

**Thomas Crane Public Library
Board of Trustees
March 14, 2016
Main Library Quincy Room**

Call to Order:

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

Trustees Present:

William Griffin, Corinne Mitchell, May Mayyasi, and Mary Reed. Absent: Tina Cahill and Janet DiTullio

Staff Present:

Director Megan Allen, Assistant Director Clayton Cheever

Approval of Minutes:

Ms Mayyasi moved and Ms Mitchell seconded that the February 22, 2016 minutes be approved as submitted. The motion passed unanimously.

Treasurer's Report:

Ms Mayyasi moved and Ms Mitchell seconded that the March 14, 2016 Treasurer's Report and trust expenditures be approved as submitted, with the exception of the expense for replacing the cracked Quincy Room light fixture bowls. The motion passed unanimously. After some discussion of options for the Quincy Room fixtures, Ms. Reed proposed and Ms. Mayyasi seconded a motion to fund upgraded LED replacement fixtures. The motion passed unanimously.

Director's Report:

Staff

Three new part-time Senior Library Assistants have been hired: Diana Frering, Benjamin Torgerson, and Yingxin Zeng. Senior Library Assistant Stela Ballamaci has been selected to succeed Claire Brennan as Acquisitions Assistant and is currently in training so there will be a smooth transition upon Ms. Brennan's retirement in April. For the next few weeks, the library is fully staffed with the exception of one employee on maternity leave.

Facilities

Two of the three pendant fixtures in the Quincy Room have cracked, one so severely it has been removed for safety. Although the fixtures are no longer available, the bowls themselves can be replaced by the manufacturer. Quotes have been requested to replace the carpet between the main Coletti building double doors, and to commercially clean newer areas of carpet at the Main Library, Adams Shore and Wollaston. A quote has also been requested for one additional café height table and two chairs for the teen zone at the Main Library.

Services/Programs

The new Grownups 20/30s programs are attracting more and more young adults. The first regular off-site program will begin in April with a monthly book group held at Bistro Chi. A new teen volunteer program to provide 1-on-1 Tech Tutoring for adults kicks off this month with three trained teen volunteers.

In February, the children's department presented 62 programs for over 1,200 children and almost 1,000 adults. On average there are four children's programs a day Monday through Thursday with just one or two on Fridays and Saturdays, plus class visits, outreach visits, and special events.

Local holds only restrictions have been lifted on most new adult materials and on magazines older than four months. These materials are now available to fill holds placed at other Old Colony Library Network libraries as soon as they are added to the collection. However, holds with Quincy pick-up locations will still be prioritized for Quincy items just as when these items had local holds restrictions.

Other

Mass. Board of Library Commissioners building consultant Rosemary Waltos toured the North Quincy Branch library with Ms. Allen and Branch Librarian Jessie Thuma to provide advice on space and furniture planning.

The third annual Report to the Community (for FY2015) was completed, published and distributed to elected officials, community partners and other stakeholders. A digital copy is available on the library's website.

Based on budget instructions received from Mayor Koch, Ms. Allen submitted a level-funded budget request, except for projected contractual increases for library personnel, and a 4% increase in the Old Colony Library Network line item to cover the anticipated increase in the library's annual membership assessment.

The mayor has been receiving an inordinate number of resident complaints about inappropriate behavior, including panhandling and substance abuse, at the Main Library. Ms. Allen and Security Officer Jake Kerin attended a meeting with City Hall and Quincy Police Department staff to discuss the situation. QPD will intensify its attention and enforcement at the library for the next several weeks.

Ms. Allen and trustees Mitchell and Mayyasi attended the annual Library Legislative Day on March 8 and met with aides for Representatives Chan, Ayers and Mariano.

This year's annual staff development day has been rescheduled for Friday, May 6. Ms. Reed moved and Ms. Mayyasi approved a budget up to \$1,000 to fund refreshments and supplies for Staff Day. The motion passed unanimously.

TCPL Foundation Liaison's Report:

Ms. Allen reported that the Foundation board of directors was pleased with the planned giving seminar they sponsored on March 2.

TCPL Friends of the Library Liaison's Report:

No report.

Old Business:*Investment Committee Report*

The February 2016 summary statement was distributed and reviewed.

Annual Trustee Evaluation Survey

The survey results will be discussed when all board members are again present at the May meeting.

New Business:

No new business

Adjournment:

The meeting was adjourned at 10:29 a.m. The next regular meeting is scheduled for Tuesday, April 19, at 9:15 a.m. at the Main Library.

Documents Distributed:

- Draft of Minutes from February 22, 2016 Trustees Meeting
- March Report on Trust Fund Accounts
- March 1, 2015-February 29, 2016 U.S. Trust Statement on Angelo Vergobbi Trust Account
- 2015 TCPL Report to the Community
- Library Department Draft Budget for FY2017
- February Statement on Investments from Charles Schwab