



The BOARD OF LIBRARY TRUSTEES  
THOMAS CRANE PUBLIC LIBRARY

40 Washington Street, Quincy, MA 02169

Minutes of the March 11, 2013 Meeting

**Call To Order**

Chair Harold Crowley called the meeting to order at 9:15 a.m.

**Trustees Present**

Chair Crowley, Tina Cahill, Janet DiTullio, William Griffin, Mary Reed

**Staff Present**

Director Megan Allen, Diane Costagliola

**Approval of the Minutes of February 11, 2013**

Chair Crowley called for a motion to approve the minutes of February 11, a motion to approve was offered by Trustee Griffin. Seconded by Trustee Reed. The motion passed.

**Treasurer's Report**

The treasurer reviewed the trust expenditures to be approved by the Board. A motion to accept the Treasurer's report was offered by Trustee Griffin, seconded by Trustee Cahill. The motion carried.

**Re-Organization of Officers**

Trustee DiTullio nominated Chair Crowley for Chair, Trustee Griffin seconded the motion. Motion carried unanimously. Trustee Crowley offered into nomination Janet DiTullio for **Treasurer**. Trustee Reed seconded the motion. Motion carried unanimously. **Secretary**- Trustee Reed will continue as Secretary until the Assistant Director position is filled.

**Thomas Crane Public Library Foundation**

Chair Crowley updated the Board on the status of officers for the Foundation. Two positions need to be filled: President and Secretary. Chair Crowley nominated Tina Cahill for President. Trustee Reed seconded the motion, motion passed. Chair Crowley nominated William Griffin for Secretary. Trustee DiTullio seconded the motion. Motion passed. A framework for fundraising was discussed by Trustee Cahill. Visits to other public libraries with Foundations will be planned at a future date.

## **Director's Report**

### Employee News

Union negotiations resumed on February 20 after a long hiatus. We have another meeting scheduled in March with the mediator and we are addressing both the last three years without a contract (July 2009-June 2012) and a second three-year contract that would be retroactive to July 2012.

Our Systems Librarian, Deborah Rich, resigned effective March 1 to take a job at the Wareham library. Her position is currently being advertised and we hope to recruit a well-qualified successor to fill her large shoes. Jenny Moyryla has been appointed Interlibrary Loan Supervisor effective March 8, allowing James Jaquette to move into his new position as Coordinator of Adult & Young Adult Services. Longtime Head of Reference Linda Beeler will be retiring effective May 10.

Several staff members have received accolades from library customers recently, including Senior Library Assistant Brian DeFelice for his assistance to the Kennedy Center, and Theresa Tangney, Deirdre Sullivan and their fellow reference librarians for their “dogged research and lightning quick response” to obituary search requests.

### Facilities Update

Kathryn Hobin notified the library that the city is seeking two quotes for the Main Library exterior door renovation work (for which no formal bids were received in January). We are preparing to seek quotes for upholstered chair cleaning at the Main Library, and also plan to purchase additional public use chairs to replace some of those which are beyond cleaning or repair after 12 years of heavy use. The Friends of the Library are generously purchasing 25 additional meeting room chairs, in order to have enough chairs available for full-house programs at the Main Library. We've received an informal estimate to pull electric and data cables near the former location of the Richardson building service desk and are working on finding suitable modular and mobile work station furniture to replace the old desk.

### Programs & Services

The library presented 40 programs for children in February, with 800 children and caregivers in attendance. We have also launched a new blog on the library website, aimed at parents and caregivers and providing resources and information to supplement children's programs. Nineteen new volunteers completed recently completed literacy tutor training and 24 students are on the waiting list for tutors. The English Talk Time conversation group program currently has seven active groups at three locations, with 17 volunteer facilitators and 100 participants. Another facilitator training program is being planned for spring. Not counting literacy and Talk Time programs, approximately 525 adults attended library programs during February, and nearly 50 teens attended after school programs at the North Quincy branch.

The library launched a new Kill A Watt electricity monitor lending program on March 1, in

partnership with Quincy Climate Action Network. Within a matter of days, all four devices were either checked out or being held for a library customer.

Ms. Allen attended the Re-envisioning Wollaston meeting on March 5, along with trustee Janet DiTullio. Ms. Allen participated at the city's table at the annual Lunar New Year Festival, while Coordinator of Children's Services Julie Rines presented bilingual story time & craft programs at the event, with assistance from Senior Library Assistant Heidi Peng. Ms. Allen and trustee Mary Reed plan to attend Library Legislative Day on March 26 and meet with as many local legislators as possible.

Ms. Allen discussed building improvements during her February 27 meeting with Mayor Koch.

### **Friends of the Thomas Crane Library**

Chair Crowley reported the Friends of the Library donated \$6,400 to purchase additional chairs for the Main Library meeting room.

### **Old Business**

Director Allen presented the library's organizational chart as requested. The search for an attorney to conduct a legal review of the library's trust funds has not been completed. Trustee Cahill will continue to look for a pro-bono attorney to assist the library on trust matters.

### **New Business**

There was a discussion about the effectiveness of library security guard vs. current Quincy Police details patrolling the Main Library and grounds. Chair Crowley made a motion to send a letter of commendation of Lt. Dan Minton and his officers to the Chief of Police and the Mayor. Trustee Griffin offered a second, the motion passed.

The Trustees requested Director Allen to include a security guard in the supplemental FY2014 Budget request.

Chair Crowley proposed a Trustee Sub-Committee to work on the Director's evaluation process; Trustees DiTullio and Reed were appointed.

At the April meeting, the Trustees will discuss developing a proposal for staggered two-year Library Trustee terms to be submitted to the Mayor.

Chair Calls for any new items to be submitted to the board.

### **Budget Priorities**

The Trustees will meet to discuss the FY2014 budget. The supplemental request presented by Director Allen was reviewed. No action required.

**Adjournment**

Chair Crowley called for a motion to adjourn. Second: Trustee Reed. Motion carried. The next regular meeting will be April 8, 2013 at 9:15 a.m. in the Quincy Room at the Main Library.

Minutes Respectfully Submitted by Mary Reed