

Thomas Crane Public Library

Board of Trustees

September 21, 2015, Main Library

Call to Order:

The meeting was called to order at 9:15 a.m. by Chair William Griffin.

Trustees Present:

Chair William Griffin, Tina Cahill, Janet DiTullio, Mary Reed, Corinne Mitchell, May Mayyasi

Staff Present:

Director Megan Allen

Approval of Minutes:

Ms. Mayyasi moved and Ms. Reed seconded that the June 8, 2015 minutes be approved. The motion passed unanimously.

Ms. DiTullio requested the agenda be taken out of order to review the Evaluation of the Library Director. Ms. Cahill moved and Ms. Mitchell seconded. The motion passed unanimously.

Director Evaluation Committee Report

The evaluation prepared by the Evaluation Committee of the Board was reviewed and discussed in detail.

Treasurer's Report:

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

Director's Report:

Staff

Chief Cataloger Claudia Shutter retired on August 21 after 39 years of dedicated service to the Library. The search for a successor is ongoing.

Facilities

Shelf-top browser bins for Main Library children's room picture books were delivered and installed in July. The remaining furniture for the new teen space has been ordered, with delivery expected before the end of September. In August, the space was repainted in colors selected by the Teen Advisory Board. The second batch of adult chairs purchased by the TCPL Foundation should be delivered within the next two weeks, and the final batch has been ordered, with delivery expected in late 2015.

Sewage backups at the Main Library, resulting from inappropriate items being flushed down the public toilets, reached crisis proportions over the summer. As a result, the single-use adult bathrooms on the top floor were temporarily closed, and locks were installed on the children's bathroom doors to help limit use to parents/caregivers and children. In addition, the Public Buildings Dept. had some tree roots removed from the exterior sewage pipe, and will be installing hand dryers in the adult bathrooms and paper towels will no longer be provided. All of these measures have had a positive impact on the problem and there have been no sewage issues for several weeks.

The literacy program has moved into the former reference office at the Main Library and has quickly put their expanded space to good use for trainings and Talk Time groups as well as tutoring, testing and administrative work. The adult services librarians have settled into the former literacy office.

Services/Programs

In July, we introduced Lynda.com, an online training service available to all Quincy residents with library cards, from inside the library and from any remote location with Internet access. We are also piloting a new partnership with Saheli to provide technology training classes for adults in the Main Library computer classroom.

Phase Two of Every Child Ready to Read early literacy activities, funded by the TCPL Foundation, was launched in August, with blocks and other building materials (e.g. Lincoln Logs) now available for young children at all locations. The Friends of the Library also funded an activity table for the Main Library children's room, which provides a wonderful new play surface for visitors.

Circulation of traditional materials was up 1% in July and August over the previous year.

Branch News

The North Quincy Branch was especially busy over the summer, with a full schedule of activities for kids and teens and the first-ever teen summer reading challenge. Overall attendance was higher than last year, with a 30% jump in average Saturday attendance. Eagle Scout Raymond Wong has substantially completed his landscaping project on the Hancock Street side of the branch.

The Adams Shore Branch experienced a number of very hot days without adequate air conditioning again this year. Despite that, kids and families participated in a variety of summer activities, including movies on the new television.

The Wollaston Branch also offered many popular programs and activities for kids this summer, despite their very small space and lack of a meeting room. Their biggest hit, a reptile program, packed in 50 kids to meet live turtles, lizards, and snakes.

Space Rental

The Main Library facility (Richardson building and exterior grounds) were rented twice in August and September to production companies filming a commercial and a history documentary.

The director met with Gourmet Caterers, and space rental procedures and an RFP for a preferred caterer/event planner are in development. CBT, Inc. will provide a quote to determine room capacities for rental purposes.

Other

A volunteer appreciation coffee hour was held in August for adults who volunteered in FY15. Twenty-two people volunteered for 100 or more hours and four volunteers achieved their five-year anniversary as library volunteers.

The library director attended the annual American Library Association conference in June. In light of our Main Library space reorganization efforts, it was very useful to meet vendors and try out furniture and equipment in the exhibit hall. I attended several program sessions that will prove useful in the upcoming months including sessions on developing creative “makerspaces” in libraries, ideas for marketing library services and offering consistency of services in all locations, and models for improving services to customers experiencing homelessness.

The management team has finalized an action plan for FY16/17. An updated list of organizational competency initiatives and technology plan for FY16/17 is nearly complete.

The materials spending plan for FY16 is in place; the additional \$15,000 in the appropriated materials budget has been earmarked for digital resources. Usage of hoopla digital streaming media continues to grow and the additional resources will be needed to meet demand.

TCPL Foundation Liaison’s Report:

Ms. Cahill reported the Foundation calendar is being developed. The Chair Affair event was successful and will continue. The Foundation board voted to allocate \$50,000 this year for library projects. The purchase of a donor management program is underway, in addition to the development of a planned giving initiative.

TCPL Friends of the Library Report:

Ms. DiTullio reported book sales continue to support library programs. The Friends continue to pursue 501(c)(3) status.

Old Business:

Investment Committee Report

Trustees reviewed the most recent Charles Schwab investment statement.

Proposed Gifts & Donations Policy

Ms. Mayassi moved and Ms. Mitchell seconded the proposed revisions to the Gifts and Donations Policy. The motion passed unanimously.

Proposed Revisions to Appropriate Library Use Policy

The clarifying language added to the policy was reviewed. Ms. Cahill moved and Ms. Mayassi seconded the proposed revisions. The motion passed unanimously.

Final North Quincy Neighborhood Center MOU

Trustees reviewed the draft MOU at a previous meeting. The final draft has been reviewed by the City Solicitor. Ms. DiTullio moved and Ms. Cahill seconded that the final draft be approved. The motion passed unanimously.

Joint Board Social and Meeting

A joint Trustee/Foundation/Friends Board Social and Meeting has been scheduled for October 15th. A sub-committee is developing the program agenda, in consultation with the Foundation and Friends presidents.

New Business:

Proposed MOU with TCPL Foundation

Trustees will review the draft MOU and vote at the October meeting.

Adjournment:

The meeting was adjourned at 11:45 a.m. The next regular meeting is scheduled for Monday, October 19, 2015 at 9:15 a.m. at the Adams Shore Branch Library.

Mary Reed
Secretary

Documents distributed:

- Draft Minutes from June 8, 2015 Trustees meeting
- September Report on Trust Fund Accounts
- FY2015 Year-in-Review
- TCPL Action Plan, FY16-FY17
- Citizens Bank Trust Account Activity, FY10-FY15
- Charles Schwab Statement Summary, August 1-31, 2015
- Draft Revisions to Gift & Donation Policy
- Draft Revisions to Appropriate Library Use Policy
- Memorandum of Understanding Regarding the North Quincy Community Center
- Memorandum of Understanding between the TCPL and the TCPL Foundation