

**Thomas Crane Public Library
Board of Trustees Meeting Minutes
March 13, 2017
Main Library Quincy Room**

Call to Order:

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

Trustees Present:

Chair William Griffin, Tina Cahill, Corinne Mitchell, May Mayyasi
Absent: Vice-Chair Janet DiTullio, Diane Costagliola

Staff Present:

Director Megan Allen, Assistant Director Clayton Cheever, Cataloging & Technical Services
Librarian Michelle Beau

Approval of Minutes:

Ms. Mayyasi moved and Ms. Cahill seconded that the February 21, 2017 minutes be approved as submitted. The motion passed unanimously.

Treasurer's Report:

Ms. Mitchell moved and Ms. Cahill seconded that the March 13, 2017 Treasurer's Report and trust fund expenditures be approved as submitted. The motion passed unanimously.

Cataloging & Technical Service Librarian's Report:

Ms. Beau reported on the activities of the Cataloging and Technical Department and introduced the Library's latest catalog add-on, StackMap for Libraries, which will allow patrons to click on an icon in the online catalog to see exactly where the item they want is located in the Main Library.

Director's Report:

Staff

Twenty-nine library employees attended one of the very informative dementia trainings provided for city employees by Nursing Director Ruth Jones of the Health Department. Two adult services librarians attended a Basic Sign Language workshop offered by the Cohasset library.

Facilities

With assistance from Walter Macdonald of the Public Buildings Department, quotes were obtained for some long-desired electrical work in the Main Library children's room, and on the first floor of the new addition in the Adult Basic Ed/ESOL area. Work on these projects will commence this month.

Due to the cleaning and reorganization efforts of new Wollaston Branch Librarian Amanda Pegg-Wheat, the single-user branch bathroom is now available for public use.

Café proprietor Billy Beydoun reports that the Main Library café hours will shortly be the same as they were before his medical leave last year, and he will update the café door signage to that effect.

Services & Programs

Thirty additional early literacy tablets have been purchased for lending, including five with Chinese language stories and bilingual Chinese to English language learning lessons. These tablets are very popular with children and their parents.

In order to provide better access to the library's special collections, including unique local history materials in a variety of formats, a network license to the archival management program PastPerfect Museum Software has been purchased. In addition to helping staff better manage the collections, PastPerfect will also make it easier to share collections with the public online. Library staff have also selected a high-resolution archival quality scanner to be used for in-house special collection digitization projects.

The library has purchased a subscription to Beanstack, a specialized web application for libraries that helps engage readers via personalized reading recommendations, opportunities to submit reader reviews, learning activities, and reading incentives. Beanstack will be used to support the library's summer reading programs for children, teens and adults, and the *1000 Book Before Kindergarten* program.

Other

The 2016 Report to the Community was published last week. This annual "report card" on library services was designed by librarian June Thammasnong.

Ms. Allen and Mr. Cheever toured the Boston Public Library's renovated Copley location, including the new children's and teen rooms, the new ground floor café and popular materials area, the renovated Kirstein business room, and selected staff areas.

Ms. Allen, Ms. Mitchell and Ms. Mayyasi attended the annual Library Legislative Day at the State House on March 7, and met with the staff of Quincy's legislative team to ask that increased state funding for libraries be made a priority in FY2018.

TCPL Foundation Liaison's Report:

Ms. Cahill reported that the Foundation is planning a fall fundraising event and will need guidance from the Trustees regarding potential naming opportunities for donors.

TCPL Friends of the Library Liaison's Report:

No report.

Old Business:

Investment Committee Report

Ms. Mitchell reported that she is still investigating the trustee investment options and will have a recommendation at the April meeting.

Strategic Planning Update

Ms. Allen distributed final drafts of the Library's updated Values, and proposed Mission Statement, Service Response priorities, Goals, and Objectives for the upcoming five year strategic plan.

Conflict of Interest Summary & Ethics Examination

The Trustees were reminded to complete the online ethics course and return certificates of completion.

FY2018 Budget

Ms. Allen reported on the budget proposal for FY2018 that she submitted to the Municipal Finance Dept. and the mayor's office for review.

Staff Day 2017

Ms. Mitchell moved and Ms. Mayyasi seconded that up to \$1,000 be allocated to support this year's staff development day. The motion passed unanimously.

New Business:

Organization of the board for 2017 will be discussed at the next meeting, with election of new officers at the May meeting.

Adjournment:

The meeting was adjourned at 10:48 a.m. The next regular meeting is scheduled for April 10, 2017 at the Main Library.

May Mayyasi
Secretary

Documents Distributed:

- Draft of Minutes from February 21, 2017 Trustees Meeting
- March Report on Trust Fund Accounts
- U.S. Trust Account Summary for Angelo Vergobbi Trust, 3/1/16-2/28/17
- 2016 Report to the Community
- FY2018 MBLC Budget Request
- February 28, 2017 Investment Statement from Charles Schwab
- TCPL Values 2017 Final Draft
- TCPL Strategic Plan Draft