

Thomas Crane Public Library

Board of Trustees Meeting Minutes

October 19, 2015, Adams Shore Branch Library

Call to Order

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

Trustees Present

Tina Cahill, Janet DiTullio, May Mayyasi, William Griffin, and Mary Reed; Absent: Corinne Mitchell

Staff Present

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

Approval of Minutes

Ms. Mayyasi moved and Ms. Reed seconded that the September 21, 2015 minutes be approved as submitted. The motion passed unanimously.

Treasurer's Report

Ms. DiTullio moved and Ms. Mayyasi seconded that the October treasurer's report and trust expenditures be approved as submitted. The motion was passed unanimously.

Foundation Report

Ms. Cahill reported that the Foundation is continuing to raise money for the final chairs in need of donors (86 has been sold so far) and has approved funding for several other library projects this fiscal year.

Friends of the Library Report

Ms. DiTullio reported that the Friends are very active and regularly earning income from the Bookstore.

Director's Evaluation

Ms. Cahill moved and Ms. Mayyasi seconded that the performance evaluation of Ms. Allen be approved as submitted. The motion was passed unanimously.

Adams Shore Branch Librarian's Report

Ms. Seegraber shared branch program photographs and reported on the many popular and longstanding programs such as weekly Toddler Time (ongoing for 29 years) and Reading Roundup (27 years), a program co-sponsored with the Germantown Neighborhood Center that connects senior volunteers with Snug Harbor School first and second graders to promote early

literacy. The weekly Cooking with Books program is well attended and several Brownie troops are meeting regularly at the branch. Wollaston Garden Club volunteers create and maintain indoor and outdoor gardens.

Old Business

Proposed Memorandum of Understanding with TCPL Foundation

Ms. Reed moved and Ms. DiTullio seconded that the Memorandum of Understanding with the Thomas Crane Public Library Foundation be approved. The motion passed unanimously. The MOU will be reviewed annually each fall.

Investment Committee Report

A copy of the Schwab investment account statement for September 2015 was distributed. Ms. Allen reported that the library will be receiving a bequest later in the fall from the estate of John A. Andrews of Quincy. The Investment Committee plans to meet with advisor Lisa Matthews in January 2016 to review the status of accounts. Mr. Griffin moved and Ms. Mayyasi seconded that the Investment Committee Report be approved. The motion passed unanimously.

Director's Report

Staff

A new Cataloging & Technical Services Librarian has been selected, pending final approval by Mayor Koch.

Longtime Senior Library Assistant Jeanne Moore will retire on November 18, 2015. Currently the library's longest serving employee, Ms. Moore will have completed over 40 years of service.

Facilities

Additional mobile shelving for the Main Library reading room has been delivered and fiction shifting is in process. The last of the new teen furniture, funded in part with the Serving Quincy Teens LSTA grant, has also been delivered and is being enjoyed by many teens after school each day. The second batch of chairs for the Main Library adult areas is scheduled to be delivered the week of October 19.

The digital video recorder (DVR) connected to the Main Library's video surveillance cameras failed in September, and the upgraded DVR will allow us to more easily and cheaply add additional cameras as needed. In order to protect the investment in new furnishings, a new camera has been added to the teen loft area.

Extensive roof and mortar work will be required to address leakage in the Main Library's Aiken ell. The situation has been developing for some time, and became critical in the summer when significant water came through the roof during a heavy rainstorm, affecting all floors of the 1908 addition. The Public Buildings Dept. has contracted with a roofing company, which has spent a

full day addressing some of the issues, but more work is needed to prevent further damage to the building itself and to its contents.

Services/Programs

Each year, the children's librarians assess program attendance during the previous year and adjust program offerings accordingly, to meet current demand. This year, the perennially popular monthly Mad Science programs will be succeeded by a new series called Full STEAM Ahead, focusing on Science, Technology, Engineering, Arts, and Math. Some sessions will be presented by outside presenters and some by library staff. A new early evening offering of the popular Mother Goose on the Loose storytime for tots aged 12-24 months and their caregivers is already proving popular.

The library has purchased 30 LaunchPad tablets, now available to borrow by parents and caregivers of young children. Each tablet comes pre-loaded with games and apps to promote early literacy and the tablets themselves are sturdy and made for kids to use.

After September's literacy volunteer orientation, 15 people signed up for the fall tutor training. September's Talk Time registration brought in 60 new students and we were able to accommodate 50 of them in the 14 groups currently running, with 10 students on the Talk Time waiting list.

Old Colony Library Network

The Old Colony Library Network (OCLN) is researching an online bill payment service, via credit card, for library patrons. This would be a self-service option (not mediated by library staff) through a secure third party contracted by OCLN and via the Network's integrated library system (ILS). A recommendation to proceed will be made to the membership before the end of the calendar year.

