

Thomas Crane Public Library
Board of Trustees Meeting Minutes
October 20, 2014, Adams Shore Branch Library

Call to Order

The meeting was called to order at 9:20 a.m. by Chair William Griffin.

Trustees Present

Chair William Griffin, Tina Cahill, Maria Cataldo-Cunniff, Mary Reed, and Janet DiTullio

Staff Present

Director Megan Allen, Assistant Director Clayton Cheever, Adams Shore Branch Librarian Lori Seegraber

Approval of Minutes

Ms. Reed moved and Ms. DiTullio seconded that the September 8, 2014 regular meeting minutes be approved as submitted. The motion passed unanimously. Ms. Cahill moved and Ms. DiTullio seconded that the September 30, 2014 special meeting minutes be approved as submitted. The motion passed unanimously.

Treasurer's Report

Ms. Cahill moved and Ms. Reed seconded that the September Treasurer's report and trust expenditures be approved as submitted. The motion passed unanimously.

Adams Shore Branch Librarian's Report

The monthly Cooking with Books program took a break for the summer and restarts this evening with a theme of "Comfort Foods". Ms. Seegraber's work has recently been recognized with two awards – The 2014 Unsung Hero Award from the Germantown Community Center and a 2015 Home Town Hero Award from Blue Hills Bank. The latter will be accompanied by a \$1,000 check for the charity of her choice, the Adams Shore Branch Library.

City painters are currently at work on the branch. The summer was gratefully not very hot, as the air conditioning still does not work. The new Tuesday morning hours have encouraged Toddler Time attendees to linger after the program and borrow children's books.

National Grid has been performing infrastructure improvements directly outside the library for a couple of months. Library parking has been negatively impacted, as National Grid employees and police officers on detail have been using the library's front parking lot during library hours. Director Allen will investigate the situation.

The Wollaston Garden club continues to maintain the window and container gardens.

Director's Report

Facilities

The new pendant fixtures for the Main Library reading room are on order with a projected December installation date. The public stairwell fixtures are scheduled to be replaced this week. The technology infrastructure and public library computer upgrade should be completed by early November. After several weeks of public testing and balloting, one of the three sample chairs being considered for the Main Library was overwhelmingly preferred. Director Allen is working with the manufacturer on the details, including final pricing.

Staff & Services

A part-time Senior Library Assistant resigned in September and her hours were distributed among existing part-time SLAs. Two new professional librarians have been selected to join the library staff: Kerri Darcy will serve the new Adult Services Librarian – Teen/Young Adult Specialist and June Thammasnong will be the new Adult Services Librarian – Graphic Design Specialist. Both will begin on November 3. Former employee Deb Rich has returned as a temporary full-time professional to help cover hours until the new employees are trained.

The library's new mobile app was launched in September. The Old Colony Library Network voted unanimously to participate in the statewide ebook project, a joint Mass. Board of Library Commissioners and Mass. Library System initiative to expand ebook access for residents of the Commonwealth.

Circulation of physical materials (books, etc.) was down in the first quarter of FY15 compared to the previous year, but was not unexpected due to the impact of the spring 2014 policy change regarding renewals.

Two early literacy initiatives are about to kick off: *1000 Books Before Kindergarten* and early literacy activity areas in each Quincy library. The TCPL Foundation is providing critical financial support for the latter. English Talk Time continues to thrive, with nine groups underway this fall with 100 students. New children's programs are being planned for the new hours at the North Quincy and Wollaston branches, including an early evening storytime at North Quincy and a science-themed preschool program at Wollaston.

Other

The annual Financial Report has been submitted to the Mass. Board of Library Commissioners. For the first time since FY2009, the library will not be required to submit a waiver to qualify for State Aid to Public Libraries. Preliminary data for FY2014 strategic objectives was distributed; a final report will be provided at the next regular meeting. The Main Library will be the venue for the 2015 annual legislative breakfast sponsored by the Old Colony Library Network and hosted

by Senator John Keenan. A donation of \$5,000 has been received from the Marjorie Harris Reynolds Foundation to support the library's adult literacy program.

TCPL Foundation Liaison's Report

Ms. Cahill reported that the directors have created three subcommittees (events, governance and finance). A timeline and responsibilities have been drafted by the events subcommittee, as well as details about the first fundraising event in the spring.

TCPL Friends of the Library Liaison's Report

Ms. DiTullio reported that the new Friends President, Diane Dopp, is interested in reaching out to recruit young parents as Friends members. Friends bookstore committee chair Bill Mackey and his team are working hard to sustain the bookstore's success.

Old Business

Trust Accounts

An income/expenditure report from FY10 through FY15 was distributed and discussed. Further action will be delayed until a written report from financial advisor Bob Riley is received.

Interlibrary Loan Policy

Ms. DiTullio moved and Ms. Reed seconded that the revised Interlibrary Loan Policy be approved. The motion passed unanimously.

Wollaston Branch Library

After some discussion of the Mass. Public Library Construction Program grant timeline, Ms. Reed moved and Ms. DiTullio seconded that the Board of Trustees support the planning and design of a major renovation of the Wollaston Branch Library to make it fully accessible and usable for all members of the community. The motion passed unanimously.

Before proceeding further, the trustees will seek a meeting with Mayor Koch to obtain his support.

New Business

North Quincy Community Center Memorandum of Understanding

After some discussion of the draft MOU regarding use of a portion of the North Quincy Branch Library by the city's Dept. of Planning and Community Development for a community center, the Board asked Director Allen to seek clarification about the proposed term of the agreement and its renewals.

Proposed Revisions to Study Room Use Policy

Copies of the proposed revisions to this policy were distributed and discussed. The revisions will be presented for approval at the November meeting.

City of Quincy Annual Christmas Celebration

Because of the ongoing renovations at old City Hall, the trustees have been asked to host the annual Christmas celebration / tree lighting on Friday, November 28, after library hours. The event will take place on the library lawn but access to the library's public restrooms has also been requested. After some discussion, the trustees agreed to ground floor restroom access via the Washington Street entrance, provided that payment of library custodial overtime is covered and a police detail is provided to ensure that the public does not enter any other area of the library. A formal motion to approve this use will be offered at the November meeting.

Adjournment

The meeting was adjourned at 11:35 a.m. The next regular meeting will be held on Monday, November 17 at 9:15 a.m. in the Main Library Quincy Room.

Mary Reed
Secretary

Documents distributed:

- Draft Minutes from September 8 and September 30, 2014 Trustees' Meetings
- List of Trust Fund Checks
- 2014 Chair Vote Report
- FY2015 State Aid to Public Libraries Financial Report
- FY2014 Strategic Objectives Preliminary Data Report
- FY2010-2014 Trust Account Income and Expenditure Report
- Interlibrary Loan Policy Proposed Revisions
- Draft Memorandum of Understanding Regarding the North Quincy Community Center
- Proposed Revisions to Study Room Use Policy