

# **Thomas Crane Public Library**

## **Board of Trustees**

### **Minutes of June 13, 2011 Board Meeting**

#### **Trustees Present**

Sandra McCauley, Chair; Harold Crowley; Janet DiTullio; Mary L. Reed

Staff Present: Harry R. Williams III, Director; Will Adamczyk, Circulation Supervisor

#### **Call to Order**

Sandra McCauley, Chair Called the meeting to order at 9:30am in the Quincy Room at the Main Library.

#### **Approval of Minutes for the Meeting of May 9, 2011**

Mrs. McCauley asked for comments, additions or corrections to the minutes of the May 9<sup>th</sup> Board meeting. Hearing none, Mr. Crowley moved and Dr. DiTullio seconded approval of the minutes. The Board unanimously approved the minutes.

#### **Treasurer's Report**

In the absence of Treasurer Lawrence J. Falvey, Jr., Mr. Williams presented the expenditures for the Literacy Account in the amount of \$427.27 and for the Trust Accounts, a total of \$1,173.27. This included \$489.99 from the Gift Account: \$450.00 for the South Coastal Bank Grant and \$39.99 for the "Fit For Life" Grant. Also \$125.00 from the Vergobbi Trust to reimburse an additional staff member for attending the MLA Conference, \$458.30 from the Della Chiesa Trust for books and \$100.48 from the Gizzarelli Trust for auto parts for the delivery van that was donated by Quincy Public Schools. Mr. Crowley moved and Dr. DiTullio seconded the report. Treasurers' report approved.

#### **Director's Report**

Mr. Williams introduced Circulation Supervisor Will Adamczyk, who reported on the work of his Department. He began by noting that "Circulation is not a 'desk,' but a staff that covers all the Departments except Reference, including the Branches, Richardson and the Computer Lab". In addition to obvious tasks like checking materials in and out, they pull holds, including Interlibrary Loan requests, about 8,000 holds per month. This involves printing the day's request list, finding the items, printing routing slips and packing and sending out the items. They also unpack incoming items and prepare them to be picked up by patrons. Everyone helps shelving books, assists patrons with the Virtual Catalog (for items outside of our OCLN network) and Museum Passes. While Acquisitions Librarian Rita Seegraber is in charge of Collection Management, Circulation staff help by weeding distressed or outdated material and shelf shifting. Will pointed out that "The Circulation staff deals with people all day, every day. Some come in unhappy. We try to have them leave happy." In his role with the Safety Committee, Will has worked for over six months with the Quincy Police Department, and the staff is learning when to call the police for assistance. He described some of our collections. Among foreign language materials, about 90% are in Chinese or Vietnamese, but we also have materials in Spanish, French, Italian and Portuguese, and smaller amounts in Latin, Greek, Finnish and Hindi. Use of audiovisual material is extensive, with 1,500 VHS videos and 10,000 DVDs checked out monthly! Will personally delivers materials to shut-ins as part of our Homebound Delivery. Mr. Crowley asked Will to survey any new options for Museum Passes and to run cost/benefits analysis of them. When

Mr. Williams praised Will for his leadership role in OCLN, most recently demonstrated by inspiring many member libraries to purchase bar code duplicators. This enhances the prestige of the Thomas Crane Public Library. Mr. Crowley asked that we look at the kind of portable bar code scanners used by book dealers to identify valuable items. This would be useful in evaluating items while weeding and helpful for the Friends of the Thomas Crane Library book sales. Mr. Williams then updated the Board with reports on the activities in the other Departments: Children's, Reference, Acquisitions, Cataloging, Interlibrary Loan, Systems and the Literacy Project. In discussing personnel, he reported that our posting for the Paraprofessional 5 in the State-funded Interlibrary Loan office received over 100 applications! Will Adamczyk and Jim Jaquette selected and interviewed the most likely candidates and Williams expects to submit an appointment soon, for an employee to start in July. Mr. Williams said the Basement Renovation Project is virtually complete. Jessie Thuma found some used furniture for sale by the Sisters of Mercy that would be perfect for the North Quincy Branch. Williams and two Custodians drove a rented truck to the convent and brought tables, chairs and magazine shelving to the branch. We have installed new keypads for doors in several areas. The air conditioning was activated by Public Buildings. They will work with us to get the entire system fully commissioned and functioning properly, as there are now hot spots and areas that are cold. Mr. Williams concluded by describing our participation in community and professional events.

### **Old Business**

Mayor Koch's FY2012 Budget Proposal for the library was passed by the City Council on June 9th. Several Councillors spoke of a desire for Sunday hours and more hours at the Branch libraries, but also praised the library staff for their excellent service. Last month Harold Crowley asked why the City's new Budget book showed the Library as having 39 (City funded) employees in Fiscal Year 2011 and only 37 in FY2012, when the salary budget is nearly identical. It turns out that the 39 counted in July 2010 included an employee being paid retroactive salary, so the count should have been 38, which is also the correct count of funded positions for the coming year. Mr. Williams is still waiting for word on a Community Preservation Grant for the historic wood doors of the Richardson and Coletti buildings.

### **New Business**

Mr. Williams asked if the Trustees would approve the use of Trust Funds for the Library to join the Quincy Chamber of Commerce. Dr. DiTullio moved and Mr. Crowley seconded to approve using the Gift Account to fund this membership. So voted. Dr. DiTullio requested Mr. Williams prepare a list of Department Heads and Branch Librarians so we can invite them to address future meetings, as Mr. Adamczyk did today, and hold meetings at our various locations. Mr. Crowley requested that we study the possibility of schedule changes that might allow for each Branch to be open at least one evening per week.

### **Adjournment**

The Board meeting adjourned at 10:50 A. M.

The next scheduled meeting of the Trustees will be September 12<sup>th</sup> at 9:15am in the Quincy Room at the Main Library.