

**Thomas Crane Public Library
Board of Trustees Meeting Minutes
January 19, 2016
North Quincy Branch**

Call to Order

The meeting was called to order at 9:17 a.m. by Mr. Griffin.

Trustees Present

William Griffin, Janet DiTullio, Corinne Mitchell and May Mayyasi. Absent: Tina Cahill and Mary Reed

Staff Present

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

Approval of Minutes

Ms. DiTullio moved and Ms. Mitchell seconded that the December 14, 2015 minutes be approved as submitted. The motion passed unanimously.

Treasurer's report

Ms. Mitchell moved and Ms. DiTullio seconded that the January 19, 2016 Treasurer's Report and trust expenditures be approved as submitted. The motion passed unanimously.

North Quincy Branch Librarian's Report

Ms. Thuma reported on the achievements of the staff at the branch with the support and involvement of volunteers from the community, especially teens, and the challenges presented by its limited facility, hours and staffing.

Director's Report

Staff

Senior Library Assistant Galen Cunniff has resigned after 14 years of service to take a position at the Scituate Town Library. Acquisitions Assistant Claire Brennan will retire as of April 8 after more than 21 years of service. These departures will provide opportunities for current part-time employees to move into full-time positions, and will open up some part-time opportunities for new hires.

Facilities

The smaller Main Library elevator has undergone several repairs over the last month or two and the problems seem to have been resolved. A fire in the elevator panel has disabled the larger elevator and the Public Buildings Dept. is addressing that issue as well. The fire occurred at 8:15 p.m. on Thursday, January 14, triggering the fire alarm and a building evacuation, which went relatively smoothly, with very quick response from the Quincy Fire Department.

The final 40 new chairs for the Main Library are due to be shipped before the end of January, completing this successful first fundraising project of the TCPL Foundation.

Walter Macdonald of the Public Buildings Dept. has received a quote to upgrade and improve the exterior lighting at the Main Library; the cost of the project will require doing it in phases, unless the trustees are interested in sharing some of the expense. Currently, the pathways around the Coletti and Richardson buildings are very dim after dark due to ineffective and poorly placed fixtures, creating concern about pedestrian safety.

Ms. Mitchell moved and Ms. Mayyasi seconded that the Trustees contribute a one-time-only amount up to a maximum of \$4,000.00 to finance part of the exterior lighting project. The motion passed unanimously.

Services/Programs

Overall circulation of physical materials for the first six months of FY16 compared to the first six months of FY15 showed a slight decline, primarily for adult materials. Circulation of children's materials continued at about the same level. Circulation of digital resources continues to increase.

Participation in the 1,000 Books Before Kindergarten reading incentive program continues to grow steadily, with 100 participants signed up at the end of December. Those who have joined are obviously taking the challenge to heart as 6,000 books have already been recorded.

The Old Colony Library Network is now providing an online bill payment option for library users to pay overdue and other charges via a credit card.

Other

The TCPL Foundation is planning to launch a second major fundraising initiative in late 2016, to support a high-priority service project. Two potential candidates are creating a multi-age creativity and learning space in the Main Library computer classroom, and upgrading furnishings and fixtures at the North Quincy Branch Library. The availability of matching grant or city funding would be needed for both projects.

TCPL Foundation Liaison's Report

No report.

TCPL Friends of the Library Liaison's Report

Ms DiTullio reported that Friends President Diane Dopp is finalizing the process to establish organization's 501(c) (3) tax status. Sales from the Bookstore are exceeding expectations and consistently bringing in at least \$500 every week.

Old Business

Investment Committee Report

The Schwab statement for December 2015 was distributed. The Investment Committee is meeting next on meet January 26, 2016

Private Event Rentals & Food Service Contracts

The café agreement renewal language is under review by the City Solicitor and the architect at CBT, Inc. has not yet completed the room capacity recommendations.

Proposed Objective Revisions for FY16

Ms. Mitchell moved and Ms. Mayyasi seconded that the proposed Objective Revisions for FY16 be approved. The motion passed unanimously.

Annual Trustee Evaluation Survey

Ms. Mayyasi moved and Ms. Mitchell seconded to revise the answer choices for all but the final question in the survey that was conducted in 2013, and then to re-administer the survey to the current Trustees. The motion passed unanimously. A link to the revised online survey will be sent to each Trustee.

Furnishings for Literacy/ESOL Office

Ms. Mitchell moved and Ms. Mayyasi seconded that the Trustees expend \$15,657 from the Literacy Account to purchase furnishings for the new Literacy/ ESL office. The motion passed unanimously.

New Business

A draft of a revised Collection Development Policy was distributed. The policy will be discussed and voted on at the next meeting.

Adjournment

The meeting was adjourned at 11:29 a.m.

Documents Distributed:

- Draft of Minutes from December 14, 2015 Trustees meeting
- January Report on Trust Fund Accounts
- December Statement on Investments from Charles Schwab
- Proposed Objective Revisions for FY16
- Annual Trustee Evaluation Survey Form
- Revised Collection Development Policy