

Thomas Crane Public Library
Board of Trustees Meeting Minutes
January 8, 2018 at the North Quincy Branch Library

Call to Order:

The meeting was called to order at 9:35 a.m. by Mr. Griffin.

Trustees Present:

Tina Cahill, Diane Costagliola, May Mayyasi, Corinne Mitchell, and William Griffin
Absent: Janet DiTullio

Staff Present:

Director Megan Allen, Assistant Director Clayton Cheever, North Quincy Branch Librarian
Cathy deVeer

Approval of Minutes:

Ms. Mitchell moved and Ms. Mayyasi seconded that the December 11, 2017 minutes be approved as submitted. The motion passed unanimously.

Branch Librarian's Report:

Ms. deVeer gave a tour of the branch and distributed a report on branch activity during FY2017.

Treasurer's Report:

Ms. Mayyasi moved and Ms. Cahill seconded that the January 2017 Treasurer's Report of trust fund income and expenditures be approved as submitted. The motion passed unanimously.

Director's Report:

Staff

Children's librarian Gail Columbare will be retiring in May, after the conclusion of spring storytimes.

Senior Library Assistant Heidi Peng will be transferring into the Technical Services Library Assistant position left open by Trung Nguyen's retirement in February.

Facilities

CBT, Inc.'s proposal for the Main Library space planning project has been accepted, and work will commence before the end of January.

Public Buildings Commissioner Paul Hines has been contacted for an update on library CIP projects, including the North Quincy carpeting and the Main Library security upgrade.

Strategic Plan Updates

The management team finalized organizational competency initiatives for the period of the new Strategic Plan, with an ambitious list of project and activities to tackle in the first two years, some of which are already well underway.

Other

An RFP for public computing service is being finalized; a vendor will be selected before the current contract expires in February.

A request has been made to the mayor's office for funding assistance for materials, to help the library fully comply with the state's materials expenditure requirement for FY18, and for the space planning contract with CBT, Inc. A request to use Comcast money designated for the library to fund public computing services for the next three years, and to upgrade self-check service, has also been made.

A draft supplemental budget request for FY2019 has been prepared for the trustees' review.

TCPL Foundation Liaison's Report:

Ms. Costagliola reported that the fundraiser for North Quincy is still planned for April 27. Pamela Linskey was elected president and additional directors are being actively sought. The Foundation has also launched a new website.

TCPL Friends of the Library Liaison's Report:

No report.

Old Business:

Investment Committee Report

The November Charles Schwab Investments Report Summary was distributed. The Investment Committee will meet on January 22 at 10:00 a.m.

Revised Volunteers in the Library Policy

Ms. Mayyasi moved and Ms. Mitchell seconded that the revised Volunteers in the Library Policy be approved as amended. The motion passed unanimously.

New Business:

FY2019 Budget Request

Ms. Allen distributed and discussed proposed funding increases for FY2019.

Adjournment:

The meeting was adjourned at 11:28 a.m. The next regular meeting is scheduled for Monday, February 12 at 9:15 a.m. at the Main Library.

Documents Distributed:

- Draft Minutes from the December 11, 2017 Trustees meeting
- FY2018 Citizens Bank Trust Fund Income and Expenses Summary to Date (1/8/18)
- North Quincy Branch 2017: A Year of Changes
- TCPL Organizational Competency Initiatives 2018-2022
- Literacy Matters Newsletter, Winter 2018
- TCPL Proposal for Space Planning Services (CBT, Inc. 12/7/17)
- Charles Schwab Accounts Monthly Report, November 1-30, 2017
- Library Department Supplemental Budget Request for FY2019 (1/5/18 draft)