

**Thomas Crane Public Library
Board of Trustees Meeting Minutes
March 21, 2014
Quincy Room**

Call to Order

The meeting was called to order at 9:15 a.m. by Chair William Griffin.

Trustees Present

Chair William Griffin, Tina Cahill, Mary Reed, Maria Cataldo-Cunniff; Absent: Janet DiTullio

Staff Present

Director Megan Allen, Claudia Shutter

Approval of Minutes

Ms. Reed moved and Ms. Cahill seconded that the February 19, 2014 minutes be approved. The motion passed unanimously.

Treasurer's Report

Ms. Reed moved and Ms. Cataldo-Cunniff seconded that the treasurer's report and trust expenditures be approved as submitted. The motion passed unanimously.

Chief Cataloger's Report

Ms. Shutter explained the role of the Cataloging Department, including local history archive projects and inter-departmental collaborations.

Director's Report

Facility

The "Helping Hands" painting work should be completed by mid-April. The historic doors have all been re-installed but finishing touches are still incomplete.

Services

The library has purchased subscriptions to two new online resources: Literary Reference Center, which provides full-text literary criticism for students and readers; and Consumers' Reports. Three librarians from the Boston Public Library's Digital Lab will be working on site for several days, cataloging the library's historic photographs to enhance online access to these resources. This work is part of a grant received by BPL. February was a busy month for children's programs, and two librarians visited 6th graders at Sterling Middle School to introduce them to library programs, books and homework help. The most recent training session for volunteer literacy tutors has just ended; there are currently 22 adults on the waiting list for a tutor.

Media Coverage

The March 2014 issue of South Shore Living included an article about area libraries that

featured the Quincy library, including some fabulous photographs. The photographer has been approached about potential use of some of the photographs by the library. QATV taped a second branch library feature, this time focusing on the Adams Shore Branch Library.

Other

The “2013 Report to the Community” has been completed. A small number of print copies were produced in-house and distributed to elected officials, the library’s community planning committee and the Friends executive board; a .pdf version is available on the library website.

Ms. Allen attended a workshop on “Fundraising and Library Foundations” on March 8. She and six other employees also attended the biannual Public Library Association conference in Indianapolis.

Thomas Crane Library Foundation

Foundation President and Trustee Cahill updated the Board on the pre-Foundation meeting held with the new Foundation board prospects on March 19. The process for formalizing the new board was presented. A detailed discussion regarding the upcoming election on April 22, 2014 followed.

Old Business

Proposed Bylaws Amendment

Ms. Reed moved and Ms. Cataldo-Cunniff seconded that the Bylaws be amended as presented. The motion passed unanimously.

Chair Griffin moved and Ms. Cahill seconded that Trustee Janet DiTullio be named Vice-Chair of the Board. The motion passed unanimously.

Proposed Revisions to Circulation Policy

Director Allen presented the revised Circulation Policy and there was a brief review and discussion. Chair Griffin moved and Ms. Reed seconded that the revised Circulation Policy be approved as submitted. The motion passed unanimously.

Proposed FY2015 Supplemental Budget Request

Director Allen presented in detail the Supplemental Budget Request for the Library, including changes from the previous draft submitted to the Board. Following a detailed discussion of the budget, Chair Griffin moved and Ms. Cataldo-Cunniff seconded approval of the FY2015 Supplemental Budget Request. The motion passed unanimously. Chair Griffin will write a letter to Mayor Koch on behalf of the Board supporting the Library’s budget request.

New Business

Volunteer Recognition

Director Allen discussed the plans for the Volunteer Recognition Event scheduled for April 26, 2014. The event honors the hard work of volunteers throughout our Main library and branches. Director Allen requested hospitality funds for food and small awards for the honorees. Chair Griffin moved and Ms. Cataldo-Cunniff seconded that the Trustees expend up to \$500 for the event. The motion was approved unanimously.

Appropriate Use Policy

Director Allen submitted the draft Appropriate Use Policy with amendments and revisions. Chair Griffin asked each Trustee to review the policy in preparation for a full discussion and vote at the April 14, 2014 meeting.

Adjournment

The meeting was adjourned at 10:55 a.m. The next regular meeting is scheduled for Monday, April 14, 2014 at 9:15 a.m. at the Main Library.

Mary Reed

Secretary

Documents Distributed

- February 2014 Draft Trustee Meeting Minutes
- Trustee Checks Needed March 21, 2014
- 2013 Report to the Community
- Revised FY2015 Supplemental Budget Request
- Proposed Changes to Trustee Bylaws
- Proposed Changes to Circulation Policy
- Proposed Changes to Appropriate Library Use Policy