

**Thomas Crane Public Library
Board of Trustees
June 10, 2013
Wollaston Branch Library**

Call to Order:

The meeting was called to order at 9:15 a.m. by Chair Harold Crowley.

Trustees Present:

Chair Harold Crowley, Tina Cahill, William Griffin, Mary Reed; Absent: Janet DiTullio

Staff Present:

Director Megan Allen, Diane Costagliola

Approval of Minutes:

Mr. Griffin moved and Ms. Reed seconded that the May 13, 2013 minutes be approved. The motion passed.

Treasurer's Report:

Mr. Griffin moved and Ms. Cahill seconded that the treasurer's report and trust expenditures be approved as submitted. The motion passed.

Director's Report:

Staff

The library's new Coordinator of Information Technology will start work on June 10. The appointment of Clayton Cheever as Assistant Director has been approved and he will begin on July 1. Four part-time temporary Library Assistants have been hired to help cover Saturday hours in July and August and will begin shortly after July 1.

Library Assistant Karen Ho has resigned as of June 4 and we are currently working on selecting a successor for both her and for Linda Beeler, who retired in May. The city and the library union came to a tentative agreement on May 30, subject to ratification by the library staff and approval by the city council.

Facility

A vendor has been selected for the Main Library door restoration project and we are awaiting a contract to be finalized by the Purchasing Agent before work can begin. A drainage problem outside the Aiken building door has disrupted the bookstore's opening recently, due to the large and deep puddle that forms in front of the entrance; the Public Buildings Department is exploring solutions.

We are very grateful to Quincy High School carpentry teacher Paul Cheney and his able students for successfully extended the legs on four tables in the Main Library children's room, allowing children to pull up to the tables and get their knees underneath for the first time since the building opened 12 years ago.

Friends of the Thomas Crane Public Library

Trustee Crowley reported the Friends are engaged in goal setting and setting budget priorities. Chair Crowley asked Trustees to contribute ideas. Trustee Griffin suggested supporting the cost of VHS conversion.

Old Business:

The Trustees will hold a facilitated retreat on Friday, August 16 to develop goals and begin the Board evaluation process. The retreat will include a review of Trustee roles and responsibilities.

New Business:

Director Allen presented her plan for extended branch hours, labor allocation and logistics. Chair Crowley called for a motion to approve the Branch hours schedule, seconded by Trustee Griffin. The motion passed.

There was discussion about having a revolving fund so that monies collected in fines and fees can be used by the library. Director Allen will gather information from other Old Colony Library Network libraries on this topic.

Presentation by Wollaston Branch Librarian Barbara Glod:

Ms. Glod reported on the number of visits to the Wollaston Branch during the January-April 2013 time period: 6,000 patrons used the Wollaston branch, 13,000 items were checked out, and 25 children's programs were held. The demographics have changed, with staff seeing more younger families who are new to Quincy and fewer senior citizens.

Ms. Glod led the discussion concerning building challenges due to deferred maintenance and constant flooding on the lower level. The Trustees reviewed the 2004 Building Evaluation study of the Wollaston Branch conducted by Smith & Adams. Discussion of these issues was followed by a tour of the lower level of the building.

Adjournment:

The meeting was adjourned at 10:30 a.m. The next regular meeting is scheduled for Monday, September 16, 2013 at 9:15 a.m. at the Main Library.

Mary Reed
Secretary