

Thomas Crane Public Library
Board of Trustees Meeting Minutes
June 8, 2015, Wollaston Branch

Call to Order

The meeting was called to order at 9:18 a.m. by Ms. DiTullio.

Trustees Present

Tina Cahill, Janet DiTullio, May Mayyasi, Corinne Mitchell, and Mary Reed; Absent: William Griffin

Staff Present

Director Megan Allen, Assistant Director Clayton Cheever

Approval of Minutes

Ms. Cahill moved and Ms. Mitchell seconded that the May 11, 2015 minutes be approved as submitted. The motion passed unanimously.

Treasurer's Report

Ms. Mitchell moved and Ms. DiTullio seconded that the trustees request permission for Ms. Allen to gain online viewing access to the Schwab trust accounts. The motion passed unanimously. Ms. Mayyasi moved and Ms. Reed seconded that the June treasurer's report and trust expenditures be approved as submitted. The motion was passed unanimously.

Wollaston Branch Librarian's Report

Ms. Glod reported on the state of the Wollaston branch, including the recent public computer upgrade that has been well received. Both attendance and circulation are holding steady, with a possible slight decrease resulting from the declining health of some regular senior patrons and building access challenges for people with mobility disabilities. The condition of the facility continues to be problematic. The regular children's programs are well attended and the new displays purchased by the Friends are much appreciated.

Old Business

Private Event Policy

Ms. Mitchell moved and Ms. Mayyasi seconded that the Private Event Policy be approved, effective immediately. The motion passed unanimously.

Ms. Allen also distributed proposed Guidelines for Facility Rental Income, and discussed next steps to prepare for after-hours private rental of Library facilities.

Internet & Computer Use Policy

Ms. Reed moved and Ms. Mayyasi seconded that the revised Internet & Computer Use Policy and Statement on Children and the Internet be approved, with one additional revision as proposed. The motion passed unanimously.

Director's Report

Facilities & Fixtures

New furniture for the teen area is being ordered so that it will be in place when school starts in the fall. Fifteen lounge chairs at the Main Library will be reupholstered in the next few weeks. The readers' advisor desk has found a new home at the Eastern Nazarene College Nease Library.

Staff

Two new employees have been hired this month: Supervising Adult Services & Special Collections Librarian Therese Mosorjak and Adult Services Librarian Eileen Fontenot. Library staff will be visiting Father Bill's Place in small groups over the next few weeks for information sessions and tours. Contract negotiations with the library union have recently commenced.

Services & Programs

The Library's annual circulation per capita increase has exceeded the national average almost every year since 2003, based on recently released data from the annual Public Library Data Service. Between 2003 and 2009, average circulation per capita at U.S. public libraries increased at a rate of 3.23% per year; TCPL's circulation per capita during this period increased on average by 5.57% per year. Nationally, average circulation per capita peaked in 2009 and 2010 but has been declining at a rate of -1.25% per year ever since. TCPL's circulation per capita also peaked in 2009 and then dipped slightly in both 2010 and 2011, but then began rising once again. Between 2011 and 2014, the increase averaged 4% per year through 2014, with 2014 standing as TCPL's peak year so far. However, circulation is expected to dip for 2015 due to the impact of severe winter weather.

Saturdays and Sundays continue to be the Library's busiest days of the week measured by number of items checked out per hour. Circulation from the Main Library children's room exceeded 25,000 items for the third month in a row. Children's staff at all locations were very busy with both in-library and outreach programs for the Quincy Public Schools' Beyond the Bell

initiative. Staff librarians are also finalizing preparations for a packed summer of events for kids and teens related to this year's summer reading theme, Every Hero Has a Story.

Public computer services at all branches have recently been upgraded to the new time management system. The television purchased for Adams Shore with a Blue Hills Bank grant and Friends of the Library funds has been installed and is already in use for programming. North Quincy continues to be very busy with visitors and programming, with the Saturday door count gradually increasing. North Quincy recently hosted a teen volunteer appreciation party for the many teens who help out at that branch and at other locations.

Other

Mayor Koch's proposed FY16 budget for the Library was approved by the city council in May. The Library's management team is working on organizational competency initiatives and action plan items for the upcoming fiscal year.

TCPL Foundation Liaison's Report

Ms. Cahill reported that additional donations have been received and more chairs dedicated. The fundraising goal for the Chair Affair was exceeded. Only 24 chairs remain available for personalizing. The Foundation is now considering a variety of other fundraising initiatives, such as an annual fund and planned giving, and considering additional board members.

TCPL Friends of the Library Liaison's Report

At their May annual meeting, the Friends elected one new member-at-large to the executive board.

New Business

Proposed Revisions to Gift & Donation Policy

Language was added to clarify appropriate wording for donor plaques. This will be discussed and voted on at the next meeting.

Proposed Revisions to Appropriate Library Use Policy

Language has been added to clarify appropriate use of Library grounds. This will be discussed and voted on at the next meeting.

Joint Board Social and Meeting

Ms. Reed moved and Ms. Mitchell seconded that the trustees host a joint social and business meeting for the trustees, the Friends of the Library executive board, and the TCPL Foundation

board of directors on October 15, 2015. The motion passed unanimously. Ms. Mitchell, Ms. Mayyasi, and Ms. Reed will serve on a subcommittee to plan the event.

2015-2016 Meeting Calendar

The proposed meeting calendar was distributed.

Proposal for North Quincy Landscaping

Boy Scout Raymond Wong has approached the Library about performing an Eagle Scout project at the North Quincy Branch. Ms. Allen consulted with North Quincy staff and the branch library custodian regarding a suitable project, and distributed a proposed landscaping project developed by North Quincy children's librarian (and former landscape designer) Cathy deVeer. There was general consensus that such a project would beautify the branch, and that the final plan should be as low maintenance as possible.

Adjournment

The meeting was adjourned at 11:27 a.m. The next regular meeting will be held on Monday, September 21, 2015 at 9:15 a.m. at the Main Library.

Mary Reed
Secretary

Documents distributed:

- Draft Minutes from May 11, 2015 Trustees meeting
- June Report on Trust Fund Accounts
- Draft Private Event Policy
- Guidelines for Facility Rental Income
- Draft Revised Computer and Internet Use policy
- Draft Statement on Children and the Internet
- Draft Revisions to Gift & Donation Policy
- Draft Revisions to Appropriate Library Use Policy
- 2015-2016 Meeting Calendar
- North Quincy Branch Landscaping Proposal