

**Thomas Crane Public Library**  
**Board of Trustees Meeting Minutes**  
November 8, 2021  
Main Library

**Call to Order**

The meeting was called to order at 9:20 a.m. by Ms. Costagliola.

**Trustees Present**

Diane Costagliola, Arthur Foley, William Griffin, Peter Tam, May Mayyasi (via Zoom); Absent: Corinne Mitchell

**Staff Present**

Director Megan Allen, Assistant Director Kristy Lockhart; Head of Technical & Local History Services Therese Mosorjak

**Approval of Minutes**

Mr. Griffin moved and Ms. Mayyasi seconded that the October 18, 2021 minutes be approved as submitted. The motion passed unanimously.

**Treasurer's Report**

Ms. Mayyasi moved and Mr. Tam seconded that the November 8, 2021 Treasurer's Report of trust fund income and expenditures be approved as submitted. The motion passed unanimously.

**Head of Technical & Local History Services Report**

Ms. Mosorjak reviewed projects and initiatives of her department in 2020 and 2021. Technical services activities including reclassifying and processing many Main Library collections as part of the massive collection relocation project; cataloging and processing new items for borrowing, including jigsaw puzzles, laptops, video conference kits, and hotspots; and adding Chinese character records to the online library catalog for better access to this collection. On the local history front, Ms. Mosorjak completed a two-year grant-funded project to process and organize two local history collections; updated the library's local history information for the new website; and, with the help of volunteers, made progress on digitizing some local history indexes.

**Director's Report**

*Staff*

Vaughn Driscoll has been hired as the library's new Safety Officer. Planning is under way for the first staff development day since 2019, to be held on Friday, December 10. The Public Library Association biennial conference will be held in Portland OR in March 2022 and several staff librarians and the assistant director plan to attend.

Mr. Foley moved and Mr. Griffin seconded that up to \$800.00 be approved for Staff Day expenses. The motion passed unanimously.

### *Facilities*

Three new materials display fixtures were delivered for the Main Library adult area, funded by the TCPL Foundation.

The Public Buildings Department had the Wollaston Branch exterior power washed and repainted (stucco and woodwork).

### *Programs & Services*

The Adams Shore and Wollaston Branch Libraries resumed their pre-COVID hours starting on November 1, including one morning and one evening open per week.

Regular fall programming for children aged 0-12 resumed in October, with programs being held outside, inside, and virtually. Attendance numbers at the first inside in-person programs have been very encouraging. Toddler Time storytime sessions have seen attendance on a par with pre-pandemic levels.

The first indoor in-person programming for adults also began in October and garnered a strong response from the community. Two concerts presented in the Richardson building reached seating capacity, which was limited in order to allow for some social distancing.

Circulation of physical items continues to increase gradually with October 2021 circulation 27% below October 2019. The number of visitors is also climbing steadily, with foot traffic up 20% compared to September, and patrons are increasingly discovering that the Main Library is open on Sundays again. Sunday checkouts in October were 60% higher than in September.

### *Other*

Six new AWE early literacy computers were delivered to replace the older units at all locations. There will be two each at the Main Library and North Quincy, and one each for Adams Shore and Wollaston. These popular early learning centers were funded by the TCPL Foundation.

An urban library directors meeting was convened in October and peer directors reported very similar experiences in terms of in-building visit and physical circulation trends. All libraries are feeling their way forward with a mix of virtual, outdoor, and indoor in-person programming after a summer of creative outdoor programs. Due to the popularity of outdoor programs, most libraries, including TCPL, plan to continue presenting some programs en plein air even post-pandemic, as weather and program topics allow.

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

No report.

### **Old Business**

#### *Investment Committee Report*

Ms. Mitchell was unable to attend the meeting but emailed the November 5, 2021 Schwab Total Accounts Value of \$560,048.55.

### *Director Search Committee Report*

Ms. Costagliola reported that the job description/posting has been drafted and is being reviewed by the mayor's office. The search committee hopes to begin advertising the position the week of November 15.

### **New Business**

#### *Proposed Revision to Borrowing Policy*

Ms. Allen distributed the revised policy and a summary sheet highlighting proposed changes in the policy, for discussion and voting at the next meeting.

### **Adjournment**

The meeting was adjourned at 10:26 a.m. The next scheduled meeting will be held on Monday, December 13, 2021, at the Main Library

### **Documents Distributed**

- Draft Minutes from the October 18, 2021 Trustees Meeting
- November 8, 2021 Treasurer's Report
- Building Traffic Report, October 2021
- Revised Borrowing Policy, November 5, 2021
- Summary of Proposed Changes to Borrowing Policy, November 5, 2021