

**Thomas Crane Public Library
Board of Trustees
November 7, 2016
Main Library**

Call to Order:

The meeting was called to order at 9:14 a.m. by Chair William Griffin.

Trustees Present:

Chair William Griffin, Diane Costagliola, Janet DiTullio, Corinne Mitchell, May Mayyasi;

Absent: Tina Cahill

Others Present:

Director Megan Allen, Assistant Director Clayton Cheever

Approval of Minutes:

Ms May moved and Ms. Mitchell seconded that the October 17, 2016 minutes be approved.

The motion passed unanimously.

Treasurer's Report:

Ms. Mitchell moved and Ms. DiTullio seconded that the November 2016 treasurer's report and trust expenditures be approved as submitted. The motion passed unanimously.

Director's Report:

Staff

Wollaston Branch Librarian Barbara Glod has announced her intention to retire on February 9, 2017. Part-time Senior Library Assistants Ingrid Marquardt and Srirupa Chakraborty have joined the staff as of this week.

Facilities

Additional work has been done by the city roofer (with the help of an aerial lift) to address the year-old Aiken roof leak. Other projects are still pending.

The cedar fence along the Main Library parking lot needs repair or replacement. The Public Buildings Dept. is providing assistance in determining the best solution and obtaining vendor quotes.

Other

City solicitor Jim Timmins has indicated that the library's Video Surveillance Policy may need some revision. The library will work with Mr. Timmins and his staff to update the policy as required.

After lengthy discussions at two consecutive meetings, the Old Colony Library Network members' council voted to approve a FY2018 budget with a 4% increase for all members. Reductions in recent years to the resource sharing line of the Mass. Board of Library

Commissioners' budget has reduced state financial support for the Commonwealth's nine networks, including OCLN, which in turn negatively impacts OCLN's annual budget and the assessment that each member library must pay to maintain adequate service. In order to limit the assessment increase to 4% for next year, the members' council made the difficult decision to withdraw from the statewide Commonwealth eBook Collection beginning July 1, 2017.

TCPL Foundation Liaison's Report:

In Ms. Cahill's absence, Ms. Allen reported that the Foundation is making good progress toward regaining their 501(c)(3) status and expect to have it by early 2017.

Friends of the TCPL Liaison's Report:

Ms. DiTullio reported that the Bookstore is doing very well, averaging \$500 a week, and that there are some new members on the Friends executive board. This month is the fifth anniversary of the opening of the Crane Library Bookstore. The trustees agreed to send a letter of thanks to the Friends president for the hard work of the many who have made the bookstore a success.

Old Business:

Investment Committee Report

Ms. DiTullio and Ms. Mitchell provided a summary of the Charles Schwab quarterly report from Winslow Wealth Management and a recent meeting with fund manager Lisa Matthews. It was agreed that Ms. Mitchell will replace Ms. Reed as an authorized signatory on the Schwab accounts.

By-Laws Revision Proposal

Ms. Mayyasi moved and Ms. Mitchell seconded that the bylaws be amended as proposed. The motion passed unanimously.

Strategic Planning Update

Ms. Allen reviewed the work done to date and introduced each of the ten library service responses that are currently being considered. The trustees provided feedback on each potential response.

New Business:

Ms. Allen reported that the annual OCLN Legislative Breakfast has been scheduled for Friday, February 10, from 7:30-9 a.m. (location TBD), and the annual Library Legislative Day has been scheduled for Tuesday, March 7, at the State House.

Adjournment:

The meeting was adjourned at 11:07 a.m. The next regular meeting is scheduled for Monday, December 12, at 9:15 a.m. in the Main Library Quincy Room.

Documents Distributed:

- Draft of Minutes from October 17, 2016 Trustees Meeting
- November Report on Trust Fund Accounts
- September 30, 2016 Quarterly Report from Charles Schwab

- Proposed By-Laws Revisions
- Community Planning Committee Meeting One Notes
- Library Service Responses with Staff SWOT

Ms. May Mayyasi
Secretary