



The BOARD OF LIBRARY TRUSTEES
THOMAS CRANE PUBLIC LIBRARY

40 Washington Street, Quincy, MA 02169

MINUTES OF THE MEETING OF MAY 14, 2012

Trustees Present: Harold Crowley, Janet DiTullio, Mary Reed, Tina Cahill, William Griffin, and Library Staff: Director Harry Williams III. Assistant Director, Megan Allen, Deb Rich, Diane Costagliola.

Call to Order: Chair Crowley called the meeting to order at 9:15am and asked for approval of the April 9th Minutes. Motion to approve was offered by Trustee Griffin, second by Trustee DiTullio.

Report of the Treasurer: Mr. Williams presented the expenditures from the various Trust accounts and Literacy checks. After review, discussion and signing, a motion was made by Trustee Reed to approve all Trust Fund Expenditures as presented. A second was offered by Trustee DiTullio.

Directors Report: The Children's Department's 38 April sessions included a bubble program, a cooking program with Lori, and babies chasing bubbles in Jane's story time. 20,693 items were circulated from the children's room. The "Summer Fun" page under "Kids and Families" on our website shows what will be happening this summer. Julie hosted the Children's Librarians Roundtable here this month, discussing the Performers Directory which we very much would like to revive.

In Circulation, the record numbers of materials checked out led to a significant shelving backlog in April. Staff from throughout the library helped to catch up. We added ropes on stanchions to make it easier for patrons to queue in line, and make it easier for staff to determine who to help next. Overdrive eBook usage is extraordinary. We cannot meet the demand that patrons have for eBooks at this point. Meanwhile, audio downloads are dropping. Will has weeded most of the art section and is now working on the music collection. Many items in these subjects have been re-cataloged and should be easier to find now.

The Reference Department helped Bob and Linda Perchard with research for their booklet, 25th Anniversary Commemoration: Vietnam Veterans Memorial Clock Tower, Marina Bay, Quincy, Massachusetts. Reference and Circulation staff expedited periodicals processing, getting them in the catalog and on the shelves within a day or two, to the delight of Richardson Room patrons. They are exploring the possibility of installing a self-service public fax kiosk.

In Acquisitions, in addition to purchasing new titles, Rita, along with Will and Claudia, has been furiously weeding the adult collection, making sure we retain titles in The Fiction Core

Collection or The Public Library Core Collection: Non-Fiction books. This is the first step to take advantage of our new Collection HQ tool. Rita found a new vendor to cut almost in half the cost of audio books. We asked OCLN to delete records for all the Wollaston storage books. They are too musty to use.

Cataloging prepared 1,187 new items in April; 965 at the Main Library, 65 at Adams Shore, 107 at North Quincy and 50 at Wollaston, for a branch total of 222. Claudia also shelved nonfiction daily, weeded and shifted the Young Adult collection, and worked with Reference to support their Omeka project to put our historic photographs online. She created a list of valid Library of Congress subject headings for the photograph collection.

Systems Librarian Deb spent a lot of time last month updating computers in all the departments, and trouble-shooting a host of problems that result from the fact that all of our computers are reaching the end of their useful lives.

Inter-Library Loan processed more requests than ever. This was the first quarter where we received over 4000 requests. This represents 23% more business than in the same quarter of FY 2011, and a 59% increase since Quincy ILL took over the Central and Western parts of the Commonwealth.

In the Literacy Project new tutors received lesson planning help and supplies and were paired with students. Twelve candidates started tutor training and nine are expected to complete the program. A summer workshop is planned to teach tutors about an easy to use computer literacy website created by a volunteer. A Literacy Recognition Event for School Year 2011/2012 is planned for May 17th.

Programming: The Local History Book Group discussed books from John Adams' library. We bid farewell to the John Adams Unbound exhibit in April. The programs surrounding the exhibit were very popular. 54 people attend Sheldon Bennett's presentation, and the Letters of John & Abigail with music of their time was standing room only. On April 24th, Rita, Claudia and 13 patrons met Beth Prindle, Curator of the John Adams Library at the Boston Public Library, for talk on Adams and to see his personal library. Peggy Doyle sent a nice note praising Will, Rita and Claudia for the program and the tour.

