

**Thomas Crane Public Library**  
**Board of Trustees Meeting Minutes**  
**May 11, 2015, Main Library**

**Call to Order**

The meeting was called to order at 9:18 a.m. by Mr. Griffin.

**Trustees Present**

William Griffin, Tina Cahill, Corinne Mitchell, May Mayyasi, Mary Reed, and Janet DiTullio

**Staff Present**

Director Megan Allen, Assistant Director Clayton Cheever, Coordinator of Literacy Services Mary Diggle, Literacy/ESOL Specialist Molly Makrogianis

**Approval of Minutes**

Ms. DiTullio moved and Ms. Reed seconded that the April 13, 2015 minutes be approved as submitted. The motion passed unanimously.

**Treasurer's Report**

Ms. Mayyasi moved and Ms. Mitchell seconded that the May treasurer's report and trust expenditures be approved as submitted. The motion was passed unanimously.

**Literacy & ESOL Services Report**

Ms. Makrogianis provided information about the library's volunteer-facilitated English Talk Time conversation group program for new English language learners. The program began in 2008 with an LSTA grant administered by the Mass. Board of Library Commissioners and has grown into a thriving program with multiple locations and community partners. The program is currently serving over 100 students from 46 countries. Volunteer facilitators receive 10 weeks of training before facilitating their own group.

Ms. Diggle shared information about the library's adult basic literacy program, which currently pairs 80 volunteer tutors with adult students learning to read and write. Tutors receive 18 hours of intense training and make a one-year commitment to the program.

**Director's Report**

*Facilities*

The Main Library elevator has finally been repaired. Picture book browser bins have been ordered to increase marketing and accessibility of popular books in the Main Library children's room. Four mobile shelving units for the adult fiction collection will be ordered soon. The Teen Advisory Board reviewed furniture options last week and items for the new teen space will be

ordered very soon. On April 16, a building evacuation drill was conducted at the Main Library. Over the summer, drills will be conducted in the branches.

### *Staff News*

New Building Custodian Harry Jones started work on May 4. Collection Development Librarian Rita Seegraber retired at the end of April after 44 years of service to the library. Deirdre Sullivan has been selected to succeed Ms. Seegraber but will not be able to assume the position full-time until there is sufficient staff coverage in the adult services department. The selection process for two open adult services positions is ongoing but is expected to be wrapped up with new staff on board before mid-June.

### *Other*

Ms. Allen is working with the children's librarians to develop guidelines for drop-in group visits, to make sure the library is able to accommodate unexpected groups of children.

Ms. Allen distributed Mayor Koch's FY16 budget for the library department, which is awaiting council approval.

Ms. Allen requested an opinion about donor plate wording, per the Gift & Donation Policy. After some discussion, it was agreed that Ms. Allen should draft clarifying language in the Policy for the trustees to review and approve at a future meeting.

Ms. Allen shared an appreciative letter from City Councilor Brian Palmucci, sent in response to the FY14 Report to the Community.

### **TCPL Foundation Liaison's Report**

Ms. Cahill reported that the Foundation's Chair Affair fundraiser has been very successful, with 71 out of 100 chairs "plated" so far and enough funds raised to purchase all the needed chairs. The Foundation will be discussing next steps at their next meeting.

### **TCPL Friends of the Library Liaison's Report**

Ms. DiTullio reported that the Crane Library Bookstore is averaging over \$400 in sales every week. Drafting of an MOU between the Friends and Trustees is currently in process.

To enhance collaboration and communication among the library's supporting boards, the Friends have proposed a meeting with the Trustees, and the Foundation board could also be included.

### **Old Business**

#### *Trust Account Management Update*

Funds have been transferred to the Schwab brokerage account, as approved at the previous meeting.

#### *Formation of Investment Committee*

Ms. Cahill moved and Ms. DiTullio seconded that an investment committee be formed, as specified in the recently approved Investment Policy Statement. The motion passed unanimously. Ms. Mayyasi moved and Ms. Cahill seconded that Ms. Mitchell, Ms. DiTullio, and Ms. Reed be appointed to the committee. The motion passed unanimously.

#### *Private Rental Policy*

There was some discussion about making the language regarding discrimination more general, pending the opinion of the city solicitor. Ms. Allen will find out what policies the Quincy Public Schools follow regarding private rentals, and will consult the city solicitor about proposed language for the library.

#### **New Business**

##### *Proposed Revisions to Internet & Computer Use Policy*

Ms. Allen reviewed the changes being proposed to this policy. Further discussion and a vote were deferred to the June meeting.

#### **Adjournment**

The meeting was adjourned at 11:25. The next regular meeting will be held on Monday, June 8, 2015 at 9:15 a.m. at the Wollaston Branch Library.

#### **Documents distributed:**

- Draft of Minutes from April 13, 2015 Trustees meeting
- May Report on Trust Fund Accounts
- English Talk Time Program Statistics
- English Talk Time Spring Schedule
- 2015 Voices of Literacy, volume 14
- The Impact of the Library on my Life by Pinky (Srirupa) Chakraborty
- City of Quincy Preliminary Budget Report (Library Department), FY16
- Draft of Private Rental Policy
- Summary of Proposed Changes to Computer and Internet Use policy
- Draft Statement on Children and the Internet
- Draft Revised Computer and Internet Use policy