

Thomas Crane Public Library

Board of Trustees

Minutes of October 17, 2011 Board Meeting

Trustees Present

Sandra McCauley, Chair; Harold Crowley; Janet DiTullio; Mary L. Reed.

Staff Present: Harry R. Williams III, Director; Lori Seegraber, Adams Shore Branch Librarian; Deb Rich.

Call to Order

Sandra McCauley, Chair, called the meeting to order at 9:15 am in the Meeting Room at the Adams Shore Branch Library.

Approval of Minutes for the Meeting of September 12, 2011

Mrs. McCauley asked for comments additions, or corrections to the minutes of the September 12th Board meeting. Hearing none, Mr. Crowley moved and Ms. Reed seconded approval of the minutes. The Board unanimously approved the minutes.

Treasurer's Report

In the absence of Treasurer Lawrence J. Falvey, Jr., Mr. Williams presented the expenditures for the Literacy Account in the amount of \$616.45. Mr. Crowley moved and Ms. Reed seconded to approve these expenditures. Mr. Williams then presented expenditures for the Trust Accounts a total of \$1,165.81. These were all from the Gift Account: \$40.81 for books, and \$1,125.00 for presenters and performers in the Civil War 150 series of programs, funding for which was received and deposited in the Gift Account from the National Endowment for the Humanities and the American Library Association. Ms. Reed asked if there is a limit on the amount that can be paid as an honorarium from Trust Funds. No one was aware of such a limit, and Mr. Williams agreed to research this question and report back at the next meeting. Mr. Crowley moved and Dr. DiTullio seconded to approve these expenditures. Treasurers' report approved.

Director's Report

Mr. Williams introduced Adams Shore Branch Librarian Lori Seegraber, who welcomed the Trustees to the Branch and described her experience and the Branch's challenges. She has worked at the Branch since 1984 and loves being there. Most problems originate in the Budget cuts that decreased hours and led to most complaints. Most worries relate to heating and air conditioning issue. One of two circulating pumps was removed, so failure of the other would be critical. Ms. Reed suggested that "green money" might be available to allow environment-friendly improvements at a discount. Lori saw an ad for a freestanding all-in-one heater/air conditioner and wondered if one might be installed in the boiler room so the ducts could bring the warm or cool air upstairs. Because the Branch is almost entirely covered with windows, like a greenhouse, cooling in summer is particularly challenging. Mr. Williams said that after learning that replacing the cooling tower for the current system would cost \$70-100,000 he asked the Public Buildings Department to investigate a "split system" with a small condenser outside, piping cool air into the building. Dr. DiTullio said that a similar system for a residence costs about \$9,000 so the cost for the Branch would be quite a bit higher than that. She added that we need a Capital Improvement Plan with the needs for all our buildings for the next five years, and that all proposed solutions must be "green." Ms.

Reed asked that the peeling paint be repaired at the entrances. Mr. Williams agreed to arrange for this. Lori reported that the City had fixed the circuit breakers. Electric boxes in the cupola have unused wiring (for old light fixtures) visible. This might allow for adding a ceiling fan that would be a great improvement. Metal railings had to be repaired after vandals snapped them off the outside stairs. The coin operated copier is still not working. We installed in the office an all-in-one fax/scanner/copier that the staff uses when students need to copy from a reference book. CopyData promised to replace the coin-op machine after Mr. Williams requested they remove the one that is not working. Mr. Crowley asked Lori about specific complaints about the Branch hours, and she said she hears the most about being closed on Fridays, with some mothers requesting some evening hours. Then she described the very successful Reading Roundup program and class visits, and groups that use the meeting room. Mr. Williams commented that outreach is difficult with our current staffing levels. Mr. Crowley suggested working with a Social Studies teacher at Broad Meadows to promote library cards as “cool” to sixth graders, a tough group to keep interested. Dr. DiTullio suggested we contact the Cultural Council about possible grant funding for arts and science programs, and noted that working with the schools is more difficult without media specialists at the schools. Lori added that we could serve students’ needs better if we could get a “heads up” on mass assignments.

Mr. Williams then reported on activities in the other Departments. During the month he attended departmental meetings of Children’s, Circulation, Reference and Cataloging. Children’s was very busy, circulating over 20,000 items in September while holding a variety of programs. We began to use Eventkeeper for online registrations for Storytimes and purchased Muzzy Online, a language program for children that will be available on our website. Circulation followed last month’s record numbers with our highest September circulation in the last five years, up 7% over last year. September continued the trend of a higher percentage of children’s items being circulated as compared to previous years. When meeting with the police in September, Will discussed the steep decline in the number of police calls made and the number of incidents being reported. Along with several other Department Heads, he has been active in professional organizations, and has devoted significant time to weeding throughout the system. The Reference Department generated a lot of positive press for our Quincy Sun database, in newspapers, on QATV and on the city website. As a result of online access to reference materials in electronic formats, we are weeding the reference collection and using the space for circulating materials. Big news from Acquisitions is the purchase of additional eBooks to supplement those provided by the OCLN network. We are slightly reducing the number of our magazine subscriptions, and will use that money to purchase new books for our heavily used and well-worn Chinese language book collection. We will still receive over 400 subscriptions. Cataloging prepared 2,717 new items in September, and worked with Circulation and Administration to develop “floating collections” that allow an item to be checked out anywhere, then remain at the location where it is returned. Several Departments participated in a teleconference with the HQ Company, whose “Evidence Based Stock Management” saves time and money through improvements in collection development to meet ever increasing customer demands. It’s currently being used in Nashville, Scottsdale, San Diego, Lexington, and others. Our Inter-Library Loan office received 1209 borrowing requests, the third highest month since we began serving the Central and Western parts of the Commonwealth. Systems Librarian Deb Rich repaired computers at all four locations, helped with security issues for the Friends’ new bookstore, and worked with the Tech Planning Committee and Administration to prioritize needed upgrades. The Literacy Project interviewed and assessed potential students and embarked on a major Tutor Recruitment campaign. They organized a Basic Computer class, a Tutor Dessert and a Tutor Brown Bag Lunch. Constant use of the “My Reading Coach” Computer Program in their office led to purchase of another license so two students can work simultaneously on the program. They are working with Literacy Volunteers of MA to seek funding, as this is the last year of our current 5 year grant. We continue to host monthly exhibits and plenty of programs. Our Civil War 150 program includes a five-part reading and discussion series, a musical performance, two slide presentations, two movies, and a hands-on presentation about the lives of Civil War soldiers and civilians, all funded by the American Library Association and the National

