

Thomas Crane Public Library
Board of Trustees
September 16, 2013
Minutes

Call to Order

The meeting was called to order at 9:25 a.m. by Chair Harold Crowley.

Trustees Present

Chair Harold Crowley, Tina Cahill, Mary Reed, William Griffin

Others Present

Director Megan Allen, Assistant Director Clayton Cheever, TCPL Staff Union Representative Deirdre Sullivan.

Approval of Minutes

Ms. Reed moved and Mr. Griffin seconded that the June 10 and August 16, 2013 minutes be approved as amended. The motion passed.

Treasurer's Report

Mr. Griffin moved and Ms. Cahill seconded that the treasurer's report be approved. The motion passed.

Director's Report

FY2013 Review

Ms. Allen reported on the first year of the strategic plan, for the year ended June 30, 2013. Significant staff turnover during the year impeded implementation efforts but there were important accomplishments nonetheless. A copy of the Annual Report Information Survey (ARIS) for FY13, prepared for the Mass. Board of Library Commissioners, was distributed.

Highlights from FY13 include:

- Union contract with the library staff settled after protracted mediation
- First annual staff development day held in March
- Significant collection management efforts undertaken and still ongoing: weeding of older materials, acquisition of new popular materials, including multiple copies of high demand items, re-cataloging to make collections more customer-friendly, and creation of floating collections to meet demand in all locations
- Upgrade of public wireless Internet service at the Main Library
- Increases in circulation of library materials, and in attendance at adult and teen programs
- Addition of public fax service and color printing service at the Main Library
- Launch of several new digitized local history collections
- Addition of two early literacy computer workstations for young children at the Main Library

The staff is still collecting and analyzing data related to the library's strategic objectives, and a customer survey is currently in progress. The management team will be reviewing the data and updating the action plan for FY14.

Staff

Four summer Saturday substitutes were hired to augment the regular staff and enable the Main Library to open on Saturdays during July and August. The new assistant director, Clayton Cheever, began on July 1. Jessica Frey was selected as Bilingual Senior Library Assistant, succeeding Karen Ho, who resigned in June. Interlibrary Loan Assistant Gina Favata was selected as the new Adult & Young Adult Services Librarian effective in September, and Senior Library Assistant Stela Ballamaci will be moving into Ms. Favata's former position in the Interlibrary Loan Dept. Four new part-time Senior Library Assistants have been selected and will begin training later in September. Former security guard Bart Spaniak has returned as a Sunday substitute when there are no volunteers from the regular custodial staff. Ms. Allen is still working with the city's new Human Resources Director to identify a suitable candidate for the open security guard position.

The library continues to work effectively with the Quincy Police Dept. to address security issues, and is also cultivating a relationship with Father Bill's/Mainspring staff to better address issues with shelter guests who use the library. Father Bill's staff presented an informational session for library staff in June and attended a joint library staff/police meeting in July.

Facilities

The Main Library door restoration project is finally underway and expected to cost less than the Community Preservation Act grant award. Quotes will be solicited for cleaning the painting at Wollaston. Replacement carpeting has been selected for the Main Library and the Public Buildings Dept. is working on pricing. Mass. Board of Library Commissioners construction consultant Lauren Stara toured the Main Library in July to advise regarding space planning and related issues. She later forwarded information to assist with development of a scope of work document for a space planning consultant.

Ms. Allen has registered for an online course on the Planning and Management of Library Buildings, part of the Certified Public Library Administrator program approved by the American Library Association. Mr. Griffin moved and Ms. Reed seconded that Ms. Allen be reimbursed \$300 for the course. The motion was approved.

Friends of the Thomas Crane Public Library

The Friends Executive Board met on September 10, 2013. They developed an annual budget which was unanimously approved. The Crane Library Bookstore will be holding a special cookbook book sale on Saturday, October 5.

Thomas Crane Public Library Foundation

A separate meeting will be organized to discuss the Foundation. Ms. Cahill spoke with a bank about opening an account, and an account will be opened somewhere once the required documents have been gathered.

Old Business

Ms. Allen reported that branch hours will be expanded by the middle of October.

The idea of a revolving fund was discussed and Ms. Allen reported on her research thus far, including the experiences of other Old Colony Library Network libraries with similar funds. Ms. Allen will continue to explore this and return with a specific proposal at a future meeting.

The purchase and planting of a flowering bush to honor retired Head of Reference Linda Beeler's years of service is currently in process. Mr. Crowley suggested having a dedication ceremony when the bush has been planted.

The 2013-2014 trustee meeting calendar was revised. The October meeting will be held on the 28th at Adams Shore instead of on the 21st at North Quincy.

New Business

Mr. Griffin moved and Ms. Cahill seconded that the trustees purchase a \$100 joint membership in the Massachusetts Library Trustees Association. The motion passed.

Ms. Reed and Ms. DiTullio will meet to create a draft trustee self-evaluation survey, to be presented for approval at the next meeting.

Proposed revisions to the Trustee By-Laws were presented and discussed, and will be voted on at the next meeting.

Ms. Cahill moved and Mr. Griffin seconded that Ms. Reed be given signatory authority on the trust fund accounts. The motion passed.

Adjournment

The meeting was adjourned at 11:00 a.m. The next regular meeting is scheduled for Monday, October 28 at 9:15 a.m. at the Adams Shore Branch Library.

Mary Reed
Secretary