

Thomas Crane Public Library

Board of Trustees

Minutes of May 9, 2011 Board Meeting

Trustees Present

Sandra McCauley, Chair; Lawrence J. Falvey, Jr., Treasurer; Harold Crowley; Janet DiTullio; Mary L. Reed.

Staff Present: Harry R. Williams III, Director; Deb Rich, IT/Systems Librarian.

Call to Order

Sandra McCauley, Chair Called the meeting to order at 9:15am in the Quincy Room at the Main Library.

Approval of Minutes for the Meeting of April 11, 2011

Mrs. McCauley asked for comments additions, or corrections to the minutes of the April 11th Board meeting. Hearing none, Lawrence J. Falvey, Jr. moved and Mary Reed seconded approval of the minutes. The Board unanimously approved the minutes.

Treasurer's Report

Mr. Falvey presented the expenditures for the Literacy Account in the amount of \$1,048.66 and for the Trust Accounts a total of \$1,130.61. Of the latter \$210.92 was from the Gift Account for materials for the "Fit For Life" Grant, and \$919.69 was from the Vergobbi Trust to reimburse six staff members for attending the MLA Conference in Danvers. An item from "New Business" was taken out of order: "Mr. Williams requests the Trustees approve reimbursing staff members who participated in the Massachusetts Library Association Annual Conference." Discussion revealed that in past years such expenses were paid from a City account that was zero-funded in this year's budget. Harold Crowley moved and Janet DiTullio seconded to pay these expenses from the Vergobbi Trust. So voted. Then Mr. Crowley moved and Dr. DiTullio seconded the report. Treasurers' report approved.

Director's Report

Mr. Williams updated the Board with reports on the activities in each Department: Children's, Circulation, Reference, Acquisitions, Cataloging, Interlibrary Loan and Systems. When he mentioned the work of many volunteers, including shelvers doing the work of employees (sometimes themselves) who were laid off last year, it was suggested that he prepare a proposal for a luncheon or other event to recognize and appreciate our volunteers, possibly to include gift certificates. He outlined a series of staffing changes – a promotion, a transfer and eventually a possible new hire, all resulting from prior changes resulting from retirements. He reported that the Mayor's Fiscal Year 2012 Budget proposal to the City Council included step raises, restoring funds to the In-State Travel and the Tuition accounts, and NO LAYOFFS! Harold Crowley had a printed copy of the budget and questioned why it listed the library as having 43 employees in FY10, 39 in FY11, and 37 in FY12. Are we losing two employees in the new Budget? Mr. Williams will look into this. Mr. Falvey Larry proposed "reinvigorating" the Foundation to complement the Friends' fundraising by focusing on corporate donations, bequests and other large gifts. Ms. Reed pointed out that development is a huge endeavor that often requires the services of a full time employee. Boston Public Library has a full time employee dedicated to this. The sense of the Board was that we would probably need to bring people in to accomplish this. Mr. Williams described the progress of work in the Richardson Building basement and the teen space makeover at the Main Library. April saw a record number of No

Trespass Orders, as the Quincy Police Department continues to meet and work with our staff to improve safety and security. A public address system might help in some situations. Mr. Williams will develop a proposal for this. He went on to describe a wealth of April and future programs for all ages thanks to the work of many staff members, particularly Assistant Director Megan Allen, and his own participation in community and professional events.

Old Business

As above, the Mayor's Fiscal Year 2012 Budget proposal covers step raises, funding In-State Travel and Tuition Reimbursement, and requires no layoffs. Mr. Williams learned booking Senator Brown to do a talk and book signing at the library would require that we purchase a minimum of 100 copies of his book, which at wholesale would cost \$1,820. The Senator's staff suggests selling them at a markup as a fundraiser. The Trustees did not wish to pursue a book signing on that basis.

New Business

As described in the Treasurer's Report, the Trustees approved reimbursing staff members who participated in the Massachusetts Library Association Annual Conference. Mrs. McCauley called for any additional items of new business. It was suggested that hearing from Jessie Thuma during April's meeting at the North Quincy Branch proved interesting and helpful to the Board, and that Mr. Williams invite other Department Heads to future meetings. He will begin by inviting Will Adamczyk, Supervising Circulation Librarian, to the June meeting.

Adjournment

The Board meeting adjourned at 10:20 A. M.

The next scheduled meeting of the Trustees will be June 13th at 9:15am in the Quincy Room at the Main Library.