

**Thomas Crane Public Library  
Board of Trustees  
May 13, 2013**

**Call to Order:**

The meeting was called to order at 9:15 a.m. by Chair Harold Crowley.

**Trustees Present:**

Chair Harold Crowley, Janet DiTullio, William Griffin and Mary Reed; Absent: Tina Cahill

**Staff Present:**

Director Megan Allen, staff representative Diane Costagliola.

**Approval of Minutes:**

Ms. DiTullio moved and Ms. Reed seconded that the April 12, 2013 minutes be approved as submitted. The motion passed.

**Treasurer's Report:**

Mr. Griffin moved and Ms. DiTullio seconded that the treasurer's report and trust expenditures be approved as submitted. The motion passed.

**Acquisitions Librarian's Presentation:**

Rita Seegraber described the acquisitions process, book reviews, the core collection and policy development.

**Director's Report:**

*Employee News*

Eight employees attended the annual Massachusetts Library Association conference in April. Chief cataloger Claudia Shutter and former employee Will Adamczyk were speakers at the conference, sharing TCPL's experience with the online collection management tool, CollectionHQ.

Rory O'Brien has been selected and approved as our new Coordinator of IT Services and should be on board in June. A final candidate for Assistant Director has been selected, pending approval by the trustees and the mayor.

Head of Reference Linda Beeler retired as of May 10 and she will be keenly missed after 42 years of service. The resulting professional opening will be posted shortly.

Union contract negotiations are still ongoing, with another session scheduled for May 16. An inquiry was made to the union regarding CORI checking of library employees, current or new, and the response was that this must be negotiated. At this point in the process, the issue will have to wait until negotiations open for the next contract.

### *Facilities Update*

The Main Library upholstery (chairs and seat cushions) was cleaned on Monday, April 15 while the library was closed. Special thanks are due to custodian John Marsters for working very hard that day moving furniture around so that the cleaners could reach every chair with their hoses. The 25 new meeting room chairs purchased by the Friends were delivered in late April.

The city has received two additional proposals for the Main Library door restoration and repair project and architect Jim Edwards is following up with these two contractors to request some revisions in their proposals.

Cleaner Greener Quincy day on May 4 was a great success, with a considerable amount of progress made on the Main Library garden areas, the work of about 40 student volunteers guided by Ron Adams and Claire Fitzmaurice. The Park Department kindly removed the bushes in the atrium garden area in advance, so the volunteers could put in new plantings. The Library Director met with new Parks Dept. director Chris Cassani to discuss various library issues.

### *Programs and Services*

Three new digital collections of historical materials are on now on the library's website, including our historical postcard collection, an indexed collection of all of the issues of the Quincy Historical Society Newsletter from 1973-2001, and a new Quincy Historic Photographs collection containing two illustrated lectures by Warren Parker.

Ms. Allen and Coordinator of Adult & Young Adult Services Jim Jaquette met with Dept. of Elder Services Director Tom Clasby to discuss the future of our longtime co-sponsored Outreach on Wheels homebound delivery program. This program was suspended in December when Will Adamczyk left TCPL. After carefully reviewing usage of this program, the small number of participants, and the many weekly hours of library staff, and Elder Services staff and volunteer, time it required, it was jointly decided not to resume the program. Mr. Jaquette has contacted the group housing locations that were served in the past to discuss the possibility of quarterly deposit collections from the library, which would be a more sustainable service.

### *Other*

TCPL submitted two entries to the biennial Mass. Library Association PR Awards this year and won first place in the brochure category for "The State of the Library 2012".

Ms. Allen attended an Urban Library Director's Roundtable on April 19 and a wide range of issues were discussed, including safety, security and emergency response procedures; homebound delivery service models; and public computer time management policies.

Ms. Allen met with Father Bill's Mainspring COO Nicole Fitzgerald and three members of the Father Bill's staff to discuss how we could work together proactively to address some of the challenges the library faces in serving shelter clients. Father Bill's staff will return to present information sessions for library staff in June, and we will look into ways the library

could reach out to the many families with small children that Father Bill's is supporting in the community.

Ms. Allen met with former Quincy resident and local history buff Wayne Miller. Mr. Miller has offered to donate his collection of historic Fore River Shipyard postcards to the library, which will then digitize and make available them online. Mr. Miller has been a generous annual donor to the Friends of the TCPL and expressed an interest in making a major donation to the TCPL Foundation as well when it is fully up and running.

**Friends of the Thomas Crane Public Library:**

Chair Crowley reported on the Friends annual meeting and elections. \$300.00 in bookstore sales came in over the weekend and overall bookstore revenue has been consistent. Chair Crowley suggested that the trustees consider honoring retired librarian Linda Beeler for her years of service, possibly by planting a tree in her honor on library grounds.

**Old Business:**

*Library Director Goal Setting & Evaluation*

Trustee DiTullio and Trustee Reed met with the Library Director to establish the framework for goal setting and evaluation. Trustee DiTullio reported to the Trustees. The report was well received and a time line and process has been established.

*FY2014 Budget*

Director Allen presented the library's proposed budget to the Trustees, review and discussion followed the presentation. The Trustees felt the budget was moving in the right direction, but did not solve the ongoing problems related to previous cuts in core services.

*Library Legislative Day*

Trustee Reed and Director Allen spoke briefly about their visit to Beacon Hill advocating for restored funding for library services.

**New Business:**

A Capital Study was discussed and no action was taken.

The Trustees reviewed and discussed the Gift Agreement drafted by Director Allen. After review and discussion on the conditions under which a gift is donated to the Thomas Crane Library, the Chair offered a motion to accept the Gift Agreement as presented, seconded by Mr.Griffin. The motion passed.

**Board Retreat:**

The Trustees would like to hold a summer strategic planning retreat, and a facilitator has been identified. Meeting dates for the retreat will be discussed in June.

**Trustee Calendar/Meeting dates:**

The Director presented the Trustee Board meeting calendar for 2013-2014. The calendar was reviewed. Trustees agreed there may need to be adjustments made to the calendar; the calendar will be discussed again at the June meeting.

**Adjournment:**

The meeting was adjourned at 10:45 a.m. The next regular meeting is scheduled for Monday, June 10, 2013 at 9:15 a.m. at the Wollaston Branch Library.

Mary Reed  
Secretary