

**Thomas Crane Public Library**  
**Board of Trustees Meeting Minutes**  
March 14, 2022  
North Quincy Branch Library

**Call to Order**

The meeting was called to order at 9:08 a.m. by Ms. Costagliola.

**Trustees Present**

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

**Trustees Absent**

Corinne Mitchell

**Staff Present**

Director Megan Allen, Assistant Director Kristy Lockhart, North Quincy Branch Librarian Dorothy Cronin

**Approval of Minutes**

Mr. Griffin moved and Ms. Mayyasi seconded that the February 14, 2022 minutes be approved as submitted. The motion passed unanimously.

**Treasurer's Report**

Ms. Mayyasi moved and Mr. Foley seconded that the March 14, 2022 Treasurer's Report of trust fund income and expenditures be approved as submitted. The motion passed unanimously.

**North Quincy Branch Librarian's Report & Building Tour**

Ms. Cronin shared highlights of the branch renovation project, collection preparation for reopening on February 1, and activity in the branch since reopening day, and provided a tour of the building.

**Director's Report**

*Staff*

Senior Library Assistant Srirupa Chakraborty and Adult Services Librarian Kerri Darcy have resigned to take other positions.

Contract negotiations with the Quincy Library Staff Association kicked off on February 24 and are likely to take several months.

*Facilities*

Forty-five new chairs for the new North Quincy community room were delivered on March 9. They will be stored until the renovation of that room is completed and they can be put into service for programs and events. A new book drop for the rear entrance of the branch was also delivered on March 4.

### *Programs & Services*

Attendance at the Main Library rebounded in February as Omicron waned, matching average attendance in the fall of 2021. Weekends continue to be the busiest days. Attendance at North Quincy during its first month open was very strong throughout the month, at about  $\frac{2}{3}$  of pre-pandemic attendance. This branch is especially busy in the afternoons after school. Attendance at Adams Shore stayed consistent through the Omicron surge while visitors to Wollaston show an overall downward trend since September 2021.

The Library's new collection of bilingual Chinese/English VOX books debuted in February. These all-in-one print books with built-in audio read-along capability are similar to English-only WonderBooks, which were added to the collection in FY2020.

The Library will be receiving an additional 50 hotspots through the Massachusetts Board of Library Commissioners' ARPA-funded Public Library Mobile Hotspot Lending Program. Father Bill's MainSpring has been added as a distribution partner for this program.

With the help of Public Buildings, custom locking glass doors have been fabricated and installed on built-in shelving near the Home & Garden collection at the Main Library, providing a place to house tools and other equipment purchased for the Library of Things. Initial items for this collection will be selected and purchased this spring with funds from the trustees' gift account.

Amy Holmes, proprietor of the Casual Cup Cafe, plans a soft opening of the cafe on March 15 with a more formal opening in April. The initial three-year agreement between the Holmeses and the trustees expires in January 2023 but can be extended by mutual agreement. The question of monthly payments to the trustees will be revisited after the Cafe has been operating successfully for a few months.

### *Other*

Budget increase requests for FY2023 were submitted for review: expense item increases (such as the annual building insurance premium) were submitted to the Municipal Finance Department and a proposal to add four part-time employees was presented to Mayor Koch for consideration. These additional employees would allow for additional hours at the North Quincy and Adams Shore libraries, and enable some expansion of programming and outreach efforts aimed at underserved audiences throughout the city, including families and adults with lower incomes, low English language proficiency, low technology skills and/or access to digital devices and Internet, or who face other barriers to access library resources and services.

### **Old Business**

#### *Investment Committee Report*

No report

#### *Director Search Committee Report*

The trustees' recommended candidate has been forwarded to Mayor Koch for consideration. It is hoped that he will meet with her soon and then proceed to appoint her to the position.

Ms. Costagliola recommended that the trustees commit to benchmark an annual amount of funding for professional memberships and conference attendance for the new director. After some discussion, the trustees agreed that beginning with FY2023, they will establish an annual amount for conference attendance for the library director; this will be decided at the June meeting of the previous fiscal year. Regarding professional memberships, Mr. Foley moved and Mr. Griffin seconded that beginning with FY2023, the trustees will pay both the director's and the assistant director's annual membership fees for the American Library Association, Public Library Association, and Massachusetts Library Association. The motion passed unanimously.

*Proposed Revision to Appropriate Library Use Policy*

Ms. Mayyasi pointed out a typographical error in the draft policy. Ms. Mayyasi moved and Mr. Foley seconded that the revised Appropriate Library Use Policy be approved as corrected. The motion passed unanimously.

**New Business**

Mr. Griffin announced his resignation from the board after 10 years of service.

**Adjournment**

The meeting was adjourned at 11:18 a.m. The next scheduled meeting will be held on Monday, April 11, 2022 at the Main Library.

**Documents Distributed**

- Draft Minutes from the February 14, 2022 Trustees Meeting
- March 14, 2022 Treasurer's Report
- North Quincy Branch Library Report to the Trustees (3/14/2022)
- Library Department Supplemental Budget Request for FY2023 (3/8/2022)
- February 2022 Building Traffic Report
- Citizens Bank Trust Account Activity, FY2017-FY2021 Comparison
- Proposed Revision to Exhibit & Display Policy (March 2022)
- Summary of Proposed Changes to Exhibit & Display Policy (3/14/2022)