

**Thomas Crane Public Library  
Board of Trustees Meeting Minutes  
May 9, 2016 at the Main Library**

**Call to Order:**

The meeting was called to order at 9:21 a.m. by Mr. Griffin.

**Trustees Present:**

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

**Staff Present:**

Director Megan Allen, Assistant Director Clayton Cheever

**Approval of Minutes:**

Ms. Mitchell moved and Ms. Mayyasi seconded that the April 19, 2015 minutes be approved as submitted. The motion passed unanimously.

**Treasurer's Report:**

Ms. Reed moved and Ms. Mayyasi seconded that the May 9, 2016 Treasurer's Report and trust expenditures be approved as submitted. The motion passed unanimously.

**Director's Report:**

*Staff*

South Shore YMCA Associate Director of Inclusion Lisa Drennan provided training for library staff on serving patrons with developmental and cognitive disabilities.

Interviews are in progress for an open part-time Senior Library Assistant position.

Staff Day 2016 was held on May 6, and included an orientation to strategic planning and afternoon walking tours of Quincy historical sites.

Ms. Mayyasi moved and Ms. Cahill seconded that a donation of \$100 be made to each of the three institutions (the Church of the Presidents, the Quincy Historical Society, and the Adams National Historical Park) that assisted with tours for library staff during Staff Day. The motion passed unanimously.

*Facilities*

Birds are nesting above the ceiling of the Main Library Quincy Room and the computer classroom, and the library is waiting for the Public Buildings Dept. to address the problem.

Commercial steam cleaning of newer carpeting at the Main Library, Adams Shore and Wollaston, plus upholstered furnishings and carpeting in the Main Library children's room and the meeting room chairs, has been completed.

New furniture for the literacy office has been delivered, as well as a new picture book shelving unit for the Adams Shore Branch (funded by the Friends of the Library).

The contract for the audio/visual upgrade of the Main Library community meeting room has been finalized and the work is expected to be completed by the end of May. This project is being funded by the Foundation.

Two potential interior designers have visited the North Quincy Branch project, and a third will be sought before considering proposals. Ms. Allen, Mr. Cheever, and North Quincy Branch Children's Librarian Cathy deVeer visited the new branch library in Framingham to gather ideas for North Quincy.

#### *Other*

Mayor Koch presented his proposed FY2017 budget to the City Council, including a 2% increase for the Library Department. His five-year Capital Improvement Plan includes several critical projects for the Main Library and for each branch library.

Ms. Allen and Mr. Clayton met with Margaret Laforest of Discover Quincy to discuss ways the library could participate in a number of events being planned for the summer, including Friday evening Art Walks, Wollaston Beach Wednesdays, and City Hall LIVE.

This year's annual literacy program recognition event will be held on Thursday, May 19, at 6:00 p.m.

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

Ms. Cahill reported on the Foundation's thoughts about their next fundraising event, which the directors want to make sure is aligned with the Library's plans for the North Quincy Branch. They are also working on identifying strengths of current directors and identifying desirable attributes to consider when recruiting new directors.

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

There was no news to report.

#### **Old Business**

##### *Investment Committee Report*

The Winslow Wealth Management quarterly report of March 31, 2016, and the April 1-30, 2016 Charles Schwab summary statement were distributed and reviewed.

##### *Annual Trustee Evaluation Survey*

The trustees discussed results from four of the 23 questions, on which there was a lack of unanimity in survey responses. It was agreed that the criteria and process for annually evaluating the library director is sufficient (Question 5). Regarding the Board's profile in the community (Question 14), there was agreement that the Board's profile is commensurate with community

need at this time. On the topic of a succession plan for Board leadership (Question 20), it was agreed to establish a bylaws committee to recommend language regarding officer term limits, leadership roles and responsibilities, and leadership succession. Ms. Mitchell and Ms. Mayyasi will work with Ms. Allen to draft language for review at the September trustees meeting. On Question 21 regarding the productivity of subcommittees, all agreed that there was no concern in this area. The timing of future trustee self-evaluation surveys will be linked to the leadership succession schedule.

*Strategic Planning Budget Request*

Ms. Cahill moved and Ms. Mitchell seconded a motion to approve expenditure of no more than \$12,000 to fund strategic planning. The motion passed unanimously. An orientation to the strategic planning process will be presented by Ms. Allen at a special meeting in June. Friends of the Library and TCPL Foundation board members will be invited to join this orientation meeting.

**New Business:**

*North Quincy Branch Space Planning Budget Request*

Ms. Allen is collecting proposals for this work and will bring a recommendation to the June meeting.

*Proposed Revision to Computer & Internet Use Policy*

This will be further discussed and voted on at the June meeting.

**Adjournment:**

The meeting was adjourned at 11:16 a.m. The next regular meeting is scheduled for Monday, June 13, at 9:15 a.m. at the Wollaston Branch Library.

**Documents distributed:**

- Draft of Minutes from April 19, 2016 Trustees Meeting
- April Report on Trust Fund Accounts
- April Statement on Investments from Charles Schwab
- First Quarter Report from Winslow Wealth Management LLC
- Proposed Revision to Computer & Internet Use Policy