



The BOARD OF LIBRARY TRUSTEES
THOMAS CRANE PUBLIC LIBRARY

40 Washington Street, Quincy, MA 02169

MINUTES OF THE MEETING OF OCTOBER 26, 2012

ADAMS SHORE BRANCH LIBRARY

Trustees Present: Chair Harold Crowley, Treasurer Janet DiTullio, Secretary Mary Reed, Tina Cahill and William Griffin. Library Staff: Director Harry Williams III. Assistant Director, Megan Allen, Adams Shore Branch Librarian Lori Seegraber, and Deb Rich.

Call to Order: Chair Crowley called the meeting to order at 9:20 am. The chair asked for approval of the September 10, 2012 minutes. Motion to approve was offered by Trustee Griffin, second by Trustee DiTullio. Motion passed.

Treasurers Report: The Treasurer reviewed the trust expenditures to be approved by the Board. The expenditures were submitted to the Treasurer, and then reviewed by the Trustees. A motion to accept the Treasurers' report was offered by Trustee Griffin, second by Trustee Reed. Motion passed.

Director's Report: The Children's Department checked out 21,000 items. Programs included Saturday morning Storytimes, Mad Science, Talk like a Pirate Day, Awesome Robb's Pirate Magic Show, and a medal ceremony for the over 80 children who completed the A- Z reading challenge over the summer. 80 children completed the challenge and the room was crammed with parents, grandparents and children.

The Circulation Department had the busiest September on record, even though our numbers dipped from the last few months that were over 50,000 items. Overdrive circulation continues to soar, with over 700 eBooks circulated, and a small increase in audio book downloads compared to last year.

The Reference Department got the DPW to provide an updated Quincy neighborhood flood map collection and to grant permission for the library to use their blue print size scanner to make digital images of some of our large historic maps. Our next project with the Boston Public Library Digitization Lab will be to digitize and put online collection of high school yearbooks from North Quincy and Quincy High. The new Quincy Sun website <http://thequincysun.com/> includes a link to the Quincy Sun Archive made possible by the library's Quincy Sun digitization project. The Reference Staff met with school librarians from North Quincy and Quincy High Schools to discuss common problems and solutions, and gave library instruction to students from Curry College, Quincy College and the Woodward School.

The Acquisitions Department coordinated with bookstore volunteer Bill Mackey to give the bookstore our donated and extra books on cassette. The Catalog Department prepared 1,899 new items in September, 536 at the Branches and 1,363 at the Main Library. The Collection HQ software has facilitated the weeding of all the first floor nonfiction except half the Biographies. Juvenile paperbacks and juvenile music CDs are getting new location codes, including those at the branches.

The Literacy program has 18 students on the waiting list, and is training 15 new Tutors. Current Tutors gather for "Let's Talk" Tutor Sharing Sessions. At monthly "TV Night" programs students practice their listening and speaking skills and discuss American culture. Additional volunteers assist with fundraising and in the office. The Quincy LVM staff is gathering program and budget documentation for grant applications.

The Union claims that requests were made "with the hope of reaching a fair and equitable successor collective bargaining agreement for the library bargaining unit," and that they have received no responses from the City. Although the Board of Library Trustees has no direct role in negotiations, they expressed concern with the lack of progress and recommended that Chair Crowley convey their concern to Mayor Koch.

We will be opening the Library on Friday, November 23rd, the day after Thanksgiving. We were closed on this day for the last three years as a result of budget cuts, but due to "shrinkage" (savings from the delay in hiring replacement workers) we will be able to cover the cost to restore service on this busy day. The entire staff has been working very hard to keep up with our 7-day-a-week schedule without a full complement of employees.

Community Outreach: Julie Rines attended a community information event at the Germantown Community Center and spoke at the Mass Humanities trustees meeting about our experience with the Family Adventures in Reading program last fall.

Budget & Finances: We submitted our State Aid and Waiver of MAR application, but still need to file supplemental information including from the CFO and the Auditor. The deadline for those is November 19th.

Buildings & Grounds and Security: The Public Buildings Department has agreed to set up and pay for replacement of a roof fan for bathroom vents and to replace the motor for a rooftop Air Handler Unit. Custodian John Marsters and Gary Cunniff of Public Buildings led an analyst from Peregrine Energy Group to explore options for "Green" improvements to the Main Library. Mayor Koch told me that TCPL has been added to the scope of the Adams Green project. Senior Planner Stephen Connelly, who spoke at our September meeting, wrote that plans are in place for the solar lights to be installed this week at the Adams Shore Library. The Main Library elevator in the Children's Room has been out of service since August 26th. United Elevator reported that they had it fixed on October 24th but that we now must keep it out of service pending inspection. KenMark Company installed new photocopiers and printers at all four locations on October 15th. Architect James Edwards and the Purchasing Department are issuing the request for bids to

restore the doors in the Richardson and Coletti buildings this week. Director's Report Submitted by Harry Roger Williams III, Library Director.

Adams Shore Branch Librarian: Lori Seegraber reported on Branch activities, Teens and Community Service hours. Ms. Seegraber expressed her concerns with the persistent heating and cooling system problems. Additional resources are needed to support youth activities. Chair Crowley, recommended and described the submission process for proposals to the Friends. The North Quincy Branch submitted a proposal for their after school program and was successful in receiving funding.

Trustee Tina Cahill felt the trustees should be evaluating the Library properties and develop a priority list. In light of the re-structuring of the Thomas Crane Foundation, there was consensus that an evaluation of properties was in order. Director Harry Williams was instructed to meet with the lead custodian and develop a capitol and maintenance plan for the Trustees to review at the December meeting.

Strategic Planning Process: Assistant Director Megan Allen reviewed the strategic planning document, Implementing For Results, and the work to evaluate tasks and plan next steps. Ms. Allen also reviewed and discussed a printed version of the Strategic Plan document that will be on the Library website and made available to patrons. The Trustees complimented Ms. Allen and the staff for their excellent work on the document.

Friends of the Thomas Crane Library: Chair Crowley, reported on the Friends' Book Store and upcoming programs.

Old Business: Thomas Crane Public Library Foundation: Director Williams and Assistant Director Allen reported on the revision process for the By-laws. After a careful review there was a motion to recommend the By-laws to the Foundation Board for Approval. Director Williams and Assistant Director Allen were commended for their research and due diligence.

Branch Librarian update: Assistant Director Megan Allen described regular Branch Library staff meetings. Door counters are at each Branch. North Quincy has 300-400 visitors a day. Teen activities have increased and game activities are popular. Community Services hours are being utilized.

CORI checks for all volunteers have been implemented.

Revolving Fund- The trustees reviewed the fines collected over previous years and determined to put the issue on hold for further review.

Progress Report on Coletti and Richardson Building doors: The project is progressing.

New Business: Review of Trust Funds and History scheduled for the next meeting, November 19, 2012 at the Main Library at 9:15am. Mr. Williams will collate information on the Trusts and send in Packets.

Adjournment: Meeting Adjourned at 11:10am. Executive Session called.

Minutes Respectfully Submitted by Trustee Mary Reed