

Thomas Crane Public Library
Board of Trustees Meeting Minutes
October 18, 2021
Adams Shore Branch Library

Call to Order

The meeting was called to order at 9:19 a.m. by Ms. Costagliola.

Trustees Present

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

Staff Present

Director Megan Allen, Assistant Director Kristy Lockhart, Adams Shore Branch Librarian Lori Seegraber

Approval of Minutes

Mr. Griffin moved and Ms. Mitchell seconded that the September 27, 2021 minutes be approved as amended. The motion passed unanimously.

Treasurer's Report

Ms. Mitchell moved and Ms. Mayyasi seconded that the October 18, 2021 Treasurer's Report of trust fund income and expenditures be approved as submitted. The motion passed unanimously.

Adams Shore Branch Librarian's Report

Ms. Seegraber reported on the facility improvements made at the branch by the Public Buildings Department, the provision of services there during the pandemic, and the gradual restoration of full services and hours open. Ms. Seegraber also described the recent initiative to weed and reorganize collections, remove some shelving for greater accessibility and natural light, and eventually upgrade furnishings for all ages.

Director's Report

Staff

Three new part-time Senior Library Assistants have joined the staff: Maryam Mallick (fluent in Urdu and Hindi), Susan Yuan (fluent in Mandarin Chinese), and Autumn Nutile.

Facilities

The Main Library door access upgrade project resumed again in October. New two-person booths were delivered for the second floor adult area, funded by the TCPL Foundation.

The Planning Department proposed that the North Quincy Community Center space, which is in the former North Quincy Library bookmobile garage, be turned back to the Library for use as a public meeting and event space, a welcome development as the North Quincy Library nears the point of reopening to the public. The space will be emptied and then refurbished under the

supervision of the Public Buildings Department before it can be repurposed as a community meeting room for Library and non-Library sponsored programs and events.

Programs & Services

The Library applied for and received 100 hotspots through the Massachusetts Board of Library Commissioners' one-year Public Library Mobile Hotspot Lending Program. MBLC is providing the hotspot devices and will cover the cost of the Internet service/data plans through the end of September 2022. Libraries may elect to take over the ongoing costs when funding ends. This special program is funded through the Institute of Museum and Library Services (IMLS) from the American Rescue Plan Act (ARPA) and is intended to increase digital inclusion.

In order to get these hotspots to Quincy residents most in need of Internet access, the Library is partnering with several community agencies--the Quincy Housing Authority, Quincy Community Action Program, and Bay State Community Services--to loan hotspots to residents. The Library's Literacy Program will also be lending hotspots to some of its participants.

A week-long survey in September of reference/information inquiries fielded at all locations showed a drastic decrease in the number of inquiries compared to September 2019, reflecting the lower number of daily visitors since reopening in July. Notably, the percentage of community information/referral inquiries doubled from 4.5% to 9% since the September 2019 survey. This confirms anecdotal evidence of increased demand for community referrals since the beginning of COVID.

Other

The Crane Library Bookstore operated by the Friends reopened as of October and resumed pre-COVID hours the week of October 11.

The FY2022 State Aid to Public Libraries Financial and Compliance Forms were submitted to the Massachusetts Board of Library Commissioners. Although the Library budget increased by 2% from FY2021, the proposed budget as of July 1, 2021 did not reflect the retroactive 3% salary increases later approved for all staff and thus fell short of the Municipal Appropriation Requirement (MAR) by \$54,825. A Petition for Waiver of the MAR was submitted and additional supporting documentation for the waiver petition will be submitted by the November 6 deadline.

TCPL Foundation Liaison's Report

Ms. Costagliola reported on the Foundation Board of Directors' meeting held on September 30. The Board elected Ms. Costagliola as president and re-elected her as treasurer, elected Judy Brams as clerk, approved funding requests from the Library, and agreed to meet again in January 2022. The Board of Directors also voted to approve the proposed language change by the trustees to the Memorandum of Understanding (MOU) between the Foundation Board and the Library Board Trustees.

Ms. Costagliola convened an executive session to discuss the current state and future direction of the TCPL Foundation Board of Directors.

Ms. