

**Thomas Crane Public Library
Board of Trustees Meeting Minutes
June 24, 2014
Wollaston Branch Library**

Call to Order

The meeting was called to order at 9:28 a.m. by Chair William Griffin.

Trustees Present

Chair William Griffin, Maria Cataldo-Cunniff, Tina Cahill, Janet DiTullio, Mary Reed

Staff Present

Director Megan Allen, Assistant Director Clayton Cheever, Wollaston Branch Librarian Barbara Glod

Approval of Minutes

Ms. DiTullio moved and Ms. Reed seconded that the May 12, 2014 minutes be approved. The motion passed unanimously.

Treasurer's Report

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

In July, Director Allen will distribute a FY2014 statement of annual income and expenditures for all trust accounts.

Wollaston Branch Librarian's Report

Ms. Glod thanked the Trustees for their material support and expressed gratitude for the increased hours in FY2014. Each week, the branch librarians see new people visiting the branch. There was a discussion about the deteriorated physical condition of the branch facility and its lack of accessibility to the elderly and people with disabilities. The issue will be discussed in more detail at the September meeting.

Director's Report

Facilities

The restoration of the painting in the Wollaston branch is complete. The restoration of the historic doors at the main library is still underway. The library's Community Preservation Grant application for light fixtures in the Main Library reading room has been approved and funded; the work will be completed in FY2015. Ms. Allen is working with the Public Buildings Department to replace the light fixtures in the public stairwell at the Main Library, and to finalize carpet specifications. The public computer and network infrastructure upgrade projects are both

moving through the procurement process, with the expectation that work will begin before the end of the summer. New shades were installed in the North Quincy meeting room. The Friends of the Library received this year's first place Public Area Improvement Project award from the Department of Public Works for their work in the Main Library gardens, led by volunteer Claire Fitzmaurice.

Budget

The FY2014 books for both the city and regional library budgets have now been closed. Some end-of-the-year expenditures included a badly needed snow blower, an early literacy workstation for the North Quincy Branch, an upgraded book scanner for public use, and replacement computers for older staff machines still running Windows XP.

Services & Programs

The literacy program has 25 students waiting for reading tutors, showing the continued demand for this special service. The library's collaboration with the South Shore YMCA to bring a Talk Time program to the Y has been very successful, with participating students from all over the globe, including China, Haiti, Turkey, Nigeria, Cape Verde, Colombia, Syria and Egypt.

May was very busy with programs for all ages, and class visits from students and teachers, at both the Main Library and the branches. Young Adult Librarian Gina Favata has recruited an enthusiastic group of teens for the library's new Teen Advisory Board and they have helped plan summer activities for teens.

The staff are busy with collection work at all locations, with an extra boost at North Quincy from a "SWAT" team of teen volunteers who shelf-read the entire juvenile collection. Tens of thousands of new movie, television, audio book, and music album titles from the library's new online media service have been loaded into the library catalog, so now it is easier for patrons to discover these additional formats.

Staff News

After nearly 26 years of service, Senior Library Assistant Fay Lee is retiring as of June 30, with the end of the regional library/interlibrary loan contract. The remaining four staff members on the regional library payroll will be transitioned onto the city payroll effective July 1.

Librarians Diane Costagliola and Gina Favata have submitted their resignations effective at the end of July to take positions at another library. Due to this unexpected turn of events, and other temporary staff shortages, plans to expand branch library hours as of July 1 have been delayed to September.

TCPL Foundation Liaison's Report

Ms. Cahill reported that the next directors' meeting is tomorrow (June 25). The board will be discussing several potential new board members, some policy issues, and some banking issues. They are working on laying a solid base for future fundraising work.

Friends of the TCPL Liaison's report

Ms. DiTullio reported that the Friends held their annual meeting in May and elected new officers. They have just completed their first fiscal year with an operating budget and hope to attract some new members to the Friends in the coming year.

Old Business

Trust Accounts

Ms. Allen investigated investment options and issues at the City level and received clearance from Director of Municipal Finance Mark Cavanagh for the trustees to begin pursuing potential investment management options independently, subject to final approval from the Law Department. Ms. Reed shared her experience as a board member at John F. Kennedy Library, where they have used an investment manager to quadruple their money over a period of years. Ms. Reed will invite Robert Riley to meet with the trustees in the fall at a special meeting to discuss how to proceed.

Director Evaluation

Ms. DiTullio and Ms. Reed met with Ms. Allen in May and will develop an evaluation form over the summer. The evaluation process will be completed in the fall, by October or November.

New Business

2014-2015 Meeting Schedule

A draft 2014-2015 meeting schedule was distributed. The next regular meeting is scheduled for September 8, 2014 at the Main Library. The remaining dates on the calendar will be reviewed and confirmed at that meeting.

Space Planning Consultant

Ms. Allen has been working with consultant Sunny Vandermark and received a preliminary multi-phase proposal, with a projected total cost of \$1,500-\$3,000. Ms. Vandermark will work with library administrators and staff to assess Main Library space allocation ideas generated at the recent Staff Day and help translate those ideas into concrete floor plans. Ms. Reed moved and Ms. DiTullio seconded that up to \$4,000 be allocated to pay space planning consulting fees. The motion passed unanimously.

Film Production Proposal

Ms. Allen described a recently received request from a location scout for a major motion picture studio regarding use of the Richardson building for a movie shoot in August. Ms. Cataldo-Cunniff moved and Ms. DiTullio seconded that Ms. Allen be authorized to negotiate a mutually satisfactory agreement with the studio, to be signed by Chair William Griffin, provided that the Richardson building will not be closed to the public for more than two working days. The motion passed unanimously.

Adjournment

The meeting was adjourned at 11:32 a.m. The next regular meeting is scheduled for Monday, September 8, 2014 at 9:15 a.m. at the Main Library.

Mary Reed
Secretary

Documents Distributed

May 2014 Draft Trustee Meeting Minutes

Trustee Checks Needed June 24, 2014

South Shore YMCA Summer Program 2014 Booklet, page i (highlighting the library's Talk Time program)

2014-2015 Draft Trustee Meeting Schedule