

**Thomas Crane Public Library
Board of Trustees Meeting Minutes
January 12, 2015
North Quincy Branch Library**

Call to Order

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

Trustees Present

Chair William Griffin, Tina Cahill, Mary Reed, and Janet DiTullio; Absent: Maria Cataldo-Cunniff

Staff Present

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

Approval of Minutes

Ms. Reed moved and Ms. DiTullio seconded that the December 8, 2014 minutes be approved as submitted. The motion passed unanimously. Ms. Reed moved and Ms. DiTullio seconded that the December 16, 2014 minutes be approved as submitted. The motion passed unanimously.

Treasurer's Report

Ms. Reed moved and Ms. DiTullio seconded that the January Treasurer's report and trust expenditures be approved as submitted. The motion passed unanimously.

Branch Librarian's Report

Branch Librarian Thuma reported increased usage since the addition of new hours in October 2013. Attendance has increased 24% and circulation of materials has increased 37% since FY2011. Now that the branch is open on Tuesday evenings as of September 2013, Branch Children's Librarian Cathy deVeer is offering a well-attended Tuesday evening storytime program. The new early literacy computer is also being used to full capacity. New library visitors taking advantage of the additional Saturday morning and Tuesday evening hours include younger adults and senior citizens.

Director's Report

Facilities

The Community Preservation Grant-funded light fixtures in the Main Library reading room were installed in early January. The exhibit panels were removed in conjunction with this installation and will be given to Quincy Public Schools; shorter and more portable replacement panels are on order which will provide about half as much exhibit space, as most exhibits did not fill the previous panel space. Director Allen is looking into movable shelving to add capacity to the reading room.

Ms. Allen is in the midst of seeking proposals for a variety of facility projects, including re-upholstering and repairing worn furniture; new furniture for the Main Library teen space; an upgraded Main Library door access system; and electrical work needed to remove two obsolete

large computer tables and a tactile map table from the Main Library first floor. Ms. Allen will also be developing a list of library facility capital projects to be considered for the five-year capital plan cited by Mayor Koch in his recent midterm address.

A reply was received from the owner of 54 Holmes Street regarding tenant parking in the North Quincy Branch lot. Ticketing of non-library visitor cars parked in the lot during library hours will begin this month.

Staff News

Building Custodian Tony DeFelice and Senior Reference Librarian Mary Clark will both retire at the end of January. Acquisitions Librarian Rita Seegraber will retire at the end of April. Security Officer Brendan Foley resigned at the end of December and a successor will likely be hired by February 1. Library Intern Theresa Tangney was promoted to Adult Services Librarian effective January 1 upon completion of her library science degree. Senior Library Assistant Dorothy Cronin has been promoted to Library Intern upon commencing work towards her library science degree this month.

Services

Statistics gathered for the first half of FY2015 show that circulation of physical materials has declined slightly at the Main Library and Adams Shore Branch compared to the first six months of FY2014; circulation for the same period was flat at Wollaston and up slightly at North Quincy. Circulation of Overdrive ebooks and eaudiobooks has almost doubled and circulation of Zinio emagazines has declined. The number of patrons who have signed up to use the library's hoopla streaming media service since it was launched in May 2013 now stands at 608.

Coordinator of Children's Services Julie Rines is working with the South Shore YMCA to arrange group visits to the library for their afterschool programs. Two new early literacy initiatives will be launched soon: Every Child Ready to Read and 1000 Books Before Kindergarten.

English Talk Time was featured in an article in the Patriot Ledger in November 2013. Beginning in January and February respectively, the library will offer a co-sponsored conversation class with the Germantown Community Center and a co-sponsored evening class with Quincy Asian Resources.

Upcoming Events

The Old Colony Library Network annual legislative breakfast will be held in the Main Library community meeting room on Friday, February 6, from 7:30 to 9:00 a.m. This year's Library Legislative Day is scheduled for Wednesday, April 1. The library's second annual volunteer recognition event will be held on Saturday, April 25 from 2:00 to 4:00 p.m. Director Allen is planning to attend the annual American Library Association conference in San Francisco in June.

TCPL Foundation Liaison's Report

Ms. Cahill reported that the Foundation board is continuing to work towards their kickoff fundraising event scheduled for Friday, May 8. They are also working on basic governance

matters and focusing their board composition efforts based upon known strengths and opportunities.

TCPL Friends of the Library Liaison's Report

Ms. DiTullio reported that the Friends' bookstore is continuing to do well, and that the Friends may be selling some vintage Baker chocolate boxes to benefit the library.

Old Business

Trust Account Management

Ms. Cahill moved and Ms. Reed seconded that the trustees engage Registered Financial Advisor and Investment Manager Lisa K. Matthews of Winslow, Evans, and Crocker to manage the Thomas Crane Public Library trust accounts and investments. The motion passed unanimously. Ms. Reed and Mr. Griffin will work with Ms. Matthews on a contract proposal and develop an investment policy once a contract is signed. Director Allen will initiate the process with Ms. Matthews and ask her to send a proposed contract to Mr. Griffin.

Gifts and Donations Policy

The draft policy, distributed at the December 8 meeting, was reviewed and discussed. Ms. Reed moved and Ms. DiTullio seconded that the policy be approved as proposed. The motion passed unanimously.

TCPL Foundation Fundraiser Event

Ms. DiTullio moved and Ms. Reed seconded that the trustees approve use of the Main Library for the Foundation fundraiser on May 8, 2015. The motion passed unanimously.

Old Colony Library Network Legislative Breakfast

Ms. Cahill moved and Ms. Reed seconded that the trustees contribute \$100 to support this event. The motion passed unanimously.

New Business

Revised Objectives Proposal

A proposal to revise four of the library's annual strategic objectives was presented for discussion at the next meeting.

Private Event Policy

A draft policy modeled on Boston Public Library's policy was presented for discussion at the next meeting.

Regular Meeting Time Discussion

Discussion of this topic was deferred until the February meeting, when any new trustees have been appointed.

Memorandums of Understanding with Friends and Foundation

Director Allen was recently informed by the Mass. Board of Library Commissioners that library trustees should have MOUs in place with Friends groups and Foundations. Sample MOUs were provided for discussion at subsequent meetings, and the Friends and Foundation boards have

been or will be alerted. Ms. Allen will work with all parties to develop suitable MOUs over the next few months.

Investment Policy

Sample investment policies were distributed for future review and discussion.

Trustee Openings

There will be two openings on the board as of February 1. Two potential candidates have been identified and expressed interest, and have been or will be referred to the mayor for consideration.

Adjournment

The meeting was adjourned at 11:50 a.m. The next regular meeting is scheduled for Monday, February 23, 2015 at 9:15 a.m. at the Main Library.

Mary Reed

Secretary

Documents distributed:

- Draft of Minutes from December 8 and 16, 2014 Trustees Meetings
- January Report on Trust Fund Accounts
- Letter dated 12/27/2014 from Mary Johnson
- Early Literacy Initiative Information Sheet
- Draft Gifts and Donations Policy
- Objectives Revision Proposal
- Draft Private Events Policy
- Email and Sample MOUs for Friends and Foundations
- Sample Investment Policies