

**Thomas Crane Public Library**  
**Board of Trustees Meeting Minutes**  
June 21, 2021 via Zoom

**Call to Order**

The meeting was called to order at 7:03 p.m. by Ms. Costagliola.

**Trustees Present**

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

**Staff Present**

Director Megan Allen; Assistant Director Kristy Lockhart; Coordinator of Children's Services Julie Rines

**Approval of Minutes**

Ms. Mayyasi moved and Mr. Foley seconded that the May 10, 2021 minutes be approved as submitted. The motion passed unanimously.

**Treasurer's Report**

Mr. Griffin moved and Ms. Mayyasi seconded that the June 21, 2021 Treasurer's Report of trust fund income and expenditures for FY2021 be approved as submitted. The motion passed unanimously.

**Coordinator of Children's Services Report**

Ms. Rines reported on the children's department's COVID year, in which the entire children's team more than rose to the challenge of providing storytimes and other programs virtually, attracting large audiences locally and from around the world.

**Director's Report**

*Staff*

Senior Library Assistants Susan Molloy and Peg Watson will be retiring in July. Catherine Shaw will be joining the staff as a Children's Librarian on June 28. Interviews for the Adult & Young Adult Services Librarian position are in progress.

The Safety Officer upgrade has been approved and the position is currently posted.

*Facilities*

The Main Library carpet project kicked off on May 27 and has proceeded rapidly since that date. As of June 18, the first and second floors were largely completed and demolition in the ground floor staff areas had begun. A great deal of staff time this month has been spent getting ready for carpeting. Now that carpeting has started, one floor at a time, it takes at least several days after each area is carpeted to replace temporarily removed shelving, clean and vacuum the entire area, move all the furniture, equipment and collections back into place, and begin to make the area fully functional again. The entire library staff has been involved to some degree throughout,

with the custodial and IT staff particularly taxed, all while providing continuous public service via To-Go pickup, phone, chat, and email.

Work at the North Quincy Branch is ongoing and a September reopening is still projected.

### *Programs & Services*

A deliberately light programming schedule has allowed staff to concentrate on activities related to the carpeting project and then to prepare to reopen the Main Library to the public.

Circulation at Adams Shore, the only branch open for in-person browsing in May, jumped 71% from April. To-Go circulation at the Main Library held steady but Wollaston showed a decline, continuing a trend from April. This trend is expected to reverse direction and begin climbing back to pre-COVID levels once all locations are open for in-person service.

### *Reopening*

The Wollaston Branch Library opened for in-person services, and the Adams Shore Branch expanded in-person services, on June 1. Both branches are providing browsing, computers/printing, checkout, and limited seating. In-person programming will be delayed until the fall.

The Main Library adult areas are projected to reopen in early July, with the children's room opening a week or two later. The children's room is the last area scheduled to be carpeted.

### *Other*

Director Allen and Assistant Director Lockhart attended a community meeting in North Quincy hosted by the Planning Department. The City recently received a grant to help improve the North Quincy business district, and the space in front of the North Quincy Branch has been identified as a possible candidate for improvement.

### **TCPL Foundation Liaison's Report**

Ms. Costagliola has tried to contact the Foundation President to call a board meeting. She will continue to reach out to the President and the Clerk to convene a meeting to consider funding requests from the Library and to finalize the MOU revisions.

### **Old Business**

#### *Investment Committee Report*

The value of the Schwab investments is \$536,427.92. Ms. Mitchell will convene an investment committee meeting before the September Board meeting to review the investments.

**New Business**

Locations for next year's Board meetings were discussed. Some meetings will be held in-person at each branch library and others will be held remotely until the Massachusetts Open Meeting Law's COVID-19 remote meeting provisions expire on April 1, 2022.

Ms. Mayyasi moved and Mr. Foley seconded that up to \$500.00 be authorized to provide snacks for the library staff on reopening day in July. The motion passed unanimously.

**Adjournment**

The meeting was adjourned at 8:04 p.m. The next scheduled meeting will be held on Monday, September 20, 2021 in the Main Library Quincy Room.

**Documents Distributed**

- Draft Minutes from the May 10, 2021 Trustees Meeting
- June 21, 2021 Treasurer's Report