

**Thomas Crane Public Library
Board of Trustees Meeting Minutes
June 12, 2017
Wollaston Branch Library**

Call to Order:

The meeting was called to order at 9:17 a.m. by Mr. Griffin.

Trustees Present:

May Mayyasi, Corinne Mitchell, Janet DiTullio, William Griffin, and Tina Cahill

Absent: Diane Costagliola

Staff Present:

Director Megan Allen, Assistant Director Clayton Cheever, Wollaston Branch Librarian Amanda Pegg-Wheat

Approval of Minutes:

Ms. DiTullio moved and Ms. Mayyasi seconded that the May 8, 2017 minutes be approved as submitted. The motion passed unanimously.

Treasurer's Report:

Ms. Mitchell moved and Ms. DiTullio seconded that the June 2017 Treasurer's Report and trust fund expenditures be approved as submitted. The motion passed unanimously.

Wollaston Branch Librarian's Report:

Ms. Pegg-Wheat reported on the current state of the Wollaston branch, changes she has already implemented since her recent appointment as branch librarian, and plans for additional activities under the new strategic plan.

Director's Report:

Staff

Interviews are in progress for the open Adult Services Librarian & Graphic Design Specialist position. A part-time Senior Library Assistant position is being advertised.

Staff Day was very successful and the choice of the JFK Library & Museum for our afternoon field trip proved to be very inspiring for many staff. During the morning, staff brainstormed activities for the coming year, which will be organized and assessed as the action plan for FY2018 is developed.

Several employees attended the annual Mass. Library Association conference, and Clayton Cheever was on hand to receive three first place and two second place PR awards—as well as the “PR for Pennies” ribbon—on behalf of the library.

IMPACT Boston is presenting several customized staff trainings this month; the focus is on learning techniques for deescalating challenging situations and setting appropriate boundaries with patrons.

Facilities

The window seat cushions have been reupholstered and returned to their places in the Richardson building, completing a multi-phase upgrade of the existing soft furnishings in the room.

The various shelving inserts ordered several months back—and funded by the Foundation—finally arrived and were installed, greatly enhancing the ability to browse the popular music CD collection at the Main Library, and also adding more display options for new books and targeted collections.

The wireless Internet expansion was finished this month, enhancing services at the branch library, allowing centralized management of access points system-wide and statistical reporting for the branches, and improving service in dead spots at the Main Library.

Additional public computers will be deployed at the North Quincy Branch by the end of this month, and three new age-specific computer zones will be created for children, teens and adults. The five extra computers will help meet strong demand at the branch, and the zones will help establish more distinct physical spaces that will better meet the needs of each age group. The new layout will be substantially in place by the end of the month as well, as far as can be achieved with existing furnishings.

Services & Programs

Summer program planning has wrapped up amid a flurry of end-of-the-year (in-library and outreach) class visits and celebrations (the annual Literacy Recognition, Reading Roundup “graduation”, etc.). A busy summer on the theme of “Building a Better World” awaits, with a full slate of programs and summer reading incentives for all ages, supported by the Friends of the Library. Another fine-free summer is planned for July and August, to encourage patrons to return overdue materials.

Other

The mayor’s FY2018 budget request for the library was approved as submitted by the City Council. The proposed Capital Improvement Plan is still awaiting review by the Council.

Request for Volunteer Recognition Funding

Ms. Allen requested a budget for recognition events for this year’s teen and adult volunteers. Ms. Mitchell moved and Ms. Mayyasi seconded that up to \$200 be approved for a teen volunteer

event. Ms. Mitchell moved and Ms. Mayyasi seconded that up to \$500 be approved for an adult volunteer event. Both motions passed unanimously.

TCPL Foundation Liaison’s Report:

Ms. Cahill reported that the Foundation is still working towards a fundraiser in November, actively recruiting and interviewing several new directors for the board.

TCPL Friends of the Library Liaison’s Report:

Ms. DiTullio reported that the Friends had their annual meeting in May, which was followed by a presentation about Rosemary Kennedy. Their last meeting before the summer recess is Tuesday, June 13.

Old Business:

Investment Committee Report

Ms. Mitchell and Ms. DiTullio discussed plans for assessing the current strategy, and the May 2017 Schwab account summary was distributed.

Strategic Plan 2018-2022

Ms. Cahill moved and Ms. Mitchell seconded that the 2018-2022 Strategic Plan be approved as submitted. The motion passed unanimously.

Proposed Mobile Device In-Library Use Policy

Ms. Mayyasi moved and Ms. Mitchell seconded that the policy be approved as submitted. The motion passed unanimously.

Revised Gift & Donor Recognition Policies

It is being proposed that the existing Gifts & Donations Policy be slightly edited to remove some minor donor recognition language, and a new Donor Recognition Policy be established. Discussion ensued on several donor recognition issues, including naming of buildings and spaces, honorific naming, and the best way to establish consistency and flexibility when it comes to seeking, accepting, and acknowledging significant donations. Ms. Allen will revise the draft policy based on the discussion and further review will be conducted at the next meeting.

New Business:

Ms. Allen distributed a proposed meeting schedule for 2017-2018.

Adjournment:

The meeting was adjourned at 11:35 a.m. The next regular meeting is scheduled for September 18, 2017 at the Main Library.

May Mayyasi
Secretary

Documents Distributed:

- Draft Minutes from May 8, 2017 Trustees Meeting
- June Report on Trust Fund Accounts
- May 31, 2017 Schwab Investment Statement
- Draft 2018-2022 Strategic Plan
- Draft 2017-2018 Trustee Meeting Schedule