

**Thomas Crane Public Library  
Board of Trustees Minutes  
March 16, 2015**

**Call to Order:**

The meeting was called to order at 9:19 a.m. by Chair William Griffin.

**Trustees Present:**

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

**Staff Present:**

Director Megan Allen, Assistant Director Clayton Cheever, Coordinator of Adult & Young Adult Services Jim Jaquette

**Approval of Minutes:**

Ms. Reed moved and Ms. Mayyasi seconded that the January 12, 2015 minutes be approved as submitted. The motion passed unanimously.

**Treasurer's Report:**

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

**Election of Officers:**

Ms. Reed nominated and Ms. Cahill seconded Mr. Griffin as Chair. The motion passed unanimously.

Mr. Griffin nominated and Ms. Reed seconded Ms. DiTullio as Vice-Chair and Treasurer. The motion passed unanimously.

Mr. Griffin nominated and Ms. Cahill seconded Ms. Reed as Secretary. The motion passed unanimously.

**Coordinator of Adult & Young Adult Services Report:**

Jim Jaquette gave a brief report on his varied responsibilities in this new senior management position.

**Director's Report:**

*Facility*

An electrician has been selected to perform the work needed to remove the public catalog tables on the first floor of the Main Library and install the wiring needed for wall-mounted catalogs instead. The newly purchased exhibit panels were deployed as of March 1 in the new exhibit location. One of the Main Library's elevators has been out of order for two weeks while the Public Buildings Dept. seeks funding for this major and unexpected repair. The IT Dept. has moved from the 2nd floor to the ground floor; planning is underway for the adult services staff and the literacy/ESOL staff to switch office spaces on the second floor. After

conferring with the library custodians and the Public Buildings Dept., Ms. Allen has submitted a list of major facility projects to Public Buildings, to be considered for inclusion in the city's five-year capital improvement plan.

### *Staff*

Two new employees joined the staff in February: Security Officer Jake Kerin and Building Custodian Tyler Lagrotteria. A part-time Senior Library Assistant is expected to begin April 1.

Ms. Allen has been drafting a written emergency response plan for all facilities, with input from the Quincy Police and Fire Departments. The morning schedule for Staff Day on March 27 will include emergency response training, again with assistance from QPD and QFD, and the afternoon will be devoted to collection-related projects at the Main Library.

Ms. Cahill moved and Ms. Mayyasi seconded that up to \$1,000 be authorized for Staff Day food and supplies.

### *Services & Programs*

Reorganization of Main Library collections and furnishings is underway, with a phase one action plan already in process. The plan was developed based on ideas generated during Staff Day 2014, subsequent staff information-gathering field trips to other libraries, and input from consultant Sondra Vandermark. Highlights include relocation of the teen space and collections, relocation of the large print book collection, and creation of two collection neighborhoods or "quarries" that will bring together popular nonfiction materials in all formats: travel/world language learning and adult basic ed/ESOL/citizenship materials.

Snowmageddon of 2015 significantly impacted library hours, attendance, and programming in later January and February. Out of 50 scheduled children's programs, only 32 were held, and attendance was 49% lower than February of 2014. Although a record number of people signed up for the volunteer literacy tutor training in February, the training had to be rescheduled for March due to the weather, and some of those registered dropped out. Eighteen adults are currently waiting to be matched with a tutor.

Every Child Ready to Read was launched in February with new early literacy activities offered at all locations. Materials include magnet boards and magnetic letters, numbers and shapes, self contained alphabet and number toys, and magna doodle writing boards. All of these activities achieved instant popularity with young children and their caregivers.

Five employees represented the library at the Lunar New Year Festival, displaying Chinese language materials, offering storytimes for kids and families, and kicking off a video oral history project designed by teen volunteers.

### *Partnerships*

Clayton Cheever has worked closely with Mark Crosby of QATV to launch an upgraded version of the monthly co-produced At the Library show. Library Assistant Brian DeFelice has begun digital recording and editing training with QATV staff and has already applied his

newly acquired skills to the oral history project at the Lunar New Year Festival and to production of a short video to promote the TCPL Foundation's upcoming Chair Affair fundraiser.

Ms. Allen and several staff members met with Quincy Public Schools curriculum coordinators for middle and high school to coordinate planning for summer reading.

Ms. Allen, Mr. Cheever and Adult Services Librarian Theresa Tangney visited Father Bill's shelter and met with Triage Director Jon Lanham to discuss ways the library and the shelter can work more proactively together. Ms. Tangney's MLS capstone study on serving the underserved homeless population in Quincy provided valuable information that will help the library improve services to this vulnerable group.

*Other*

Ms. Allen distributed a draft supplemental budget request for FY2016. Ms. Cahill moved and Ms. Reed seconded that the draft supplemental budget request for FY2016 be approved. The motion passed unanimously.

Ms. Allen met with City Solicitor Jim Timmins to discuss the development of library policies, proposed memorandums of understanding with the Friends and the Foundation, and plans to invest the library trust funds.

**Thomas Crane Public Library Foundation Liaison's Report:**

Ms. Cahill reported that invitations to the Foundation's first fundraising event, The Chair Affair, are at the printer. The cocktail reception will be held on Friday, May 8, from 6-8 p.m. to raise funds for new chairs for the Main Library.

**Old Business:**

*Trust Account Management Update*

Mr. Griffin and Ms. Reed reported on their meeting with Investment Manager Lisa Matthews. The paperwork to set up the trustees' investment account has been signed.

Ms. Mayyasi moved and Ms. Mitchell seconded that the proposed Investment Policy Statement be approved as presented. The motion passed unanimously.

Formation of an investment committee was deferred to another meeting.

*Proposed Objectives Revision*

Ms. Cahill moved and Ms. Reed seconded that the proposed revisions to the library's strategic objectives for FY2015 be approved as submitted. The motion passed unanimously.

*Private Event Policy*

After a brief discussion, further consideration of the proposed Private Event Policy was deferred to another meeting.

**New Business:**

*Regular Meeting Time Discussion*

The Trustees agreed to maintain the regularly monthly meeting in its current time slot of the second Monday of each month beginning at 9:15 a.m.

**Adjournment:**

The meeting was adjourned at 11:29 a.m. The next regular meeting is scheduled for Monday, April 13, 2015 at 9:15 a.m. at the Main Library.

Mary Reed  
Secretary

**Documents distributed:**

- Draft of Minutes from January 12, 2015 Trustees Meeting
- March Report on Trust Fund Accounts
- Draft Investment Policy Statement
- Library Capital Projects 2015-2020
- TCPL Board of Library Trustees Contact Information 2015-2016
- Library Department Supplemental Budget Request FY2016 Draft
- Mass. Board of Library Commissioners Legislative Agenda FY2016