

**Thomas Crane Public Library  
Board of Trustees Meeting Minutes  
November 17, 2014, Quincy Room**

**Call to Order**

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

**Trustees Present**

Chair William Griffin, Tina Cahill, Maria Cataldo-Cunniff, Mary Reed, and Janet DiTullio

**Staff Present**

Director Megan Allen, Assistant Director Clayton Cheever

**Approval of Minutes**

Ms. DiTullio moved and Ms. Reed seconded that the October 20, 2014 minutes be approved as submitted. The motion passed unanimously.

**Treasurer's Report**

Ms. Reed moved and Ms. Cataldo-Cunniff seconded that the November 17, 2014 treasurer's report and trust expenditures be approved as submitted. The motion passed unanimously.

**Assistant Director's Report**

Mr. Cheever reported on activities and achievements since he started working at the library in July 2013. His responsibilities include marketing and PR, which encompass the library website, newsletter, calendar and social media; digital media offerings such as the recently added streaming media service and the library app; and adult programming and partnerships. Mr. Cheever also reported on his work with library staff, including interviewing and recommending new hires, supporting both recent and longer-term employees in various projects and initiatives, organizing and providing staff training, and helping with policy and procedure development. Other administrative tasks include data gathering and analysis, guiding strategic plan implementation, and space planning.

**Director's Report**

*Facilities*

The lights in the Main Library were finally replaced in October. The tree pruning project at the Main Library was also completed in October. The technology infrastructure upgrade was completed successfully and the public computer upgrade is now under way.

*Staff News*

Building custodian Tony DeFelice will be retiring at the end of January. Ms. Allen will work with the Human Resources Director to fill this position as quickly as possible to minimize the impact on critical custodial services.

*Other*

Ms. Allen attended the Urban Library Directors Roundtable meeting in October. The Board of Library Trustees meeting minutes from 1871 to 2013 have been sent out to be microfilmed and

digitized, to both preserve these unique historical records and also to provide better access to their contents. A spreadsheet showing the library's FY2013 and FY2014 performance on its strategic objectives was distributed for review and discussion at the next meeting.

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

Ms. Cahill reported that the Foundation board is in the midst of planning the first fundraising event, to be held on Friday, May 8, 2015, at the library. The theme and goal will be purchasing 100 new chairs for the Main Library. The trustees discussed the need to review and update the library's gift policy in light of anticipated tangible gifts from the Foundation.

### **Friends of the TCPL Report**

Ms. DiTullio was unable to attend the last Friends board meeting and had no new information to share.

### **Old Business**

#### *Trust Accounts*

The November 7, 2014 memorandum from financial advisor Bob Riley was reviewed and discussed. Ms. Allen will follow up with U.S. Trust to seek more information on the Vergobbi and Della Chiesa trusts, and with the advisor recommended by Mr. Riley. Mr. Griffin will send a letter of thanks to Mr. Riley for his help. Ms. Cahill moved and Ms. DiTullio seconded that the trustees establish a budget for future expenditures of trust funds, in consultation with an advisor. The motion passed unanimously.

#### *Wollaston Branch Library*

Mr. Griffin and Ms. Cataldo-Cunniff will join Ms. Allen to meet with Mayor Koch on Thursday, November 20 to discuss the potential for renovating the Wollaston Branch and making it accessible to people with disabilities.

#### *North Quincy Community Center Memorandum of Understanding*

Ms. DiTullio moved and Ms. Reed seconded that the revised Memorandum of Understanding Regarding the North Quincy Community Center be approved as submitted. The motion passed unanimously.

#### *Proposed Revisions to Study Room Use Policy*

Mr. Griffin proposed that the language regarding positive identification in regulation 17 be strengthened from "may be required" to "will be required". Ms. Reed moved and Ms. DiTullio seconded that the Study Room Use Policy be amended as proposed, with this change. The motion passed unanimously.

#### *City of Quincy Annual Christmas Celebration*

Ms. Allen provided an update regarding use of the Main Library for this year's Christmas tree lighting event, including the erection of a temporary utility pole on the Spear Street side of the lawn to bring additional power to the library's grounds. Ms. Reed moved and Ms. DiTullio seconded that the Main Library lawn, and ground floor public bathrooms and meeting room accessed via the Washington Street door only, be made available for the Christmas event on

November 28, 2014, contingent on removal of the temporary electrical pole by January 31, 2015. The motion passed unanimously.

### **New Business**

#### *Private Events*

Ms. Allen reported on her conversation with the Boston Public Library Programming and Events Manager and distributed a copy of her notes from that conversation. BPL's private rentals are managed by BPL employees and an outside caterer under contract. The BPL library trustees approve the library's private rental policies and fees, and the rental revenue generated goes into a special unrestricted account controlled by the library.

#### *Collection Agency*

Ms. Allen has learned about a collection agency that specializes in working with libraries to collect long-overdue items, and has been able to retrieve a significant number of long overdue items for the Brookline Public Library. Ms. Allen will continue to explore this potential method of recovering TCPL's many lost items.

#### *Board Membership*

Ms. Cataldo-Cunniff announced that she will not continue on the board after this term.

### **Adjournment**

The meeting was adjourned at 11:30 a.m. The next regular meeting will be held on Monday, December 8, 2014 at 9:15 a.m. in the Main Library Quincy Room.

Mary Reed  
Secretary

### **Documents distributed:**

- Draft Minutes from October 20, 2014 Trustees Meeting
- November Report on Trust Fund Accounts
- Memorandum from Bob Riley Dated November 7, 2014
- Memorandum of Understanding Regarding the North Quincy Community Center
- Proposed Revisions to Study Room Use Policy
- FY2013/FY2014 Objectives
- Notes From Conversation with BPL Programming and Events Manager on October 21, 2014