

**Thomas Crane Public Library  
Board of Trustees Meeting Minutes  
June 13, 2016 at the Wollaston Branch Library**

**Call to Order:**

The meeting was called to order at 9:21 a.m. by Mr. Griffin.

**Trustees Present:**

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

**Staff Present:**

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

**Election of New Secretary:**

Ms. Mitchell moved and Ms. DiTullio seconded a motion to elect Ms. Mayyasi as Secretary upon Ms. Reed's resignation on June 30. The motion passed unanimously

**Approval of Minutes:**

Ms. Mayyasi moved and Ms. DiTullio seconded that the May 9, 2015 minutes be approved as submitted. The motion passed unanimously.

**Branch Librarian's Report:**

Ms. Glod reported on activities in the branch and its importance within the community. She continues to receive complaints about the condition of the building and the fact that it is not accessible to people with disabilities and does not have a public bathroom.

**Treasurer's Report:**

Ms. Mitchell moved and Ms. DiTullio seconded that the June 2016 Treasurer's Report and trust expenditures be approved as submitted. The motion passed unanimously.

**Director's Report:**

*Staff*

This month, library employees are receiving First Aid training from Ruth Jones of the Quincy Health Department.

*Facilities*

The bird saga continues, as Public Buildings has determined that they are nesting only along the exterior of the building but have found access into the Coletti attic area for other activities. The plan is to install bird mesh behind the eyebrow window louvers to prevent access, but this has to be done from the outside and requires a lift.

The audio/visual upgrade of the Main Library community meeting room has been scheduled for June 15 and 16. Four architects/designers have visited and three have submitted proposals for the North Quincy Branch space redesign and furniture upgrade project.

### *Strategic Planning*

Ms. Allen and Mr. Cheever met with planning consultant Ruth Kowal on May 20 to discuss the planning process and begin developing a more detailed timeline.

An orientation to strategic planning for members of the Board of Trustees, Friends Executive Board and Foundation Board of Directors has been scheduled for Wednesday, June 22, at 6:30 p.m.

A focus group facilitated by Ms. Kowal for trustees, and four representatives each from the Friends and Foundation executive boards, will be held on Wednesday, August 10, at 6:30 p.m.

### *Programs & Services*

Most of the new Grownups 20/30s programs are attracting a small but enthusiastic attendance by this target audience, and this is anticipated to grow over time as the word gets out.

The library will be offering some new “maker” activities to coincide with the 2<sup>nd</sup> annual National Week of Making in June, and will continue to offer similar activities throughout the summer to gauge interest in hands-on, creative activities for adults and teens.

The library plans to participate as a host for this summer’s Quincy Center, Wollaston and North Quincy Art Walks, provide a storytime at Wolly Beach Wednesday, and present a Mother Goose & Little Bo-Peep performance at City Hall LIVE, all events organized by Discover Quincy. Children’s librarians will also be providing storytimes each month at the Farmer’s Market, and the library will have a table with information and activities at the August 26 Market.

Every Child Ready to Read phase three activities were rolled out in May, including a dollhouse, puppet stage, garage, and kitchen. These materials will rotate among the branches quarterly to keep the activities fresh and give families who only visit one location a chance to play with them all. These new items, funded by the TCPL Foundation, were immediately pounced upon by avid little ones. Pretend play is an early literacy activity: when children imagine scenarios, they are learning about story sequence and how to represent their ideas.

The literacy program staff are conducting year-end assessments of the 78 students currently being tutored; there are also 13 people on the waiting list for a tutor. The 25th volume of “Voices of Literacy”, including written works by current adult literacy students, was published in May. This spring, 14 Talk Time English conversation groups were offered, facilitated by 19 trained volunteers. Although most of these weekly classes are held at the Main Library, there is also one being held at the South Shore YMCA and one at the Germantown Neighborhood Center. Plans are underway to add another class in the near future at the North Quincy Branch Library and one at Quincy Community Action Head Start. Demand for these English conversation classes

continues to be strong, with a waiting list of new English language learners waiting for a spot to open up.

Reading Roundup at Adams Shore wrapped up for the school year, with 27 young readers receiving certificates and celebrating with the branch staff and the dedicated senior volunteers who have spent an hour each week this year reading with the Snug Harbor School first and second graders.

The number of visitors to the North Quincy Branch continues to grow, most notably during the branch's most recently added open hours, Saturday mornings and Tuesday evenings. May 2016 attendance increased 9% over May 2015 attendance.

Extensive collection weeding is underway at all three branch libraries, to continue throughout the summer. Removal of worn out and/or no longer circulating items is imperative to relieve congestion and make it easier for patrons to discover the items they want currently. Consolidation and shifting of collections will also allow some space reorganization to improve seating availability and comfort.

#### *Other*

The library's FY2017 budget was approved by the City Council, except for a \$4,502 cut from the Personal Services budget.

Ms. Allen attended an Urban Library Directors Roundtable on June 10.

#### **TCPL Foundation Liaison's Report:**

Ms. Cahill reported that the next fundraising effort will likely focus on upgrades at the North Quincy Branch. The board is also working on advertising planned giving opportunities, looking for new board members, and exploring ways to keep public attention on the Foundation over the next year.

#### **TCPL Friends of the Library Liaison's Report:**

The latest Friends' newsletter was distributed.

#### **Old Business:**

##### *Investment Committee Report*

The May 1-31, 2016 Charles Schwab summary statement were distributed and reviewed.

##### *Strategic Planning Update*

Ms. Cahill moved and Ms. Mitchell seconded a motion to spend no more than \$100 on refreshments for the planning orientation meeting on June 22. The motion passed unanimously. A focus group for members of the Board of Trustees, and members from the Friends and Foundation executive boards, has been scheduled for August 10.

*North Quincy Branch Space Planning Budget Request*

Ms. Cahill moved and Ms. Mitchell seconded that the Chestnut Street Studios proposal for North Quincy Branch Space Planning be approved as submitted. The motion passed unanimously.

*Proposed Revision to Computer & Internet Use Policy*

Ms. Mitchell moved and Ms. Ditullio seconded that the proposed revision to the Computer and Internet Use Policy be approved as submitted, effective August 1, 2016, and that a two-month fine-free period take place during July and August. The motion passed unanimously.

*North Quincy Community Center MOU*

Ms. Mayyasi moved and Ms. Cahill seconded that the North Quincy Community Center MOU be approved with the following revision: The initial term of the MOU shall be three years beginning July 1, 2016.

**New Business:**

*2016-2017 Meeting Schedule*

The next regular meeting of the Board will be on September 19 at 9:15 a.m. at the Main Library. The schedule for the remainder of the 2016-2017 year will be finalized at that time.

*New Trustee Orientation*

Ms. Mayyasi and Ms. Mitchell reported on their experience attending the Mass. Board of Library Commissioners' Trustee Orientation in Canton on June 9.

**Adjournment:**

The meeting was adjourned at 11:26 a.m. The next regular meeting is scheduled for Monday, September 19, at 9:15 a.m. at the Main Library

**Documents Distributed:**

- Draft of Minutes from May 9, 2016 Trustees Meeting
- May Report on Trust Fund Accounts
- May Statement on Investments from Charles Schwab
- Voices of Literacy, Volume 25
- Chestnut Street Studios Proposal for North Quincy Branch Space Planning
- Friends of the Library Happenings, Summer 2016
- Strategic Planning Timeline
- North Quincy Community Center MOU
- 2016-2017 Draft Meeting Schedule