

Thomas Crane Public Library

Board of Trustees

Minutes of January 9, 2012 Board Meeting

Trustees Present:

Sandra McCauley, Chair; Harold Crowley; Mary L. Reed.

Staff Present: Harry R. Williams III, Director; Julie Rines, Supervisor of Children's Services; Diane Costagliola, Reference Staff.

Call to Order

Sandra McCauley called the meeting to order at 9:15 am in the Quincy Room at the Main Library.

Approval of Minutes for the Meeting of December 12, 2011

Mrs. McCauley asked for comments, additions, or corrections to the minutes of the December 12th Board meeting. Hearing none, Mr. Crowley moved and Ms. Reed seconded approval of the minutes. The Board unanimously approved the minutes.

Treasurer's Report

In the absence of Treasurer Lawrence J. Falvey, Jr., Mr. Williams presented the expenditures for the Literacy Account in the amount of \$243.52 for books. Mr. Crowley moved and Ms. Reed seconded to approve these expenditures. Mr. Williams then presented expenditures of \$162.74 from the Trust Accounts: \$12.74 from the Gift Account for a book and \$150.00 from Vergobbi for repairs to the grandfather clock in the administrative office. The latter will be restored as part of the next year's distribution from the Vergobbi Trust, which deducts costs to maintain the clock from the total available for distribution and pays that amount to the Library, then divides the remainder in two, providing half to Quincy High School and half to the Library. Mr. Crowley moved and Ms. Reed seconded to approve the Trust Fund expenditures.

Director's Report

Mr. Williams introduced Supervisor of Children's Services Julie Rines. Ms. Rines reported that she has been surprised at how busy the Children's Room has been – 127,590 circulations in the first half of the Fiscal Year, an increase of 15,113 which constitutes an entire month's worth on top of last year's rate. About three quarters of the items borrowed in the Children's Room are checked out using adult borrowers' cards. Particularly since the loss of Media Specialists, formerly known as School Librarians, in all but the High Schools, drop in visits have increased, both at the Main Library and at the Branch Libraries. Some of our online databases, particularly Gale's In-Context Databases, are clear and easy to use even for the children. We have less hardcover reference sets than in the past, and these make up for it. Ms. Reed asked what are the greatest challenges and Ms. Rines replied that the reductions in staff and funding have had a major impact on what we can offer. Mrs. McCauley suggested the Children's Room consider using interns. Mr. Crowley asked about problems with the photocopier in the

Children's Room, and Ms. Rines confirmed that this has been a problem, along with their color printer. Mr. Crowley then suggested getting price information and asking the Friends of the Library to consider donating a new color printer to help publicize our extensive programming, much of it paid for by the Friends. Mr. Williams added a bit about some of the Children's programs offered last month, and the staff's great job promoting them. One program featured the author reading Gwendolyn the Graceful Pig, with live dancers in a ballet to accompany the story. After the reading the audience joined the dancers to create their own dance, and experienced the joy of dancing with real ballerinas

