



THOMAS CRANE PUBLIC LIBRARY

Draft: MINUTES OF BOARD OF TRUSTEES MEETING

June 11, 2012

Trustees Present: Chair Harold Crowley, Treasurer Janet DiTullio, Secretary Mary Reed, Tina Cahill. Trustees Absent: William Griffin. Library Staff Present: Director Harry Williams III, Diane Costagliola. Guests Present: City Councillor Brian Palmucci.

Call to Order: Chair Harold Crowley called the meeting to order at 9:15am.

Approval of Minutes of May 14, 2012: Chair Crowley called for a vote to approve the minutes of May 14, 2012. Motion to approve by Trustee DiTullio, Second Trustee Cahill. The minutes were approved with one correction.

The Chair asked for approval to take the agenda out of order - Motion Seconded and approved.

New Business - City Councillor Brian Palmucci: Councillor Palmucci was introduced to the Trustees. He suggested we seek a Revolving Fund. Trustee Crowley gave an update on our planning process, the Bookstore, branch hours and issues related to the budget and Library Fees. Trustees thanked Councilor Palmucci for his support of the Library.

There was consensus by the Trustees to meet with Mayor Koch over the summer to discuss items related to the Library's operating budget for the next fiscal year.

Report of the Treasurer: Mr. Williams presented the expenditures from the various Trust accounts and Literacy checks. After review, discussion and signing, a motion was made by Trustee Reed to approve all Trust Fund Expenditures as presented. A second was offered by Trustee DiTullio. Chair Crowley stated some expenses related to conferences, and travel should be taken from the Library's operating budget, not Trust Funds.

Ms. Reed requested a review of all the Trust Fund Portfolio for the September meeting. A report on the Trust Account managers and their role was also requested. Mr. Williams agreed to have the documents available for the September meeting.

Cataloging Department: Chief Cataloger Claudia Shutter gave an overview of the Cataloging Department. The overview was followed by a short Question and Answer session by the Trustees.

Report of the Director:

In The Departments: 300 students from 16 K – 4 classes visited the Children's Room in May, with more to come in June. Sparky's Puppets had over 100 adults and children. Our web site

has over 70 summer programs for online sign-ups and the Quincy Public School summer reading lists. All 4 locations are decorated for the Dream Big summer reading program. The Friends have agreed to purchase an AWE Early Literacy Station with learning programs for toddlers to about 8 years old, an audience targeted as a result of the Strategic Plan.

Last year Quincy native Wayne Miller donated a hand-held scanner to the Reference staff. They had admired his scanner when he came from Maryland to do research for a book. Last month he returned to donate a signed copy of *Fore River Shipyard, a History in Postcards*, with beautiful color illustrations. We are putting it in the Quincy Room collection. Just after that he signed a contract for Arcadia Publishing to produce the book as part of its Images of America series. I have requested a proposal from the KenMark Company for a copier/printer service agreement similar to the one with CopyData.

We purchase eBooks from Overdrive Advantage, and will be subscribing to Freading. Their collection of eBooks allows multiple users with no holds or waiting lists for over 22,000 books.

1,086 new items were cataloged in May; 888 for the Main Library and 198 for the branches.

Systems Librarian Deb scrambled to repair crashed staff computers, and updated all staff computers to Windows 7. She worked with Megan putting together statistics for today's meeting demonstrating the high use of the Main Library facility, especially at night. We received only one proposal for our wireless expansion project, and expect Ockers to begin this month. Deb, the Reference staff and Megan are exploring how we might the Computer Lab to its full potential.

Inter-Library Loans are up 15% (borrowing) and 48% (lending) over last year. ILL Librarian Jim Jaquette and Megan and I met with Massachusetts Library System's Executive Director and Assistant Director and Consultant Ruth Kowal to discuss the future of unmediated ILL in the Commonwealth. There is a possibility that the MLS would bring ILL services in-house, phasing out the services currently offered by the Quincy and the Wellesley ILL centers.

Tutors helped 34 Literacy students to develop stories for the yearly journal. 100 copies were distributed and the journal will be posted on the website. 85 people attended the LVM-Quincy Recognition Ceremony on May 17th. Talk Time has 7 weekly conversation groups – 6 on weekday mornings and 1 on a weekday afternoon. 2 college students and an ESL teacher from Quincy College will help offer programs this summer. At a new program, Talk Time-TV Night, students and volunteers watch and discuss an American sitcom. This meets frequent requests for greater exposure to colloquial English spoken by native speakers. The Friends Bookstore continues to be a very popular place for Talk Time meetings.

Personnel: The temporary senior library assistant, interlibrary loan finished her assignment at the end of the maternity leave of the employee she filled in for. Circulation and Reference Supervisors have interviewed candidates for the "Senior Library Assistant – Bilingual" job opening that requires fluency in Chinese.

Professional Activities: Two staff members attended "The Future of Resource Sharing" in Worcester. I wrote thank you letters to several book donors, and welcomed guests to the Stellwagen Bank (and 80th birthday party for Leo Kelly) and Words of Wisdom events. I attended a Mass. Library Association Legislative Committee meeting in Watertown. The

Mayor's Director of Operations gave me the current balance in the "25% Cable" account, which we need to pay our Old Colony Library Network membership fee.

Community Outreach: Chairman Crowley and I attended the lighting of the Bell Tower at the Church of the Presidents. Megan Allen, her family, and I attended the Quincy Asian Resources, Inc. community banquet. I attended the DPW Open House and awards event.

Buildings & Grounds and Security: The Wollaston Garden Club wants to purchase, install and decorate around a granite stone in the plot in front of the Atrium. The Friends of the Library have agreed to split the cost with the Garden Club, subject to approval by the Trustees.

Two groups of staff met with Lieutenant Minton and three other members of the Quincy Police Department to refine procedures for No Trespass notices and improve communications.

We are awaiting approval from the Mass. Historical Commission of our plan to use a new Community Preservation Act grant to restore the historic doors in the Richardson and Coletti buildings. Architect Jim Edwards and the staff of Holmes & Edwards, Inc., prepared the drawings that will accompany the request for bid proposals. We met with "wood guru" Frank Tarzia in May to evaluate which doors can be resurfaced and which needs to be reconstructed.

Submitted by Harry Roger Williams III, Library Director

Strategic Planning Report: The document was reviewed and discussed by the Trustees; several areas were noted for correction. A motion to approve the document pending corrections was made by Trustee Reed a Second was offered by Trustee DiTullio.

Old Business – Thomas Crane Library Foundation: A formal meeting will be held on June 25, 2012 to discuss the Structure, Trustees Cahill and Reed will conduct preliminary research on other Library Foundations.

Old Business – Social Medial Policy: the Social Media Policy for the Thomas Crane Library was reviewed and approved.

Old Business – Cori Checks for Volunteers: Director Williams reported that the process is moving forward. There will be a formal update at the September meeting. Director Williams is the Library's designee for the Crane Library Cori Checks.

Old Business – Branch Librarian Resource Sharing: Update to be reported at the September meeting.

Old Business – Options For Evening Hours at the Branches: The Trustees reviewed and discussed Director Williams report on Branch Hours. It was determined that the report was insufficient to meet the Trustees request. Chair Crowley, requested Director Williams to develop a new proposal to submit to the Trustees at the June 25, 2012 meeting.

New Business – Granite for the Garden: Wollaston Garden Club and the Friends of the Library offer "granite for the garden". The proposal was accepted by the Trustees, Motion by Trustee Cahill, second offered by Trustee DiTullio.

Adjournment: Chair Crowley moved to adjourn the meeting. Trustee DiTullio seconded. The meeting was adjourned at 11:00am.