

**Thomas Crane Public Library
Board of Trustees
November 18, 2013**

Call to Order

The meeting was called to order at 9:15 a.m. by Chair Harold Crowley.

Trustees Present

Chair Harold Crowley, Janet DiTullio, William Griffin. Absent: Mary Reed, Tina Cahill.

Others Present

Director Megan Allen, Assistant Director Clayton Cheever, Coordinator of Adult & Young Adult Services Jim Jaquette.

Approval of Minutes

Ms. DiTullio moved and Mr. Griffin seconded that the October 28, 2013 minutes be approved. The motion passed.

Treasurer's Report

Mr. Griffin moved and Ms. DiTullio seconded that the treasurer's report be approved. The motion passed.

Report from Jim Jaquette

Jim Jaquette introduced himself and described his role in the newly created position of Coordinator of Adult & Young Adult Services.

Director's Report

The State Aid waiver request documentation has been submitted to the Mass. Board of Library Commissioners. Approval is expected when the Board meets in January 2014.

The director attended two professional meetings for Mass. public library directors sponsored by the Mass. Library System, a Facilities Management Roundtable and an Urban Library Directors Roundtable.

A new security officer is expected to be on board by December 1.

Facilities

The historic door restoration project is still in process. The library will not be allowed to use money left over from that CPA grant project for the light fixture restoration in the Coletti reading room, so Ms. Allen will submit a new 2014 grant application to complete that project. After extensive consultations with various arborists, essential fall tree work on the Main Library property was identified and the work will be completed in November.

Friends of the Thomas Crane Public Library

The Bookstore celebrated its second anniversary this month. It is averaging \$400 in weekly sales. The executive board voted to eliminate the Boston By Foot and Pawtucket Red Sox discount passes due to low use, and add a Mass Audubon pass instead.

Thomas Crane Public Library Foundation

The directors have been meeting and developing a list of board recruitment prospects.

Old Business

Adams Shore Branch Air Conditioning

Mr. Crowley wrote a letter to the mayor on behalf of the board, asking him to consider funding this in next year's budget.

Trustee Self-Evaluation

A brief review of the results was conducted but in-depth discussion about specific questions was deferred until the full board is present.

Wollaston Painting

Ms. DiTullio moved and Mr. Griffin seconded that trust funds be used to restore the "Helping Hand" painting and frame at the Wollaston Branch Library, based on a proposal by Trefler & Sons. The motion passed.

Trust Fund Review

After reviewing the various trust funds whose purpose is to fund library materials, the trustees directed Ms. Allen to begin using the trusts to purchase materials beyond what can be funded by the library's materials budget. Specific expenditures will be presented to the board for approval at future meetings.

New Business

None

Adjournment

The meeting was adjourned at 10:30 a.m. The next regular meeting is scheduled for Monday, December 9, at 9:15 a.m. at the Main Library. Julie Rines (Coordinator of Children's Services) will be the special guest staff speaker.