

**Thomas Crane Public Library  
Board of Trustees  
October 28, 2013**

**Call to Order**

The meeting was called to order at 9:18 a.m. by Chair Harold Crowley.

**Trustees Present**

Chair Harold Crowley, Tina Cahill, Janet DiTullio, William Griffin, Mary Reed

**Others Present**

Director Megan Allen, Assistant Director Clayton Cheever, Branch Librarian Lori Seegerber

**Approval of Minutes**

Mr. Griffin moved and Ms. Reed seconded that the September 16, 2013 minutes be approved. The motion passed.

**Treasurer's Report**

Ms. Cahill moved and Ms. Reed seconded that the treasurer's report be approved. The motion passed.

**Adams Shore Branch Librarian's Report**

In the last year, collections have been weeded and relocated to increase accessibility of early literacy materials for young children and to create a better location for teens. The Tuesday afternoon Reading Roundup program has been extended this fall, due to the temporary closing of the South Shore YMCA, and the Snug Harbor School 1<sup>st</sup> and 2<sup>nd</sup> graders who participate in the program have been borrowing more books as a result. More adult volunteers are needed for this program, to serve children on a waiting list to participate.

Brownies and Cub Scouts are using the meeting room for regular Wednesday afternoon meetings. The air conditioning is still broken, but two small AC units were purchased and the branch was not forced to close this summer due to excessive heat.

**Director's Report**

Ms. Allen distributed a copy of the FY14 State Aid to Public Libraries Financial Report, Application and Compliance Forms, as recently submitted to the Mass. Board of Library Commissioners. The library must apply for a waiver again this year, as the Total Appropriated Municipal Income is \$110,931 below the state's Municipal Appropriation Requirement for FY14. Copies of the September customer survey were distributed; 2,187 library users completed the survey and the hundreds of open response comments will be shared with the trustees electronically. Technology planning is in process and an updated technology plan will be completed by December 31.

### *Public Programs*

The first Family Wellness Fair was well attended. This year's summer A-Z Reading Challenge for kids had 150 finishers, an 80% increase over last year, and 100 finishers and their families attended the medal ceremony in September. The English Talk Time program continues to grow, with 11 groups meeting this fall and nearly 150 participants, the most ever. Fifteen new volunteer literacy tutors have completed their training and await matching with some of the 23 adults waiting for tutors.

### *Staff*

A part-time reference librarian has been hired to help cover Sunday hours at the Main Library. A security guard candidate will be interviewed this week. In an effort to provide more continuous staff development, a schedule of regular Friday morning staff meetings and trainings began in October and will continue indefinitely.

### *Facilities*

An art conservator is scheduled to inspect the painting at Wollaston this week and provide an estimate for cleaning and restoration. The restored main Coletti doors were installed on October 3 and restoration of the transom above the doors is currently in process; the remaining Coletti doors have been removed and are being restored off-site. The estimate for installing light fixtures in the Coletti reading room has been received and Ms. Allen will be requesting permission from the Community Preservation Committee to use remaining funds from the door restoration project.

A recommendation from a consulting arborist for landscape tree preservation and maintenance has been received, and quotes will be requested from commercial tree companies to begin the work this fall. The consultant also recommended specific measures for protecting the trees lining the edge of the Main Library property along Washington and Coddington Streets during the Adams Green work, and those recommendations have been shared with Kristina Johnson of the Planning Department.

The Main Library security system is in need of some upgrading and a proposal for that is in the works. Parking is an ongoing problem at the Main Library and at the North Quincy Branch Library; many non-library users are taking advantage of the free parking and making it difficult for library users to find a spot. A meeting has been scheduled with the city's parking enforcement staff to see if they can assist library custodians in monitoring and ticketing in the parking lots.

### **Friends of the Thomas Crane Public Library**

The second anniversary of the opening of the Crane Library Bookstore is approaching in November. Sales are steady and regular customers are being developed. The Friends' new Facebook page is attracting more likes.

## **Thomas Crane Public Library Foundation**

The Foundation directors met on October 22 and are working on identifying potential new board members. The next meeting is scheduled for November 7.

### **Old Business**

#### *Trustees Self-Evaluation*

Ms. Reed and Ms. DiTullio presented a draft self-evaluation survey. Mr. Griffin moved and Ms. Cahill seconded that the survey be adopted. The survey will be available online for trustees to take before the November meeting.

#### *Trustee By-Law Amendments*

Ms. Reed moved and Ms. DiTullio seconded that the By-Laws be amended as presented. The motion passed.

#### *Revolving Fund*

Ms. Allen is continuing to explore this possibility and, at a future meeting, will present a proposal on how to proceed.

### **New Business**

#### *Proposed Revision to Strategic Objectives*

Ms. Allen distributed a document listing the current service priorities, goals, and objectives with relevant FY13 data and proposed revisions to several of the objectives, to be discussed and voted on at the November meeting.

#### *Board Transitions*

Mr. Crowley announced that he will not seek reappointment to the board in 2014. This will create a new opening on the board, in addition to the current vacancy. He will also be leaving the Friends of the Library executive board, and a replacement to act as library trustee liaison on the Friends board will have to be identified.

### **Adjournment**

The meeting was adjourned at 11:10 a.m. The next regular meeting is scheduled for Monday, November 18, at 9:15 a.m. at the Main Library.

Mary Reed  
Secretary