

Thomas Crane Public Library
Board of Trustees Meeting Minutes
September 8, 2014, Quincy Room

Call to Order

The meeting was called to order at 9:18 a.m. by Chair William Griffin.

Trustees Present

Chair William Griffin, Tina Cahill, Mary Reed, and Janet DiTullio; Absent: Maria Cataldo-Cunniff

Staff Present

Director Megan Allen, Assistant Director Clayton Cheever

Approval of Minutes

Ms. Reed moved and Ms. DiTullio seconded that the June 24, 2014 minutes be approved as submitted. The motion passed unanimously.

Treasurer's Report

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

Director's Report

FY2014 Review

The Annual Report Information Survey (ARIS) of 2014 Data submitted to the Mass. Board of Library Commissioners was distributed to the trustees. Additional statistics are being compiled to measure performance on library objectives and will be presented at the next trustees' meeting. The annual customer survey will be conducted soon as part of this assessment process.

FY2014 Highlights include:

- The library department budget increased 11% over FY2013
- Seven new employees (two full-time and five part-time) were hired and one retired
- Weekly branch library hours expanded and Main Library hours also expanded to include summer Saturdays, and the number of visitors system-wide also increased
- Circulation of traditional materials increased slightly, with increases at all branches, while circulation of digital materials continued its steep increase
- Attendance at adult and children's programs increased, as did the number of adult basic literacy students and English conversation group participants
- The library's contract to provide regional library services ended on June 30, 2014 after 47 continuous years
- Significant collection management efforts continued
- The library's technology plan updated and plans to upgrade technology infrastructure and public computing service were completed; work is slated to begin later this month

Administrative News

The third year of the strategic plan is now underway and several new initiatives are in the works. The library has been awarded a two-year \$15,000 LSTA grant by the Mass. Board of Library Commissioners to develop programs and services to teens; the grant period begins October 1, 2014. Ms. Allen has been elected to a two-year term as member-at-large on the Old Colony Library Network executive board.

Staff News

The search for two new librarians is ongoing and a third librarian has recently resigned to take another position. Adams Shore Branch Librarian Lori Seegraber was honored with the 2014 *Unsung Hero Award* by the Germantown Neighborhood Center / South Shore YMCA.

Facilities

Several Main Library projects are in process, including fall tree work, public stairwell light fixture replacement and Coletti reading room light fixture installation. Three sample replacement chairs are being assessed for the adult areas of the Main Library. Space planning work at the Main Library is moving forward, with a visit by consultant Sunny Vandermark in July and a small staff team conducting several library field trips to gather ideas for potentially re-arranging/reorganizing some collections. Ms. Allen attended a workshop on the Mass. Public Library Construction Program, and plans to attend a branch library design roundtable next month, both sessions presented by the Mass. Board of Library Commissioners.

Services

It was a very busy summer in the children's room, with 80 children's programs attended by 2,340 children. This year's summer reading challenge was targeted by age group; a special effort to encourage participation by parents of very young children was rewarded with a 6% increase in participation by children under the age of four. Fourteen new volunteer literacy tutors were trained over the summer and will soon be matched with students; 21 people are currently waiting for a tutor.

TCPL Foundation Liaison's Report

Ms. Cahill reported that two new directors have joined the Foundation board: Jennifer Chu and Taylor MacKinnon. There are currently eight directors on the board. Recruiting additional directors and establishing some policies and procedures have been the primary focus to date. The first fundraising project will be for new chairs in the adult areas of the Main Library. The kickoff event has been delayed until the spring.

Old Business

Trust Accounts

Balance sheet and income/expenditure reports were distributed and discussed.

2014-2015 Trustee Meeting Schedule

The November meeting was moved to November 17 and the February meeting was moved to the 23rd. Ms. DiTullio moved and Ms. Reed seconded that the meeting calendar be approved as amended. The motion passed unanimously.

New Business

Proposed Revisions to Interlibrary Loan Policy

A revised version of the library's Interlibrary Loan Policy was distributed. Discussion and approval will occur at the October meeting.

Wollaston Branch Library

Pursuant to the discussion at the June 24, 2014 meeting regarding the poor condition of the Wollaston Branch facility, including its lack of ADA compliance, Ms. Allen distributed three informational documents. Two documents concerned the Mass. Board of Library Commissioners' Public Library Construction Program. Applying for a state grant through this program would be a multi-year process to obtain 45-50% of the necessary funding for a renovation project roughly estimated to be in the \$2 million range. Applying for a grant in the current grant round would require an extremely expedited process, and the next grant round will be in three to five years. This topic will be addressed again at the next trustees meeting.

Abe Cohen

Long-time Quincy resident and library supporter Abe Cohen died this summer and the South Shore Coalition for Human Rights has contacted Ms. Allen regarding a donation to the library in his memory. There was some discussion about appropriate ways to direct this donation and Ms. Allen will follow up with the Coalition.

Adjournment

The meeting was adjourned at 12:05 p.m. A special meeting to discuss trust fund investing, with guest speaker Bob Riley, is scheduled for Tuesday, September 30 at 4:30 p.m. in the Quincy Room of the Main Library. The next regular meeting is scheduled for Monday, October 20, 2014 at 9:15 a.m. at the Adams Shore Branch Library.

Mary Reed

Secretary

Documents distributed:

- Draft Minutes from June 24, 2014 Trustee's Meeting
- List of Trust Fund Checks
- State Aid to Public Libraries Annual Report Information Survey (ARIS) of 2014 Data
- Trust Accounts Balance Sheet for FY2014
- FY13/14 Trust Account Income and Expenditure Detail and Comparisons
- Draft Trustee Meeting Schedule for 2014-2015
- Interlibrary Loan Policy Proposed Revisions
- Wollaston Branch packet containing: Massachusetts Public Library Construction Program Overview; Construction Planning Committee Overview; and selected pages from the Metropolitan Area Planning Council report on Re-Envisioning Wollaston (full report available online)