

**Thomas Crane Public Library**  
**Board of Trustees Meeting Minutes**  
November 13, 2017 at the Main Library

**Call to Order:**

The meeting was called to order at 9:15 a.m. by Mr. Griffin.

**Trustees Present:**

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

**Staff Present:**

Director Megan Allen, Assistant Director Clayton Cheever

**Approval of Minutes:**

Ms. Mitchell moved and Ms. Mayyasi seconded that the October 23, 2017 minutes be approved as submitted. The motion passed unanimously.

**Treasurer's Report:**

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

**Assistant Director's Report:**

Mr. Cheever reported on his various projects and responsibilities, including usage statistics and objectives measurement, program planning and partnerships with community organizations, web services, and security of facilities and collections.

**Director's Report:**

*Staff*

Staff meetings were conducted in October to review the library's Emergency Response Plan, in preparation for an evacuation drill to be held in the next few weeks.

*Facilities*

An acoustical consultant from Cavanaugh Tocci Associates visited the Main Library on November 8 to observe and measure acoustical conditions in the atrium and on the first floor, and talk with library staff about noise issues in these areas.

Several Main Library lawn projects were completed in preparation for the annual Christmas Tree Lighting event to be held there on November 24, including bush trimming, removal of a volunteer Linden tree, and replacement of the broken flag pole halyard.

*Strategic Plan Updates*

The strategic plan publication is at the printer and will be distributed shortly to all Community Planning Committee members and other key stakeholders.

Each branch library has established which of the library's 11 goals will be their primary focus in the next five years.

*Services & Programs*

Fall programming is now in full swing. During October, the Children's Department provided 73 programs for 1330 children and 1017 adults. There are 17 ESOL conversation programs running this fall, with approximately 165 participants.

The library will be reducing its print periodical subscriptions beginning January 1, 2018 due to declining usage. Any savings will be used to increase popular digital resources like ebooks and eaudiobooks. Quincy residents also have online access to 80 magazine titles via the Old Colony Library Networks RBDigital Magazine Collection (formerly called Zinio).

**TCPL Foundation Liaison's Report:**

Ms. Cahill reported that she has resigned from the Foundation board and that Ms. Costagliola will take her place as the trustee liaison on the board. They are continuing to plan a fundraiser for the North Quincy interior upgrade initiative.

**TCPL Friends of the Library Liaison's Report:**

No report.

**Old Business:**

*Investment Committee Report*

The October Charles Schwab Investments Report Summary was distributed. Ms. Mitchell reported on the committee's recent meeting with Assistant City Solicitor Stephen Durkin to review subaccounts and discuss which could be consolidated.

*Gift and Donor Recognition Policies*

These policies are awaiting City legal review and will be brought for a vote at the December meeting.

*Revised Safe Child Policy*

Ms. Mayyasi moved and Ms. Mitchell seconded that the revised Safe Child Policy be approved as submitted. The motion passed unanimously.

*Revised Meeting Room Use Policy*

This policy is awaiting City legal review and will be brought for a vote at the December meeting.

**New Business:**

*Proposed Donor Recognition Opportunities for North Quincy Library Fundraiser*

A list of proposed sponsorship opportunities was briefly reviewed, for approval at the December meeting.

**Adjournment:**

The meeting was adjourned at 10:30 a.m. The next regular meeting is scheduled for Monday, December 11 at 9:15 a.m. at the Main Library.

**Documents Distributed**

- Draft Minutes from the October 23, 2017 Trustees meeting
- Branch Library Priorities of Library Goals 2018-2022
- FY2018 Citizens Bank Trust Fund Income and Expenses Summary to Date (11/13/17)
- Charles Schwab Accounts Monthly Report, October 1-31, 2017