



The BOARD OF LIBRARY TRUSTEES
THOMAS CRANE PUBLIC LIBRARY
40 Washington Street, Quincy, MA 02169

MINUTES OF THE MEETING OF JANUARY 15, 2013

QUINCY ROOM, MAIN LIBRARY

Trustees Present: Chair Harold Crowley, Treasurer Janet DiTullio, and William Griffin. Absent: Secretary Mary Reed and Tina Cahill. Library Staff: Director Harry R. Williams III, Assistant Director Megan Allen. Guests: Kristina Johnson, Director of Transportation Planning, City of Quincy.

Call to Order: Chair Crowley called the meeting to order at 6:00 pm. The Chair asked for approval of the Minutes the December 10, 2012 meeting. Motion to approve was offered by Trustee Griffin, second by Trustee DiTullio. Motion passed. The Chair asked for approval of the Minutes of the Special Meeting of June 25, 2012. Motion to approve was offered by Trustee Griffin, second by Trustee DiTullio. Motion passed.

New Business – Adams Green: The Chair suggested taking the first item of New Business out of order and all agreed. Kristina Johnson, Director of Transportation Planning for the City of Quincy, gave a Project Briefing on Adams Green – Phase One. Project plans and artists renderings showed the extent and the intent of the project. Phase One involves preparing the infrastructure needed for construction of the Park space, amenities and interpretive elements that will comprise Phase Two. She then explained that the City is seeking from the Library the “Right of Entry” for the Department of Transportation and their contractors via a Temporary Easement that would allow equipment and materials to be placed on delineated Library property. Ms. Johnson assured the Trustees that such an easement can be revoked at any time, and no interference with access to the Library can take place at any time. The Trustees said they would confer with the two absent members and reply in the next couple of weeks.

Treasurers Report: The Treasurer reviewed the trust expenditures to be approved by the Board. A motion to accept the Treasurer’s Report was offered by Trustee Griffin, second by Trustee DiTullio. The motion carried.

Director’s Report: The Children’s Department’s Saturday Story Time serves about 25 children and parents, with a translator to include Chinese stories and songs into each session. Special programs included The Snow Princess, Mad Science and Snowflake crafts. We reconfigured the public computers in the children’s room, making the arrangement more compact and creating space for the new print station. The Early Literacy station was moved closer to the picture book area and the second station was set up.

The Circulation Department has been adjusting to life without Will Adamczyk. Gina DiPietro has done a wonderful job keeping everything flowing.

The Reference Department added a link to our newly digitized high school yearbooks, on our website at <http://thomascranelibrary.org/digital-yearbooks>.

The Acquisitions Department purchased, and the Catalog Department prepared, 1,771 new items in December, 305 at the Branches and 1,466 at the Main Library. Using reports from OCLN and CollectionHQ we order additional copies of high demand books and DVDs each month. Both departments joined Reference and Circulation to divide and take care of the tasks performed by Will Adamczyk until the new Coordinator is in place. We ordered more e-books knowing that more patrons would be getting e-readers over the holidays.

The Systems/Technology Department's new assistant, Henry Cheung worked with Deb Rich setting up the new print system in Children's, replacing all the Circulation workstations, tweaking the wireless, setting up the second Early Literacy station in the Children's Room, and moving the Staff workstation in Richardson to its temporary location.

The Inter-Library Loan Center had its first drop in monthly borrowing requests since Quincy began MLS operations, with 3% fewer requests.

The Literacy program is replacing "TV Night" for English as a Second Language students with an "ESL Movie Morning." Conversation groups meet at the main library, the Quincy YMCA and the Germantown Training Room. A new process of holding in-person registration in the Atrium enrolled 45 new students.

Budget and Funding: We need to send Citizen's Bank paperwork for new signatory for the Board of Trustees accounts, for after I retire. The Board of Library Commissioners will vote on our Municipal Appropriation Requirement waiver application at their February 7th meeting. At their January meeting they reviewed waiver requests from ninety two applicants, the least since 2009. Of the ninety two, we are among seventy that had budget increases. Five were level funded, and seventeen had budget reductions. A recent post indicated that "The Concord Free Public Library Corporation seeks qualified candidates for the position of Director of Development. Salary: \$40 to \$50 per hour."

