Plan. The CIP is waiting for city council action.

*North Quincy Interiors Project Update:*

Ms. Mayyasi moved and Ms. Cahill seconded that the trustees will allocate up to \$7,000 to fund the Chestnut Street Studios furniture specification proposal as submitted. The motion passed unanimously.

*Budget FY2018:*

The Library budget's personnel lines will be increased by 2% to meet collective bargaining obligations, and Ms. Allen will be requesting some additional modest increases in expense lines to reflect anticipated and unavoidable cost increases. Ms. Allen will also be requesting a new van for the library, as the current one is 16 years old and in unsafe condition.

*Café & Food Service*

The trustees agreed to take up the issues of the Main Library café, and potential catering for private events, at the March meeting.

**New Business:**

*Conflict Of Interest Summary and Ethics Examination.*

Ms. Allen distributed copies of the Summary of the Conflict of Interest Law for Municipal Employees and the trustees signed Acknowledgement receipts. Ms. Allen will forward the link to the online ethics exam for each trustee to take, and asked trustees to bring their printed Certificate of completion to the March meeting.

Library Legislative Day

Ms. Allen reminded the trustees that this annual event will take place on Tuesday, March 7. Ms. Mitchell plans to attend with Ms. Allen.

**Adjournment:**

The meeting was adjourned at 11:06 a.m. The next regular meeting is scheduled for March 13, 2017 at the Main Library.

May Mayyasi  
Secretary

**Documents Distributed:**

- Draft of Minutes from January 17, 2017 Trustees Meeting
- February Report on Trust Fund Accounts
- January 31, 2017 Investment Statement from Charles Schwab
- Chestnut Street Studios Proposal February 10, 2017
- Summary of the Conflict of Interest Law for Municipal Employees