

**Thomas Crane Public Library
Board of Trustees Meeting Minutes
September 19, 2016 at the Main Library**

Call to Order:

The meeting was called to order at 9:24 a.m. by Mr. Griffin.

Trustees Present:

Tina Cahill, William Griffin, May Mayyasi, Corinne Mitchell, Janet DiTullio

Staff Present:

Director Megan Allen, Assistant Director Clayton Cheever

Approval of Minutes:

Ms. Mitchell moved and Ms. Cahill seconded that the June 13, 2016 minutes be approved as submitted. Ms. Mayyasi moved and Ms. Mitchell seconded that the June 22, 2016 minutes be approved as submitted. Both motions passed unanimously.

Treasurer's Report:

Ms. Mitchell moved and Ms. Mayyasi seconded that the September 2016 Treasurer's Report and trust expenditures be approved as submitted. The motion passed unanimously.

Director's Report:

FY2016 Review

There was a brief discussion of the FY2016 Year-in-Review Report, and TCPL Comparative Usage, 2011-2016 Report (charts and graphs showing library use trends over the last five years) was distributed and discussed.

Staff

Part-Time Senior Library Assistant Cinzia Lavin joined the staff in July. Part-Time Senior Library Assistant Ben Torgerson resigned in August and Senior Library Assistant Heidi Peng has requested to reduce her hours from full-time to part-time. A search is underway to find two new part-time employees to fill these positions.

Two very informative first aid trainings were provided to library staff in late June by Director of Nursing Ruth Jones from the Health Department. In September, the Quincy Police Department provided a four-hour self defense training for staff, and Eliot Community Human Services provided a training to increase awareness and skills for assisting patrons experiencing homelessness. Several members of the library's new collection merchandising team attended a webinar on increasing library usage through strategic merchandising.

Facilities

The Main Library community meeting room audio/visual upgrade was completed in mid-June. This project was funded by the TCPL Foundation.

Work on the North Quincy furniture and space planning project commenced in late June, including a patron survey and a full day with the architects on site in July. A presentation of alternate conceptual layouts is scheduled for September 21.

Several facilities projects are still pending with the Public Buildings Department, including temporary repairs of the Wollaston Branch façade, completion of the Aiken ell roof repair, maintenance of the Main Library historic exterior doors, and replacement of the bird mesh in the Coletti eyebrow windows.

Services & Programs

As usual, the library was very busy with special summer programming, including some first-time efforts such as Art Walks at the Main Library, North Quincy, and Wollaston; a full Friday at the Farmer's Market including our popular Mother Goose program with Mother Goose, Little Bo-Peep and their friends Minnie and Mickey Mouse; a Wolly Beach Wednesday story time complete with a sand art project; and the library's first-ever adult summer reading program.

With as many as four programs taking place some days, the children's department was a lively place to be this summer. Many programs were presented by staff, and some by outside presenters with support from the Friends of the TCPL and the Quincy Cultural Council. Between June 24 and September 1, 96 children's programs attracted over 3,370 children and their adults. Over 69,000 children's items (mostly print books) were checked out system-wide and over 2,000 sessions were logged on the early literacy workstations.

With the acquisition of a mobile hot spot, the library was for the first time able to sign people up for library cards and check out materials off-site. With a great location near the food court, the library's August Moon Festival tables were continually busy as people browsed the English and Chinese language books and DVDs, signed up for library cards and checked out materials. One young visitor even received an impromptu story time because he couldn't wait until he got home to read the book he had just checked out. Library staff are eager to take advantage of such outreach opportunities, and more pop-library efforts lie ahead.

Other

On August 29, two Patriot Ledger reporters researching an article about Wollaston visited the Wollaston Branch and interviewed patrons and staff. The article (Wollaston Still Brings in Newcomers, September 3, 2016) includes photos of the library and quotes children's librarian Amanda Pegg-Wheat.

Looking Forward to FY17

The FY17 Action Plan will be reviewed and any changes presented to the Board shortly, along with FY16 strategic objectives data. Café proprietor Bilal Beydoun expects to return to normal hours soon. The building rental RFP remains in draft form but is still on the agenda for this fiscal year. Once the North Quincy space and furniture design project is completed, planning for phase two of the Main Library space planning project will commence, and a professional designer or

architect will need to be retained for that work. With the possibility of carpeting this year or next, it will be important to be prepared with a plan that may involve relocation of furnishings and/or stacks.

TCPL Foundation Liaison's Report:

Ms. Cahill reported that the Foundation is planning a second public presentation on charitable giving and estate planning on Saturday, October 15, from 12-1:30 p.m. at the Main Library.

TCPL Friends of the Library Liaison's Report:

Ms. DiTullio missed the last meeting so Ms. Allen reported. Friends' treasurer Susie Wilkening is moving out of state so the Friends have elected a new treasurer, Nadine Steffan. Ms. Wilkening's volunteer service to the library on the Friends board, and in other capacities, has been immensely helpful and she will be greatly missed.

Old Business:

Investment Committee Report

The June 30, 2016 Charles Schwab quarterly report was distributed and reviewed. The Investment Committee (Ms. DiTullio, Ms. Mitchell and Ms. Allen) will meet with advisor Lisa Matthews on Tuesday, November 1, to review the accounts.

Strategic Planning Update

Ms. Allen reported that multiple needs assessment activities are currently in progress, including customer focus groups, a community survey, and idea boards at all locations. There is a full Community Planning Committee confirmed with 20 members, including Ms. Mayyasi from the Board of Trustees.

2016-2017 Meeting Schedule

The proposed meeting schedule was agreed upon, with two date changes: the November meeting will be held on 7th and the January meeting on the 17th.

New Business:

By-Laws Revision Proposal

Proposed revisions drafted by the By-Laws Committee (Ms. Mitchell, Ms. Mayyasi and Ms. Allen) were distributed for future discussion and approval.

LSTA Grants for FY2017

The Mass. Board of Library Commissioners has approved the library's two FY2017 LSTA grant projects: \$4,200 for Preservation Assessment and \$15,000 for Citizenship Corners and Expanded English Language Services. After the contracts are signed and returned, the grants will commence on October 1.

Proposal re Fine Free Holidays

Due to the success of the summer's fine-free period, Ms. Allen proposed conducting another fine free period from Thanksgiving to the New Year. This will be voted on at the next meeting.

North Quincy Branch Hours

Ms. Allen reported that the number and schedules of part-time employees now make it possible to keep the branch open all day on Saturdays, instead of closing at 1:00 p.m. (the current closing time). This will likely not be sustainable in July and August due to staff shortages. Once current staff openings are filled, the public hours will be extended.

Adjournment:

The meeting was adjourned at 11:19 a.m. The next regular meeting is scheduled for Monday, October 17, at 9:15 a.m. at the Adams Shore Branch Library.

Documents Distributed:

- Draft Minutes from June September 13 and 22, 2016 Trustees meetings
- Citizens Bank Trust Account Activity Summary Comparison for FY2011-FY2016
- FY2017 Citizens Bank Trust Fund Income and Expenses Summary to Date (9/19/2016)
- State Aid to Public Libraries Annual Report Information Survey (ARIS) of 2016 Data
- FY2016 Year-In-Review Report
- TCPL Comparative Usage, 2011-2016
- Winslow Heath Management LLC Quarterly Report, 6/30/2016
- Literacy Matters newsletter, Summer 2016 edition
- Revised 2016-17 Trustees Meeting Calendar
- Proposed By-Laws Revisions