Professional Activities: Many staff members attended training sessions for the library's new collection development tool, CollectionHQ. It helps to identify which sections of the collection are under stocked, over stocked, or high demand. Will attended the monthly Massachusetts Library System Executive Board meeting, two days of Virtual Catalog planning and the Mass. Library Association Annual Conference. I attended Library Legislative Day in Boston and an Old Colony Library Network meeting in Randolph. Many staff and volunteers were part of Snapshot Day. Megan Allen and I met with the Deans of Quincy College to discuss future collaborations.

Buildings & Grounds and Security: The Wollaston Garden Club, Broad Meadows School & Friends of the Thomas Crane Public Library made wonderful improvements to our Peace Garden and the plot in front of the Atrium. Dr. Thomas Mickey has done extensive research in the

Olmstead archives and advises to keep the existing lawn as large and unbroken as possible. After Quincy High School welding students repaired six café chairs we sent two book trucks and they fixed them too. We agreed to a photo shoot for Coca-Cola in the Coletti Room on Sunday, April 29th. They paid \$2,500 plus the overtime cost for our Custodian. We switched vendors for service on our emergency generator, which functioned perfectly on May 11th. After learning that Mayor Koch proposes Sunday openings, we notified QARI that we cannot host the August Moon Festival on Library property. Architect James Edwards promises bid documents to be ready soon for the historic doors renovation. He is also working with Mayor Koch to replace the lights on the historic lawn sign. Planner Dennis Harrington may be able to offer solar street lights for the Branch Libraries.

IT/Systems Department Report: IT/Systems Librarian Deb Rich gave a PowerPoint presentation about technology being used in the library and the work of her one-person Department . She described how each of the departments uses technology to help patrons, and shared some impressive statistics. Of the 2,111 people who come to the Main Library each day, 1,117 of them have Internet sessions. We have 180 pieces of networked equipment and 14,739 registered computer users. Deb talked about her upcoming projects including Wi-Fi expansion, a data back-up plan, replacing the public PCs and updating staff PCs with Windows 7.

Strategic Planning Process: Assistant Director Megan Allen presented (2) reports: “Defining TCPL Values and Mission” and the “Strategic Plan Goals and Objectives.” Values and Mission were part of the strategic planning process the staff and trustees engaged in to identify the principles or standards that we will use to guide our activities. After a review and discussion a motion to accept the Values and Mission Statement was offered by Trustee DiTullio, second by Trustee William Griffin. The “Strategic Plan Goals and Objectives” was deferred until the June meeting, following a consensus that more review was required by the Trustees.

Friends of the Thomas Crane Library: Chair Crowley – Liaison to the Friends, reported that the friends have 500 new members, the Bookstore is up and running and volunteer participation is high.

Old Business: Thomas Crane Library Foundation – Trustees Cahill and Reed are planning committee members. Trustee Cahill reported on the highlights of the meeting and requested a meeting of the Trustees to be held for the sole purpose of reviewing by-laws, development and structure. This will be Monday June 25, 2012 at 5:00 PM.

FY2013 Budget Proposal – The Sunday Hours accepted by the Mayor in the proposed budget was discussed as well as the letter sent to each City Council member by the Trustees. Gratitude was expressed by the trustees for exemplary leadership on budget advocacy done by Director Williams, Assistant Director Allen and Chair Crowley.

CORI Checks For Volunteers Update – No resolution: Director Williams is still looking into the process. The State is overhauling the Cori reporting system.

New Business: Adding Branch Hours in September – was introduced by Chair Crowley. After a discussion of the pros and cons of the proposal, Chair Crowley requested Director Williams to

develop a plan for adding Branch Hours within the confines of the FY13 budget, starting in September. The Board will review the plan in June. The motion was moved by Trustee Reed, second by Trustee DiTullio.

Branch Librarians Resource Sharing – Trustee DiTullio discussed her ideas on resource sharing. The discussion centered on staffing, hours and the limited time librarians have to meet as a group. Suggestions and recommendations were offered Assistant Director Allen will bring it up as part of the Strategic Planning process.

Board Strategic Plan – Deferred to the June Meeting.

Adjournment: The next meeting will be Monday, June 11, 2012, at the Main Library. The meeting adjourned at 11:20 AM.