

Thomas Crane Public Library

Board of Trustees

Minutes of September 12, 2011 Board Meeting

Trustees Present

Sandra McCauley, Chair; Lawrence J. Falvey, Jr., Treasurer; Harold Crowley; Janet DiTullio; Mary L. Reed.

Staff Present: Harry R. Williams III, Director; Deb Rich.

Call to Order

Sandra McCauley, Chair Called the meeting to order at 9:15 am in the Quincy Room at the Main Library.

Approval of Minutes for the Meeting of June 13, and Special Meeting of July 25, 2011

Mrs. McCauley asked for comments additions, or corrections to the minutes of the June 13th Board meeting. Hearing none, Mr. Crowley moved and Ms. Reed seconded approval of the minutes. The Board unanimously approved the minutes. Mrs. McCauley asked for comments additions, or corrections to the minutes of the July 25th Special Board meeting. Hearing none, Mr. Crowley moved and Ms. Reed seconded approval of the minutes. The Board unanimously approved the minutes.

Treasurer's Report

Mr. Falvey presented the expenditures for the Trust Accounts, a total of \$2,450.12. This included \$507.77 from the Gift Account for the "Fit For Life" Grant and \$1,942.35 from the Della Chiesa Trust for books and other library materials. Mr. Crowley moved and Ms. Reed seconded the report. Treasurers' report approved.

Director's Report

Mr. Williams apologized for not inviting any of the Department Heads to this meeting, but added that his own report, based on their reports on three months of activities, would be quite lengthy – his written notes encompassed nine pages of single spaced text! Highlights included: in the Children's Department August Circulation was the highest Julie Rines has ever seen, while we hosted 74 events for 2102 children and nearly 1000 adults. Julie applied for and was awarded two grants, one for a Boston Bruins Reading Rink, and the other for a Family Adventures in Reading program. In Circulation, each summer month saw increases. August was a record breaking month, with our highest total monthly circulation and our highest monthly book circulation in over five years. In fiscal year 2011 we registered 5900 new patrons at the Main Library alone, more than double the numbers from five years ago. Will Adamczyk gave a very special tour with Mary Clark, for a class of Harvard students studying library buildings. The class was made up of librarians and architects. Reference Supervisor Linda Beeler was awarded a grant for the Boston Public Library Digitization Lab to create digital copies of 4,000 glass negatives, film negatives and lantern slides from the Parker Collection. The Acquisitions and Cataloging departments worked with Reference and Branch staff weeding the Branches and Main Library. They also worked with intern Jenny Moyryla, from Simmons, on a complete inventory of the Quincy Room. Claudia met with Linda and Jenny to establish a process that would have that collection overseen book by book, inputting stray copies, relabeling, shelf reading and an inventory of uncataloged items. They are developing floating collections to allow materials to reside at a branch as though they belonged to that branch. The largest Systems ("tech") project of the summer was the OCLN cutover from Verizon to Comcast. We installed two new Keypad Door Locks, Wireless Door

Counters for the Branches, HP All-in-One printers for the Branches, and seven Laser Printers to replace outdated ones. The Literacy Project matched fourteen new students with tutors, and ten new volunteers completed the 18-hour training. They added a Small Math Group and Basic Computer Training. In July I appointed Gina Favata to the Paraprofessional 5 in the Interlibrary. The Union petitioned for Mediation in the Contract Negotiations, and an initial session has been scheduled for September 21st. Megan Allen and I met with the four Custodians to discuss overtime use. We continue to meet regularly with the Quincy Police Department to discuss Library security. The QPD is going to offer a self-defense class for women at the library this fall. Volunteer extraordinaire Geoffrey Patterson recently returned to his faithful shelving duties, after recovering from a summer injury. In recent Budget developments, Mayor Koch approved using our Comcast account to for our membership in the Old Colony Library Network. Councillor Palmucci objected to my request at their September 6th meeting that the City Council appropriate \$270,000 of Cherry Sheet funding to the Regional ILL Budget, based on the City of Quincy's contract with the Massachusetts Library System. After much discussion it was tabled to the next meeting. A secondary effect of the Old City Hall renovations and conversion of the New City Hall Conference Room to a Council Chamber has been an increase in requests to use our meeting spaces. We respond to such requests on a case by case basis, guided by our Policy statement. The Friends are exploring miniature golf in the Library, a fund raiser that has been successful at other libraries. Depending on their findings we may eventually have a request to host such a program. This fall I will meet with Dr. Thomas Mickey, an expert on English gardens and their influence on American gardening and on the work of Frederick Law Olmsted, who designed the original landscaping when his friend H. H. Richardson designed the Library. He will help to look at options to keep the exterior as beautiful as the building. Assistant Director Megan Allen developed our new web site, worked with the Friends on their new Book Store, issued an extensive September newsletter and completed our ARIS – the Annual Report that we file with the Board of Library Commissioners. Mr. Williams concluded describing summer activities and participation in community and professional events. He attended the American Library Association Annual Conference in New Orleans from June 24th to 28th, and will submit a report before requesting reimbursement. Williams displayed two newspaper articles, *The Patriot Ledger* on the necessity for libraries and *The Boston Globe* on cafes in libraries, with several illustrations of our café and Atrium.

Old Business

Perhaps the greatest issue this summer was the question of hosting regular City Council meetings in our Community Room. The City has withdrawn its request. The first step to implement our Community Preservation Act grant to restore the Richardson and Coletti doors is to develop specifications so we can put the project out to bid. I am meeting this afternoon with James Edwards, a Quincy architect who specializes in historic buildings and who has offered his assistance. Mr. Williams is working with Schedule Supervisor Gina DiPietro, who is also Volunteer Coordinator, on ideas for Volunteer Recognition. In his Report Williams mentioned seeing (relatively) low cost Book Returns at the ALA conference. The Trustees would like to purchase one for Adams Shore, and he promised to order one.

New Business

Williams requested a "Sense of the Board" to proceed, using *Strategic Planning For Results*, to focus on "service responses" to update our Long Range Plan. Megan Allen and he would develop details to present at the October meeting, including a time line and who will have various responsibilities. They anticipate a Community Planning Committee of about 20, including one Trustee Liaison and one Staff Liaison, with meetings in early 2012 after pre-planning and data gathering take place in late 2011. Before embarking on the Digitization project for the Parker Collection, the Trustees asked Williams to search for any documentation that would prevent sending the materials to Boston Public Library's Digitization Lab. In his report he mentioned a large donation of Chinese language books,

and the Trustees voice interest in hiring a bilingual staff person, should a position become available. Mrs. McCauley brought an article from The Boston Globe about Boston Public Library hosting weddings at the library, but all agreed that an event coordinator would be needed to organize such events. Mr. Falvey suggested that we also need a development person to enhance our funding. Mrs. McCauley mentioned that the 100th Anniversary of Quincy native John Cheever's birth is coming up, and suggested the library do something to commemorate it.

Adjournment

The Trustees all agreed that they wanted to continue having Trustees meetings both at the Main Library and at the Branch locations. They agreed that every other meeting will be held at a branch. We will meet in October at Adams Shore, in December at Wollaston and in February at North Quincy. November, January and March meetings will be at the Main Library. Branch Librarians will be invited to ask interested folks from their neighborhoods to attend, and to describe and give a brief tour of their branch. The next meeting will be held on October 17th at 9:15 A.M. at the Adams Shore Branch Library. The meeting adjourned at 10:50 A. M.