Mr. Williams then reported on activities in the Departments. He shared Circulation Supervisor Will Adamczyk's quote, "What a difference a year makes." Last December saw some of our lowest monthly circulation figures in years, and this December had the highest in over six years; up sixteen percent from 2010 and twenty percent from 2006, during a month when we were closed more than usual and had extensive computer problems. Our computer network was offline for several days. The staff had to use a Standalone station, and then played catch up when the system went back online. A study of circulation by time of day revealed that Saturday is our busiest day; Afternoons are the busiest time of day; Mornings are the slowest shift, except after holidays; and Circulation is BIG on Mondays and drops off during week. During the summer, Friday afternoon is the busiest shift of the week, and Monday's numbers are far higher than during the school year. This seems to indicate that people adjust to the lack of summer Saturdays by coming in before and after the weekend. We had a 200% increase in eBook downloads since July and a 700% increase since last December and accounted for 10% of the total eBook usage in OCLN for December. "Everything" is up: use of Self-Serve holds pickup, the self checkout station as well, the number of holds and their fill rate, museum passes, and outreach delivery. The Reference Department is promoting Mango Languages, our new online foreign language tool, and exploring Omeka, an open source web-publishing platform for the display of library, museum, archives, and scholarly collections. We hope to use it for our historic Quincy photograph collection. The Acquisitions and Cataloging departments were busy sorting which gift books to keep and which to give to the Friends' bookstore, and reclassifying sections whose Dewey numbers were old and needed updating. This in addition to buying and cataloging 2,432 new items in December; 2,128 for the Main Library and 304 for the Branches. The Branches continue to offer a variety of programs. Adams Shore got a new copy machine and a book drop. Interlibrary Loan requests were 17% higher than the same month last year. IT/Systems Librarian Deb Rich attended week-long training in on Windows Server 2008, and spent days helping us recover from the loss of internet access after the City of Quincy switched ISPs. Deb also worked on our phones, printers and software. The Literacy Project expanded their computer curriculum, fundraising efforts, added a new "TV Night for Literacy Students," and additional Talk Time sessions. On February 2nd the MBLC will act on our FY2012 MAR waiver petition. Smoke and carbon monoxide detectors were installed at Wollaston, and we are working on the emergency lights. I have asked the Mayor's Office to assist with funding to install a new heating/cooling unit for the Dinegan Meeting Room at Adams North Quincy Branch.

Strategic Planning Process

Williams and Megan Allen met with each of the Supervisors individually to go over questions concerning their department, what changes they anticipate in the next 5 years and how this will influence the Long Range Planning Process. Megan worked with staff, particularly Will and Diane, to pull together the results of the observation project and the online and paper surveys. Diane and Megan put together an

incredible State of The Library document, as well as preliminary survey results, both of which are available for each Trustee at the meeting. The State of the Library was sent along with other information to the Community Planning Committee participants. The Trustees suggested this also be sent to Mayor Koch and every City Councillor, and be posted on the Library web site.

Old Business

Mr. Williams submitted a revised proposal for Summer Saturday Hours during Calendar Year 2012, using the cost of seasonal rather than permanent employees, as requested at the December meeting. He projected a “wages only” cost of \$2,090 each, or \$16,723 for 8 Saturdays. He pointed out the impact on service during the week, since not all the workers would be seasonal, and we need to give each regular employee a weekday off when they work on a Saturday. The Trustees thought this was still a higher than necessary cost and asked Williams to resubmit a proposal based on some of the “seasonal employees” being college students or interns.

As suggested at the last meeting, Mr. Williams asked for the City Solicitor’s assistance in responding to the letter from Secretary of State Galvin stating that the Thomas Crane Public Library Foundation, Inc. would have its Charter revoked unless filings for 2002-2011 are submitted by March 1, 2012. Pending this, it was suggested he also contact Brent Richardson, who was accountant for the Foundation when it was active.

New Business

The Old Colony Library Network sent an invitation to their Legislative Breakfast on February 15th at the Milton Public Library. Mr. Crowley will attend with Mr. Williams.

We will need new signatories for the Trust and Literacy accounts when Mrs. McCauley retires from the Board. Ms. Reed moved and Mr. Crowley seconded to add Mr. Crowley to the accounts. So voted.

Public Buildings requests Library pay \$5-6,000 for new heating/cooling system for the Dinegan Room at North Quincy Branch. Mr. Williams appealed to the Mayor’s Office. Would the Trustees be willing to pay? The Trustees asked him to continue seeking City funding for this, possibly from the Planning Department.

The historic sign on the front lawn has parts missing and needs renovation. Mr. Williams should pursue grant funding to take care of this.

Ms. Reed moved, and Mr. Crowley seconded, that the Board recognizes and thanks Mrs. McCauley for twenty years of dedicated hard work on behalf of the Thomas Crane Public Library. This was adopted unanimously.

Adjournment

The next meeting will be held on February 13, 2012 at 9:15 A.M. at the Main Library. Ms. Reed moved and Mr. Crowley seconded to adjourn. The meeting adjourned at 10:45 A. M.