

**Thomas Crane Public Library
Board of Trustees Meeting Minutes
May 12, 2014
Quincy Room**

Call to Order

The meeting was called to order at 9:22 a.m. by Chair William Griffin.

Trustees Present

Chair William Griffin, Maria Cataldo-Cunniff, Tina Cahill, Janet DiTullio, Mary Reed

Staff Present

Director Megan Allen, Assistant Director Clayton Cheever, Acquisitions Librarian Rita Seegraber

Approval of Minutes

Ms. Reed moved and Ms. Cahill seconded that the March 21, 2014 minutes be approved. Ms. Reed moved and Ms. Cataldo-Cunniff seconded that the April 14, 2014 minutes be approved. Both motions passed unanimously.

Treasurer's Report

Ms. Reed moved and Ms. Cahill seconded that the April treasurer's report and trust expenditures be approved as submitted. Ms. Cahill moved and Ms. Reed seconded that the May treasurer's report and trust expenditures be approved as submitted. Both motions passed unanimously.

Acquisitions Librarian's Report

Ms. Seegraber explained the role of the Acquisitions Department, including weeding, maintaining a core collection, selecting new materials and the new grab-n-go collection.

Director's Report

Budget

Ms. Allen distributed a copy of Mayor Koch's preliminary library department budget for FY2015, along with a spreadsheet showing line-by-line changes. The budget includes additional funding for current library employees who are now funded by the library's contract with the Mass. Library System. This contract is expiring for good as of June 30, 2014 and these employees faced layoff without this supplemental funding. The budget also includes a \$20,000 increase for library books and other materials. If approved by the city council, the budget will meet the FY15 Municipal Appropriation Requirement for Quincy established by the Mass. Board of Library Commissioners. The materials line item will be short of the fully compliant standard of 12% but will meet the mid-level standard. For the first time since FY09, the library will not need to request a waiver to qualify for State Aid to Public Libraries.

The personal services increase will allow the library to retain one full-time and one part-time library assistant who already provide city, not regional services. In addition, the library will

gain an additional 28 library assistant hours and 35 librarian hours, as employees now performing regional library activities will shift to city activities. These additional staff hours will allow us to add four more open hours at each branch library, and to expand early literacy programs and services for young children, including outreach efforts.

Facility

Main Library

Three public computers have been moved from the former computer classroom to the 2nd floor reference area, to meet demand at peak times. There are now three out of four ceiling fixtures out in the upper public stairwell and the Public Buildings Dept. is working on replacing these fixtures with LED fixtures; the work requires staging in the stairwell and will likely prevent public access to the 2nd floor for at least one day while the work is completed. The cause of a persistent but intermittent leak coming through the Quincy Room ceiling has finally been identified and a temporary solution is in place until a permanent repair can be scheduled. In April, a serious weather-related leak through the Coletti reading room caused damage to employee office equipment in the basement below. Since exterior repairs were completed 13 years ago, the grout is beginning to age and crumble once again. Repair work will be deferred until the new fiscal year due to Public Building Dept. funding constraints. Ms. Allen is drafting bid specifications for the re-carpeting project, which will be reviewed by CBT, Inc. An RFP for a public computer upgrade will be advertised this week, with work projected to commence in July. A new toddler-friendly board book displayer and toddler-sized reading bench have been purchased for the children's room with State Aid funds.

Branch Libraries

A new carpet has been purchased by the Friends of the TCPL for the North Quincy meeting room. New window shades for the room have been selected and ordered, funded by State Aid.

The rotted exterior basement doors at the Wollaston branch have been replaced. Two new beanbag chairs for kids and a Lucite materials displayer have been purchased for the branch by the Friends. The "Helping Hand" cleaning and repair work has been completed and the painting will be re-hung in late May.

Other

In the first three quarters of FY14, every library in OCLN saw a decrease in circulation from the previous year, except for TCPL and one other library. April attendance at children's programs was very high, including the special event featuring a giant inflated whale in the Main Library atrium. The first annual volunteer appreciation reception was very successful, with over 60 volunteers and friends in attendance, including three library trustees.

Friends of the TCPL Liaison's Report

New officers were elected at the Friends' annual meeting last week. The new President and Treasurer will be working collaboratively with the executive board and library staff to change the administrative procedures for bookkeeping, accounting, and cash handling. Ms. Allen distributed a copy of the Friends' by-laws.

Thomas Crane Library Foundation

New members Stephen Christo, Susan Whitehead, Wayne Miller, and John Heaney were appointed to the Foundation Board of Directors at the April meeting, and new officers have been elected. Ms. Cahill will remain the liaison to the Board of Library Trustees. The Foundation directors are working on recruiting new members to meet identified needs, and considering a kick-off event. Monthly meetings have been scheduled.

Old Business

Proposed Revisions to Appropriate Use Policy

Ms. Allen presented the proposed changes and everyone participated in a discussion. Ms. DiTullio moved and Ms. Reed seconded that the revised Policy be approved as presented. The motion passed unanimously.

Digital Resources Presentation by Assistant Director Clayton Cheever

Mr. Cheever presented the library's new "Listen, Watch & Read Now" media service, a partnership with hoopla digital.

New Business

There was no new business.

Adjournment

The meeting was adjourned at 11:25 a.m. The next regular meeting is scheduled for Monday, June 9, 2014 at 9:15 a.m. at the Wollaston Branch.

Mary Reed
Secretary

Documents Distributed

March 2014 Draft Trustee Meeting Minutes

April 2014 Draft Trustee Meeting Minutes

Trustee Checks Needed April 14, 2014

Trustee Checks Needed May 12, 2014

Proposed Changes to Appropriate Library Use Policy

FY15 City of Quincy Preliminary Budget Report for Library Department

FY15 Library Budget Projections