Based on a report of 2015 transactions alone, there are over 70 library patrons who have more than \$100 worth of library materials long overdue or lost, amounting to at least \$19,000. In consultation with the Quincy Police Department and the Law Office, Ms. Allen is considering immediate methods for recouping these materials or the charges due.

Over the longer term, OCLN will research the option of working with a collection agency to retrieve overdue materials or charges, if enough member libraries are interested in sharing the cost of automated account forwarding from OCLN's ILS to the agency. This option will be investigated after the online bill payment service has been implemented.

Director Allen is serving the second year of a two-year term on the OCLN executive board and on the board's Personnel Committee. The latter group has been working with an outside consultant to conduct a needs assessment for OCLN, including an all-day retreat for member library directors in September 2015. Key needs identified by members include more training and support for member library staff, and professional marketing and PR to help OCLN and its member libraries more effectively publicize new materials and services to our communities.

FY2015 Financial Report & Compliance Form

The State Aid to Public Libraries reports were submitted in early October. For the second year in a row, Quincy met the Municipal Appropriation Requirement and will not have to file a waiver to receive FY2016 State Aid. The only requirement that the Library did not fully comply with was the 12% Materials Expenditure level. We fell short of full compliance by \$10,680 but met the Mid-Level Compliance level. Although we have been in full compliance for the last few years, with the help of materials expenditures from trust funds, the required amount increases as the total annual budget appropriation rises, and materials expenditures in FY2015 did not rise commensurately with the total budget.

FY2015 ARIS & Strategic Objective Data

The ARIS report to the Mass. Board of Library Commissioners has been reviewed and corrections submitted for FY2015.

Number of Visitors:

Final visitor data shows an overall system-wide decline of 3% from the previous year. A breakdown by location shows considerable variation:

Main Library: -5%

Adams Shore: +6%

North Quincy: +16%

Wollaston: no change

It is likely that the affect of winter weather contributed to the downturn in attendance at the Main Library, and the expansion of hours at the branches led to the increase in attendance at two of the three branches. Consistent with past years, the Main Library still receives 86% of all visits, followed by North Quincy (9%), Adams Shore (3%) and Wollaston (2%).

Public Computer Sessions:

The number of weekly public computer sessions varied widely throughout the year, due to the impact of the computer and time management system upgrades in November and the prolonged shakeout period that ensued. With the debut of the new system, the daily session limit at the Main Library was raised from one to two hours, which also impacted the number of sessions logged each week. The last four months of the fiscal year showed a consistent weekly average of about 2,100 sessions per week system-wide, compared to 2,500 per week at the beginning of the year. Most computer sessions take place at the Main Library (85%), followed by North Quincy (11%), Wollaston (3%) and Adams Shore (1%).

Circulation of Physical Materials:

Final circulation figures show the following distribution by location: Main Library (82%), North Quincy (10%), Adams Shore (4%) and Wollaston (4%).

Strategic Objectives:

Out of the 28 objectives, we met or exceeded 17 (up from 14 in FY13 and 15 in FY14), fell short of four, saw mixed results for one, and did not measure the remaining six via a customer survey,

which will be deferred until next year. We are assessing any objectives that we fell far short of, or greatly exceeded, to determine whether the objectives need to be revised for FY16.

New Business

Proposed Memorandum of Understanding with Friends of the TCPL

The proposed memorandum was distributed. It will be reviewed by the Friends executive board at their November meeting and then considered by the Trustees.

Private Event Rentals & Food Service Contracts

Ms. Allen is awaiting a cost proposal from CBT, Inc. to finalize room capacities and proposed floor layouts for different types of private events at the main Library. An RFP to seek a preferred caterer/event planner to manage private events has been drafted, and the Main Library café lease is under review. Ms. Allen will approach the Law Office for review and advice regarding both the draft RFP and the café lease.

Trustee Powers and Trustee By-Laws Revisions

Ms. Allen shared a recommendation received from the Mass. Board of Library Commissioners Head of Library Advisory and Development Cynthia Roach regarding some By-Laws revisions. Further discussion was deferred to a future Trustees meeting.

Adjournment

The meeting was adjourned at 11:15 a.m. The next regular meeting will be held on Monday, November 9, 2015 at 9:15 a.m. at the Main Library.

Mary Reed

Secretary

Documents distributed:

- Draft Minutes from September 21, 2015 Trustees meeting
- October Report on Trust Fund Accounts
- Charles Schwab Statement Summary, September 1-30, 2015
- Memorandum of Understanding between the TCPL and the TCPL Foundation
- Memorandum of Understanding between the TCPL and the Friends of the TCPL
- FY2016 State Aid to Public Libraries Financial Report, Application & Compliance Form
- FY2016 State Aid to Public Libraries Annual Report Information Survey (ARIS) of 2015 Data
- FY2015 Strategic Objectives Data Report
- Commercial Lease between Trustees of the TCPL and Bilal Beydoun