

**Thomas Crane Public Library  
Board of Trustees  
January 13, 2014**

**Call to Order**

The meeting was called to order at 9:19 a.m. by Chair Harold Crowley.

**Trustees Present**

Chair Harold Crowley, Janet DiTullio, William Griffin, Mary Reed, Tina Cahill

**Others Present**

Director Megan Allen, Assistant Director Clayton Cheever, North Quincy Branch Librarian Jessie Thuma

**Approval of Minutes**

Ms. Reed moved and Mr. Griffin seconded that the December 9, 2013 minutes be approved. The motion passed.

**Treasurer's Report**

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

**Director's Report**

*FY2014 Review*

With the first half of the fiscal year just concluded, the numbers show a 4% increase in the circulation of traditional materials (books, DVDs, CDs, magazines), a 30% increase in the circulation of ebooks, and a 3% increase in museum pass usage in comparison to the first half of FY2013.

*Activities & Initiatives Update*

The Main Library computer classroom will no longer be used as an open public computing area as of this week. In the interests of better customer service and improved safety, all public computing services will be provided in the main service area on the second floor. Additional machines will be added in this area to accommodate demand. Various policies are currently or will soon be under review by management and front-line staff, including borrowing, rules of conduct, and computer use policies. The new technology plan is nearly complete.

*Staff*

The addition of a full-time security officer at the Main Library has had a very positive impact on the environment for both customers and staff, and Quincy police already report fewer calls to the building. Several staff members have recently been singled out by customers for providing excellent service, including Cathy deVeer, Heidi Peng, and Amanda Pegg-Wheat. Custodians John Marsters, Kevin Mele and Tony DeFelice toiled for many hours on Friday, January 3, to remove snow at all locations, making the Main Library and the North Quincy Branch ready to reopen on Saturday and the other branches on Monday. Planning for the second annual Staff Day

on March 27 is in progress. Several staff members will be attending the biannual Public Library Association conference, this year in Indianapolis. Ms. Allen and Mr. Cheever attended a very useful training for city supervisors on workplace discrimination.

### *Facilities*

A Community Preservation Act grant to restore the hanging light fixtures in the Coletti building reading room has been submitted. The historic door restoration project is still in process. The Wollaston Branch “Helping Hand” painting will go out for cleaning and restoration this month.

### *Media Coverage*

The library will be included in WATD radio’s second “Love Your Library” series during the week of February 7 to 14. The library will also be featured in an illustrated story about libraries in next month’s issue of South Shore Living. The library also received a mention in a Boston Globe (Sunday, 12/15/13, New England Literary News) article about a new book titled The Library: A World History. The Crane library was one of 82 libraries in 21 countries selected for inclusion; copies of the book have been purchased for the library’s collection.

### **North Quincy Branch Librarian’s Report**

The North Quincy Branch is averaging 110 visitors on Saturday mornings and this number is expected to rise as more people realize that the branch is now open these additional hours. The addition of an additional employee at the branch has allowed staff to work on important collection management, programming and outreach projects. On average, 265 patrons visit the branch every week day afternoon. The small study rooms are used by over 150 people every month, most of them teens. Several school groups regularly visit the library as well. The collection of Chinese language books is a valued local resource. Teen programs and attendance have soared in the past couple years, as has participation in the teen volunteer p

### **Friends of the Thomas Crane Public Library**

Ms. Cahill attended the most recent Friends executive board meeting to provide an update on TCPL Foundation activities and to recruit a member to serve on the Foundation board.

### **Thomas Crane Public Library Foundation**

The Foundation board, led by Ms. Cahill, is working on board development, with several people now interested in joining the board. There is about \$14,000 in the Foundation account before any active fundraising has even taken place. A late February board meeting with new members is projected.

### **Old Business**

#### *Discussion of Trust Account Banking Options & Quincy Credit Union Account*

The Quincy Credit Union account was closed and the money placed in a new Citizen’s Bank sub account for the literacy program. Banking alternatives will be reviewed at another meeting.

*Director Evaluation Process Review*

Ms. DiTullio presented an update on the process. The subcommittee will meet again with the director in February.

*New Trustee Orientation Update*

Ms. Allen distributed a draft New Trustee Orientation Plan for review. The February meeting was rescheduled to an evening time slot to make it easier for new trustees to attend.

**New Business**

*OCNL Legislative Breakfast*

Ms. DiTullio moved and Ms. Reed approved a contribution of \$50 to support the fourth annual Old Colony Library Network legislative breakfast on February 6. The motion passed.

*FY15 Budget Discussion*

The consolidation of statewide interlibrary loan (ILL) services by the Mass. Library System means the end of the library's contract to provide these services on June 30, 2014, and the elimination of the library's \$250,000 regional budget. A portion of that budget currently supports non-ILL staffing and services, so additional funding in the city budget will be required to sustain the current level of service to Quincy residents. A more in-depth discussion will be held at the next meeting.

**Adjournment**

The meeting was adjourned at 11:00 a.m. The next regular meeting is scheduled for Wednesday, February 19, 2014 at 7:00 p.m. at the Main Library.