Endowment for the Humanities.. Most of our adult and children's book clubs will read Civil War-related titles during the series. After months of work by Megan Allen and the web team the new Website was launched in August. Feedback on the new site has been positive. Megan has also been working with the Friends to prepare the transition from twice-yearly book sales to a permanent Friends Bookstore in the Aiken basement. Opening day will be Saturday, November 5. We continue to meet monthly with the Quincy Police, and have seen a decline in the numbers of police calls and banned customers. We are working with a security company to improve safety with panic buttons and other technologies. When he mentioned filing our ARIS (Annual Report Information Survey) last month with the Mass. Board of Library Commissioners, Williams was asked to send a copy to each Trustee with next month's Agenda. Program attendance and Main Library circulation were up in spite of reduced hours and closing on Sundays. This month we submitted our State Aid forms. We have again applied for a Waiver of the Municipal Appropriation Requirement, and will need to provide documentation next month that the Library Budget was not "disproportionately cut" compared to municipal funding in general. After it was determined that the Union contract negotiations were at an impasse, a meeting was held on September 21st with Carol Gookin, a Mediator from the Massachusetts Division of Labor Relations. On September 26th the City Council voted to appropriate the \$270,000 Regional Interlibrary Loan Budget. City Clerk Shea verified the City Council action awarding the Community Preservation Grant for the Richardson and Coletti doors, and Quincy architect James Edwards is helping prepare specifications for the project. Landscape Architect Dr. Thomas Mickey is studying the notes of Frederick Law Olmsted on the original Library landscaping and inspected the entire property with Williams. We will meet again soon to discuss formulating a master plan for the landscape. The Public Buildings department promised to resolve the leaks in the 2001 roof.

Old Business

Williams presented a timeline he and Megan Allen prepared a for the new Strategic Planning process, described the facilitator who will lead our community planning committee meetings, and the data gathering by staff members to quantify patron behavior, data that will help us consider how we allocate our space and staff resources. He proposed a delayed opening on Wednesday, November 16 in order to have an all-staff orientation to the planning process. Mr. Crowley moved and Ms. Reed seconded approval of this and the timeline. So voted. Williams requested approval of an initial budget of \$2,000 and this too was moved by Mr. Crowley, seconded by Ms. Reed, and voted. The Trustees requested that the Strategic Planning Process be made a regular item on the monthly Meeting Agenda. Williams shared information about the security measures in place at Boston Public Library's Digitization Laboratory and the moving company that will transport the Parker Collection slides. There is no record of any limitation on our sending them to be reproduced. The Trustees agreed that we should proceed with the (grant funded) digitization project. Dr. DiTullio asked for a schedule of when each Department Head will address the Board, and Williams promised to bring a schedule next month.

New Business

Mr. Crowley moved "to direct the Library Director to submit a proposal for installation of a book drop at the Adams Shore branch with approximate cost and how it could be paid for. Such proposal to be presented at the November meeting of the trustees." Ms. Reed seconded. So voted.

Mr. Crowley then moved "to direct the Library Director to submit a plan for opening the branch libraries one evening a week assuming no increase in staff and with an accompanying schedule for hours at the Main library and the branches. In addition, a plan that would maintain the present hours at the Main library and add the evening hours at the branches with additional staff. Such plan to be presented to the trustees no later than their

December meeting.” DiTullio seconded. Upon discussion it was agreed by all to change the last phrase to “at the November meeting.” So voted.

Mr. Crowley moved “to direct the Library Director to submit a plan for opening the Main library on Saturdays during the summer assuming no increase in staff or with additional staff. Such plan to be presented to Trustees no later than the January meeting.” DiTullio seconded.

Mrs. McCauley moved “to direct the Library Director to submit a plan for opening the Main library on Sundays year-round, or at least twice a month, including potential cost and effects of Sunday openings, such plan to be presented to Trustees no later than the January meeting.” Ms. Reed seconded. So voted.

Adjournment

The next meeting will be held on November October 14th at 9:15 A.M. in the Quincy Room at the Main Library. Mr. Crowley and Ms. Reed seconded to adjourn. The meeting adjourned at 11:05 A. M.