



The BOARD OF LIBRARY TRUSTEES
THOMAS CRANE PUBLIC LIBRARY
40 Washington Street, Quincy, MA 02169

MINUTES OF THE MEETING OF NOVEMBER 19, 2012

QUINCY ROOM, MAIN LIBRARY

Trustees Present: Chair Harold Crowley, Treasurer Janet DiTullio, Secretary Mary Reed, and William Griffin. Absent: Tina Cahill. Library Staff: Director Harry R. Williams III, Assistant Director Megan Allen, and Diane Costagliola.

Call to Order: Chair Crowley called the meeting to order at 9:15 am. The chair asked for approval of the October 26 minutes. Motion to approve was offered by Trustee Griffin, second by Trustee DiTullio. Motion passed.

Treasurers Report: The Treasurer reviewed the trust expenditures to be approved by the Board. A motion to accept the Treasurers' report was offered by Trustee Reed, second by Trustee Griffin. The motion carried.

Director's Report: The Children's Department circulated over 24,000 items in October. The Main Library hosted class visits with students researching various topics. For Halloween we presented a shadow puppet show of The Legend of Sleepy Hollow.

The Circulation Department again had a record circulation for the month of October, the fifth out of the last six months with over 50,000 items checked out. Overdrive circulation of over 900 eBooks was more than a 100 item increase over September and 220% over last year. eAudio circulation was up compared to last year. In October 2011, we began to float the Chinese Language collection, meaning the materials stay at the branch where they are returned. Although this led to only a 6% in Chinese book circulation, we saw an astronomical increase in circulation at North Quincy, offset by a sharp decline at the Main Library. North Quincy patrons are happy that they don't have to come to the Main Library to find Chinese books.

Personnel: I reported last month that "The entire staff has been working very hard to keep up with our 7-day-a-week schedule without a full complement of employees." I submitted paperwork to Human Resources to hire the second Bilingual Library Assistant, Karen Ho, at the start of the month and requested that they expedite the process. We have sufficient Regional funds to hire a part-time temp, Henry Cheung, to assist the Systems Librarian. I submitted his paperwork on November 5th and as of Friday the 16th was promised these would be acted on by City Hall. Will Adamczyk and Diane Costagliola gave staff training for eBook services offered by the Library.

Community Outreach: Will Adamczyk spoke at the Council on Aging on how to start a senior's book discussion group. He talked about formats, resources, and good titles to start off with. He brought some of our eReader devices for the group to look at, and we have noticed more seniors

coming in to learn about Overdrive and eBooks as a result. The Lions Club canceled my presentation at their November 1st meeting when their District Governor scheduled a Club Visit. Quincy City Historian delivered another in a series of donations from the Rotary Club of Quincy for the purchase of Children's books, one to honor each speaker at their weekly meetings.

Budget & Finances: The Board of Library Commissioners has acknowledged receipt of our State Aid, Waiver of MAR application, and supplemental information. Our petition for a waiver will be reviewed by the Board of Library Commissioners at their January 2013 meeting.

Buildings & Grounds and Security: The Main Library elevator in the Children's Room is back in service. One of the boys arrested for graffiti on the Coletti entrance paid \$150 restitution that was forwarded to the Library by the Juvenile Court. Architect James Edwards and the Purchasing Department are still working on the request for bids to restore the doors in the Richardson and Coletti buildings. We closed the Library on Monday, October 29th due to Hurricane Sandy. I appeared as summonsed at Quincy District Court for the November 15th trial of a patron who violated a No-Trespass order. She pled guilty and the Court ordered her to stay away for the Library for a year. The City of Quincy Public Buildings Department has hired a painter-plasterer who has repaired damage in the Children's and Richardson Rooms, and the ceilings in the Reference Room. Director's Report submitted by Harry R. Williams III, Library Director.

Announcements: Chair Crowley announced he would be meeting with Mayor Koch to discuss Library business.

Strategic Planning Process: Assistant Director Megan Allen reviewed and discussed evaluation activities being conducted in preparation for future grants. As part of the Strategic Plan an Action Plan will also be required by the Board of Library Commissioners.

Friends of the Thomas Crane Library: Chair Crowley reported the Friends have begun the membership renewal drive. The drive is going very well. Library merchandising is also being considered. Friend's membership stands at 600.

Old Business: Trust Document review: Director Williams gave an overview of the Trust accounts. The Trustees deferred any action on the accounts at this time. Trust review will remain an agenda item. Director Williams and Assistant Director Allen were commended for their research and due diligence on the trusts.

New Business: Procedure for the Selection of a Library Director: Due to the impending departure of Director Harry Williams, the Trustees engaged in discussion of the process as dictated by the Board of Library Commissioners. A motion was offered by Trustee Reed to ask Mayor Koch to appoint an interim Director until the search process is complete. Trustee DiTullio seconded the motion. The vote was passed unanimously. The process to hire a new Library Director will proceed. The trustees reviewed the Job description, discussed posting and advertising the position. Deadlines have been set for January 15, 2013.

Adjournment: Meeting adjourned at 11:00am. Next meeting will be December 10, 2012 at the Main Library.

Minutes Respectfully Submitted by Trustee Mary Reed