

Thomas Crane Public Library
Board of Trustees Meeting Minutes
December 13, 2021
Main Library

Call to Order

The meeting was called to order at 9:18 a.m. by Ms. Costagliola.

Trustees Present

Diane Costagliola, Arthur Foley, William Griffin, May Mayyasi, and Peter Tam; Absent: Corinne Mitchell

Staff Present

Director Megan Allen, Assistant Director Kristy Lockhart, Head of Collection Development Deirdre Sullivan

Approval of Minutes

Ms. Mayyasi moved and Mr. Foley seconded that the November 8, 2021 minutes be approved as submitted. The motion passed unanimously.

Treasurer's Report

Mr. Griffin moved and Mr. Foley seconded that the December 13, 2021 Treasurer's Report of trust fund income and expenditures be approved as submitted. The motion passed unanimously.

Head of Collection Development's Report

Ms. Sullivan reported on her selection and deselection activities and recent special projects, including a thorough weeding and shifting of the Adams Shore Branch collection over the summer, weeding/shifting of the North Quincy Branch collections in preparation for reopening on February 1 and, after that is completed, development of a new Library of Things collection. She also discussed the varying business models and costs of ebooks and other e-resources from the multiple vendors in the library e-resources market.

Director's Report

Staff

Due to a rash of staff illnesses and absences, and concern about a full day of close contact and maskless meal sharing, it was decided to postpone the planned Staff Day until April.

Because the library's tuition line item will not cover the expense of sending six employees to the Public Library Association conference in March 2022, Ms. Allen asked the trustees for additional financial support. Mr. Foley moved and Mr. Griffin seconded that up to \$6,000 be allocated for staff PLA expenses. The motion passed unanimously.

Facilities

The new steel shelving was finally delivered and installed at the North Quincy Branch, with a few items still on backorder. The entire building was commercially cleaned, including interior

and exterior window washing, and the stored collections were brought back the week after Thanksgiving.

Staff is now working to weed down the stored collections and then integrate the items that were out in circulation when the branch closed and items purchased for the branch since that date. At the same time, the IT team is working to get all technology systems functional. The branch is slated to reopen on February 1.

Programs & Services

Circulation of physical materials and visits to library buildings stayed fairly consistent, taking into account the November holidays when the library was closed. Saturday continues to be the busiest traffic day.

The Main Library's fee-based fax service was discontinued in favor of a free fax service using the library's public scanner. Although the scanner is a bit slower than the dedicated fax machine was, free fax service gives lower-income residents better access to services like food stamps, heat assistance, and unemployment.

The popular Wonderbook collection of built-in digital audio read-along books for children will be expanded to include Chinese/English bilingual books in a similar format.

A more robust Chinese language translation service has been implemented for the library's website; the new service allows manual manipulation of automatic translations, so library staff can adjust and improve translated content as necessary.

As part of the library's effort to increase technology accessibility, large print keyboards, over-ear headphones with disposable covers, and accessible mice are now available at all locations for patron use.

The first post-pandemic after-hours 21+ social program was held on Friday, December 3. Sponsored by the Friends of the Library, with food generously provided by FujiGroup, a cash bar by the Townshend, and dessert from the Casual Cup Cafe, the event drew at least 200 enthusiastic attendees, many of whom were new to the community and new to the library. The creativity, careful planning, and hard work of the adult programming team made this event very successful and well received.

Other

The Massachusetts Board of Library Commissioners accepted a memo from the city's Municipal Finance Department regarding the retroactive employee salary increase, and adjusted the library's FY2022 Total Appropriated Municipal Income (TAMI) to reflect this retroactive appropriation. The TAMI now meets the state's requirement and the library's State Aid waiver application has been withdrawn.

Ms. Allen distributed the FY2021 Year-in-Review report and a summary of strategic objective measures from FY2018 to FY2021 (the first four years of the current strategic plan) for review.

TCPL Foundation Liaison's Report

The Foundation Board of Directors will meet in January. A donor has offered a significant gift to support the digitization of some of the library's early Quincy newspapers.

Old Business

Investment Committee Report

Ms. Mayyasi distributed an account summary showing that the two-year gain in the Schwab accounts' value is \$93,048 or 20%.

Director Search Committee Report

Ms. Costagliola reported that some applications have been received but more are expected by the deadline of December 15.

Proposed Revision to Borrowing Policy

Mr. Foley moved and Ms. Mayyasi seconded that the revised Borrowing Policy be approved as submitted. The motion passed unanimously.

New Business

Proposed Revision to Video Surveillance Policy

The proposed revision was distributed and Ms. Mayyasi suggested a small change. The policy will be voted on in January

Proposed Revision to Meeting Room Use Policy

The proposed revision was distributed and will be voted on in January.

Adjournment

The meeting was adjourned at 10:36 a.m. The next scheduled meeting will be held on Monday, January 10, 2022 at the North Quincy Branch Library.

Documents Distributed

- Draft Minutes from the November 8, 2021 Trustees Meeting
- December 13, 2021 Treasurer's Report
- Building Traffic Report (November 2021)
- FY2021 Year-in-Review Report
- Strategic Objectives Summary for FY2018 - FY2021
- Video Surveillance Policy (Proposed Revision 12/7/2021)
- Meeting Room Use Policy (Proposed Revision 12/7/2021)