

**Thomas Crane Public Library
Board of Trustees Meeting Minutes
October 23, 2017 at the Adams Shore Branch Library**

Call to Order:

The meeting was called to order at 9:19 a.m. by Mr. Griffin.

Trustees Present:

Tina Cahill, Diane Costagliola, May Mayyasi, Corinne Mitchell, William Griffin; Absent: Janet DiTullio

Staff Present:

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

Approval of Minutes:

Ms. Mayyasi moved and Ms. Mitchell seconded that the September 18, 2017 minutes be approved as submitted. The motion passed unanimously.

Treasurer's Report:

Ms. Mitchell moved and Ms. Cahill seconded that the October 2017 Treasurer's Report and trust expenditures be approved as submitted. The motion passed unanimously.

Branch Librarian's Report:

Ms. Seegraber reported on the current state of the Adams Shore Branch.

Director's Report:

Staff

An ad hoc staff task force under the direction of Mr. Cheever is reviewing the library's system-wide technology assistance services in the in the context of our Connect to the Online World strategic goals. The group will consider the spectrum of issues related to tech assistance for the public, review available data from surveys and staff input, and draft some guidelines to help us improve our technology and digital services and also increase the staff training and support needed to be successful in this area.

Librarians Therese Mosorjak and Deirdre Sullivan are attending a year-long training series sponsored by the Mass. Board of Library Commissioners with funding provided by the National Endowment for the Humanities. The series addresses risk management, disaster planning, and disaster response for cultural institutions, and includes live burn and salvage exercises.

Facilities

The City Council approved the proposed Capital Improvement Plan for city buildings, including several projects for the library. Public Buildings Commissioner Paul Hines has already been in touch to discuss each project and begin the initial process of gathering information to develop

specifications and RFPs, including a visit to the North Quincy Branch to review carpeting and electrical needs.

Some new furniture has been ordered for the Main Library children's room, including two low foam benches to promote collaborative use of the early literacy computers, and new tables for the public computers and for collaborative work with or without laptops.

Proposals are being sought from acoustical consultants to analyze persistent noise issues at the Main Library and provide conceptual recommendations for improving conditions. Ms. Mayyasi moved and Ms. Mitchell seconded that the trustees spend up to \$5,000 for an acoustical consultant. The motion passed unanimously.

Strategic Plan Updates

Data regarding our strategic objectives for the fifth and last year (FY2017) of our previous plan has been analyzed, showing relatively consistent achievements compared to year three and four.

Ms. Allen and Mr. Cheever have been meeting with each branch staff team to discuss and establish an appropriate priority order for the strategic goals identified for the entire system, to reflect each branch's unique facility and service area.

Services & Programs

As part of the one-year Preservation Assessment LSTA grant that was completed on September 30, Head of Information Services and Special Collections Therese Mosorjak has developed a five-year preservation plan that will greatly assist the library to make progress toward both preserving unique local history materials and making them more accessible to the public.

Reading Roundup at Adams Shore kicked off this school year as usual, but with fewer participating students due to transportation restrictions.

Beginning in November, the Old Colony Library Network will be participating in a two-month pilot program with the SAILS and Minuteman networks to share Overdrive digital resources.

Other

A detailed materials spending plan for FY18 has been completed to reflect increased demand for digital resources, and the library will again struggle to fully fund materials this year, even with the help of supplemental resources outside the city budget appropriation. The library fell short of full compliance with the state materials funding standard in FY17, which means that this year's State Aid award will be reduced. Given that the library's total annual budget increases slightly each year due to contractual staff salary increases, the library will not be able to meet the full compliance level (12% of the total appropriated budget) without an increase in this line item. The line item has been the same for three years and still remains almost \$50,000 below the FY2009 line item for materials. While contributions from the Friends and trustees have helped the library meet the standard in recent years, the dollar gap continues to widen beyond what can be reasonably expected from either source.

The library is currently reviewing its volunteer policy, procedures and job descriptions to address inconsistencies in scheduling, tracking, training and supporting volunteers system-wide. In FY17, the library had nearly 300 volunteers, not including Friends of the Library volunteers.

The library is participating in a City Heritage Resources Inventory being conducted by Bob Damon, to include facilities, collections and programs.

Isovera, Inc. has been retained to conduct a strategic design discovery workshop with library staff, to help us assess user needs in preparation for developing an improved public website.

This year, the Old Colony Library Network's annual Legislative Breakfast will instead be an evening cocktail reception at the Brockton Public Library on Friday, February 9 (February 16 is the snow date). Library Legislative Day at the State House has been scheduled for Tuesday, March 6.

A reception for the library's adult volunteers will be held on Tuesday, October 31 at 10:00 a.m. in the Main Library community room.

TCPL Foundation Liaison's Report:

Ms. Cahill reported that the Foundation has changed the date and location of its fundraising gala for the North Quincy Branch. The event is now scheduled for January 17, 2018 in the Main Library Richardson building.

TCPL Friends of the Library Liaison's Report:

No report.

Old Business:

Investment Committee Report

The September Charles Schwab Investments Report Summary was distributed. Ms. Mitchell reported on the investment committee's recent meeting with TCPL Foundation treasurer Wayne Miller.

Gift and Donor Recognition Policies

One final change to the Donor Recognition Policy, suggested by the investment committee, was discussed. Both policies will be voted upon in November.

2018-2022 Plan Revision Proposal

Ms. Mitchell moved and Ms. Mayyasi seconded approval of the proposed 2018-2022 revised Strategic Plan. The motion passed unanimously.

Day After Thanksgiving

Ms. Cahill moved and Ms. Mitchell seconded that the library close on the day after Thanksgiving, per the library's union contract. The motion passed unanimously.

New Business:*Revised Safe Child Policy*

A draft revision of this policy was distributed and will be voted on at the November meeting.

Revised Meeting Room Use Policy

A draft revision of this policy was distributed, along with a summary of the changes. The revised policy will be voted on at the November meeting.

Adjournment:

The meeting was adjourned at 11:10 a.m. The next regular meeting is scheduled for Monday, November 13, 9:15 a.m. at the Main Library.

Documents Distributed:

- Draft Minutes from the September 18, 2017 Trustees meeting
- FY2018 Citizens Bank Trust Fund Income and Expenses Summary to Date (10/23/17)
- Charles Schwab Accounts Monthly Report, September 1-30, 2017
- FY2018 State Aid to Public Libraries Financial Report
- Measurable Objectives Final Data for FY13-FY17
- Volunteer Appreciation Coffee Hour Invitation
- Revised Safe Child Policy
- Revised Meeting Room Use Policy
- Summary of Proposed Changes to Meeting Room Use Policy