

Thomas Crane Public Library

Board of Trustees

Minutes of March 14, 2011 Board Meeting

As approved at the April 11, 2011 Meeting

Trustees Present

Sandra McCauley, Chair; Janet DiTullio, Secretary; Lawrence J. Falvey, Jr., Treasurer; Harold Crowley; Mary L. Reed.

Staff Present: Harry R. Williams III, Director; Diane Costagliola; Deb Rich.

Call to Order

Sandra McCauley, Chair, called the meeting to order at 9:15am

Approval of Minutes for the Meeting of February 14, 2011

Mrs. McCauley asked for comments additions, or corrections to the minutes of the February 14, Board meeting. Mr. Falvey asked that they be amended to reflect that he had not re-introduced the topic of an independent audit, since this was already under consideration, and that Mrs. McCauley and Mr. Williams had been charged with finding appropriate library funds, not City funds, to pay for an audit. Dr. DiTullio moved and Mrs. McCauley seconded approval of the minutes as amended. The Board unanimously approved the minutes.

Board Reorganization

Mrs. McCauley asked if there were any news about filling the vacant seat on the Board. Mr. Williams reported that Mayor Koch indicated he was reappointing the five current Trustees, but holding off on the sixth until he could look into the possibility of increasing the Board to seven members, which might require a charter change and/or legislative approval. For the position of Chair, Mr. Falvey nominated Mrs. McCauley and Dr. DiTullio nominated Mr. Crowley. Mrs. McCauley was elected by a 3-2 vote. For the position of Treasurer, Mrs. McCauley nominated Mr. Falvey, who was elected by a 4-1 vote. For the position of Secretary, Mr. Crowley nominated Ms. Reed, who declined to be a candidate. None of the Trustees wished to be nominated for the position. Mr. Williams volunteered to record meetings as a non-Trustee "Clerk of the Board."

Treasurer's Report

Mr. Falvey presented the expenditures for the Literacy Account in the amount of \$4,878.18, the Vergobbi Trust Account for \$274.75 and the Gift Account for \$600.00. Ms. McCauley called for comments and Ms. Reed asked that future reports include the balances in the accounts from which expenditures are requested. Mr. Falvey and Mr. Williams agreed to implement this. Mr. Crowley moved and Dr. DiTullio seconded the report. Treasurers' report approved.

Director's Report

Mr. Williams updated the Board with reports on the activities in each Department: Children's, Circulation, Reference, Acquisitions, Cataloging, Interlibrary Loan and Systems. He also discussed security, staffing changes and building maintenance challenges, and stated that Budget preparation materials and guidelines from the City

should be received this week. He reported on his outreach to civic organizations, recent media appearances, the activities of the Friends of Thomas Crane Public Library, and invited Trustees to join him for the MLA Library Legislative Day on March 28th.

Executive Session

Mr. Falvey moved, and Ms. Reed seconded, to move into Executive Session. So voted, and visitors left the room at 10:25am. Executive Session adjourned, visitors returned and the meeting resumed at 10:35am.

Old Business: Audit request

Mr. Williams reported that bank statements for our Trust Accounts, and a summary report prepared in the library office, are submitted annually to the City Auditors, who include them in City reports that are reviewed by outside auditors. For this reason and the expense of an independent audit, it was agreeable to all that Mr. Williams would make the library's files and "books" available to the Chair and the Treasurer at their convenience for an In-House Audit.

New Business

Mr. Williams requested authorization to compensate Custodians for using personal vehicles to deliver library materials to/from Branch Libraries until the delivery van is repaired or replaced, and also requested a discussion of compensating library staff members for travel expenses incurred in the performance of their work. Such payment is called for in the union contract, but the mileage account has been zero-funded by the City for several years. Ms. Reed moved and Mr. Crowley seconded to authorize Mr. Williams to look into guidelines used by the City and/or School Department for transportation compensation, and also into any City policies for lease-purchase or other means to replace the van.

Dr. DiTullio suggested that we return to the practice of holding some meetings at the Branch Libraries, with an open invitation to community members to attend, suggesting that we begin at the North Quincy Branch, where we have not met recently. Everyone agreed this is a good idea.

Adjournment

The Board meeting adjourned at 10:48am.

The next scheduled meeting of the Trustees will be April 11th at 9:15am at the North Quincy Branch Library.