

**Thomas Crane Public Library
Board of Trustees Meeting Minutes
May 8, 2017
Main Library Quincy Room**

Call to Order:

The meeting was called to order at 9:19 a.m. by Mr. Griffin.

Trustees Present:

William Griffin, May Mayyasi, Corinne Mitchell, Janet DiTullio, Tina Cahill, and Diane Costagliola

Staff Present:

Director Megan Allen, Assistant Director Clayton Cheever, Information Technology Coordinator Rory O'Brien

Approval of Minutes:

Ms. DiTullio moved and Ms. Mayyasi seconded that the April 10, 2017 minutes be approved as submitted. The motion passed unanimously.

Treasurer's Report:

Ms. Mitchell moved and Ms. Mayyasi seconded that the May 2017 Treasurer's Report and trust fund expenditures be approved as submitted. The motion passed unanimously.

Information Technology Coordinator's Report:

Mr. O'Brien reported on a variety of information technology projects, including a new server, a new mobile device charging station, an expansion of wireless Internet service at the Main and branch libraries, improvements in public and staff printing services, and technology planning to be synchronized with the new strategic plan. He also cited the outstanding support being provided by part-time IT assistant, Brian DeFelice.

Director's Report:

Staff

Adult Services Librarian & Graphic Design Specialist June Thammasnong will be transferring into the open Children's Librarian position. Senior Library Assistant Shayne Murray will be moving into the Library Intern position, and will begin studying for his MLS at Simmons College in the fall. Senior Library Assistant Kelly Duong will become the Wollaston Branch assistant to Branch Librarian Amanda Pegg-Wheat.

All-staff trainings on the topic of naturalization were provided so that staff will be better able to assist patrons using the Main Library's new Citizenship Corner, and to refer patrons to appropriate services. Staff librarians also attended the Digital Commonwealth Annual Conference and the New England Regional Genealogical Consortium Conference in April.

Facilities

The final six chairs in the Richardson building have been reupholstered, courtesy of the TCPL Foundation. The window seat cushion re-upholstery should be finished before the end of the month.

The architects are finalizing furniture specifications for the North Quincy Branch; during the month of May, samples of possible furnishings will be delivered and evaluated at the branch prior to finalizing selections. Branch Librarian Cathy deVeer—with assistance from other staff—has made significant progress in consolidating collections, removing unneeded tall book cases, and readying the branch for the new space layout. Plans for expanding the number of public desktop computers, and providing several laptops for in-library use, are well under way, and these additional technology services should be available at the branch by the end of the fiscal year.

Services & Programs

In collaboration with the middle school media specialists, librarians Julie Rines and Kerri Darcy developed a special Harry Potter vacation week program for tweens, turning the Main Library into Hogwarts for three hours one afternoon. The event attracted a large group of middle schoolers, and shows promise as a strategy for keeping kids in this age group engaged as they transition from children's programs to teen activities.

Other

The library was featured in an April 23, 2017 Boston Globe South article about public libraries as community gathering spaces (Do Today's Libraries Stack Up? by Robert Knox).

The mayor's FY2018 budget request for the library provides for an overall increase of 2%, including contractually required salary increases and small increases in fixed costs such as building insurance and the Old Colony Library Network annual membership assessment.

Through serendipity, staff discovered that the Boston Globe is donating their entire photograph collection to Northeastern University soon, but is allowing public librarians to borrow and scan photos relevant to their communities before the collection is transferred. Librarians Therese Mosorjak and Theresa Tangney immediately arranged a visit to the Globe's library, and there selected a large pile of Quincy photos (estimated to number more than 500) to borrow for a few weeks. The library's new high-res archival scanner, funded by the trustees, arrived just in time to be put into service to scan the photos, which will be cataloged using the new PastPerfect Museum Software, and ultimately made accessible online to the public.

A resident abutting the North Quincy Branch has requested permission from the Board to park in the branch parking lot during library hours. After some discussion, the Board unanimously agreed that no exceptions can be made for nearby residents, because all spaces must be available for library visitors whenever the library is open. Mr. Griffin will send a letter to the resident stating this decision.

The entire Board is invited to the literacy program's annual recognition evening on May 23 at 6:00 p.m.

TCPL Foundation Liaison's Report:

Ms. Cahill reported that the Foundation is planning a fundraising event for the North Quincy Branch furnishings upgrade on November 30, 2017.

TCPL Friends of the Library Liaison's Report

Ms. DiTullio reported that the Friends are looking forward to their annual meeting on Tuesday, May 9, and the subsequent program about Rosemary Kennedy.

Old Business:

Proposed Mobile Device Charging Station Policy

Ms. Mitchell moved and Ms. Mayyasi seconded that the proposed policy be approved as submitted. The motion passed unanimously.

Board Reorganization

Ms. Cahill moved and Ms. DiTullio seconded that the following slate of officers be elected for the current year: Mr. Griffin, Chair; Ms. DiTullio, Vice-Chair; Ms. Mitchell, Treasurer; Ms. Mayyasi, Secretary. The motion passed unanimously.

Investment Committee Report

Ms. DiTullio reported on the Finance Committee's recent conversations about the Board's investments and whether or not to change investment advisors and move invested funds. The Committee is still investigating options and is not yet ready to make a recommendation to the full Board.

New Business:

Proposed Mobile Device Use Policy

The draft policy was distributed to be reviewed, discussed, and voted upon at the next meeting.

Revised Gift & Donor Recognition Policy

A minor revision of the current Gifts & Donations Policy was distributed for review. A draft of a new Donor Recognition Policy was also distributed. Both documents will be discussed in depth at the next meeting.

Revised Meeting Room Policy

This revision is still under construction. A draft should be ready for the next meeting.

Adjournment:

The meeting was adjourned at 11:01 a.m. The next regular meeting is scheduled for June 12, 2017 at the Wollaston Branch Library.

May Mayyasi
Secretary

Documents Distributed:

- Draft Minutes from April 10, 2017 Trustees Meeting
- May Report on Trust Fund Accounts
- City of Quincy Preliminary Budget Report, 2018 Library Department Budget
- Invitation to Annual Literacy Recognition
- Draft Mobile Device Charging Station Policy
- Draft Mobile Device In-Library Use Policy
- Draft Revision of Gifts & Donations Policy
- Draft Donor Recognition Policy