Personnel: Megan Allen and I had meetings with the Circulation staff and the Reference staff to discuss the new Coordinator of Adult & Young Adult Services position and answer questions and concerns. We interviewed three in-house applicants and selected Inter-Library Loan Supervisor James Jaquette for the position. We would like to retain Pat Sordill for team building training for Staff Development Day. I recommend the cost be paid from the Vergobbi account. Assistant Director plans to attend the Center for Nonprofit Success' Leadership Session on Board Development.

Buildings & Grounds: Mayor Koch is still pursuing installation of new fixtures and lights in the Coletti Building, and considering replacement of the worn carpeting in the Main Library. He arranged for extensive cleaning and maintenance work to prepare the Richardson Room for the Mid-Term Address on January 7th. The massive service desk was dismantled and a temporary desk was set up by the steps to the Aiken wing. Kristina Johnson of the Planning Department asked to address the Trustees about a request for temporary easements for Adams Green Phase One. Art expert John Arapoff inspected the large copy at the Wollaston Branch of "Helping

Hand,” a widely reproduced 1881 painting by Emile Renouf. We determined that it was painted in 1903 by Connelly. He is seeking an estimate of its resale value from an auction house. It should be cleaned and restored, whether we sell it or keep it. It is a very accurate reproduction and the ornate frame also has some value. The deadline for bids for work on the historic doors was January 9th. Architect James Edwards and I led a walk through on December 28th and were very surprised when no bids were submitted! He and the Purchasing Officer hope to negotiate the work to be done by a qualified contractor, since the bidding process was not fruitful.

Security: Quincy Police Chief Keenan has appointed Custodians John Marsters and Kenneth Ryan “to serve as Special Parking Constables for the purposes of writing parking tickets on or near library property.” In the five weeks since the last Trustees Meeting we have issued 27 No Trespass orders, with six issued one day, including five for fighting in a melee on January 8th. Many of those “trespassed” have long and violent police records. This is a disturbing increase in serious patron behavior issues and harassment of staff members, including the threat of violence. The Quincy Police Department continues to cooperate in our efforts to deal with these challenges. Director’s Report submitted by Harry R. Williams III, Library Director.

Strategic Planning Process: No new business.

Friends of the Thomas Crane Library: Chair Crowley reported the Friends Board met last week.

Old Business: Thomas Crane Public Library Foundation – No new business.

Review of Trust – Director Williams is awaiting a reply from the City Solicitor to his request for a recommendation to the Trustees of an attorney who could provide legal counsel regarding the restrictions and modifications of trust accounts, or guidance in selecting such an attorney.

Procedure for Selecting the Library Director – The Search Committee will include the Trustees; two staff representatives, one from the Union and one Supervisor; the Friends’ President and the City’s Human Resources Director or his representative.

New Business: Appointment of Acting Library Director – Trustee DiTullio moved and Trustee Griffin seconded that Assistant Director Megan Allen be appointed Acting Library Director effective February 1, 2013. The motion carried unanimously. Mr. Williams will notify the City.

Staff Development Day – March 27th. Assistant Director Allen described Pat Sordill, a trainer to work with the staff on team building and preparing for change. Trustee Griffin moved and Trustee DiTullio seconded that Ms. Allen be authorized to negotiate with Ms. Sordill for up to \$2,000 for the training, to be paid from the Vergobbi Account.

Board Development – Trustees are invited to join Ms. Allen for the Leadership Session on Board Development.

Reception for retiring Library Director – Chair Crowley proposed that the Trustees hold a reception for Mr. Williams in the Richardson Room 11:00 AM to 1:00 PM on January 28th.

Review of Applications – today was the deadline for Library Director Applications. The Trustees reviewed the nine applications received and identified four candidates to be interviewed

by the Selection Committee. Interview dates will be established after polling the committee members regarding their schedules.

Adjournment: Meeting adjourned at 8:55 PM. Next meeting will be February 11, 2013 at 9:00 AM in the Quincy Room at the Main Library.

Minutes Respectfully Submitted by Library Director Harry R. Williams III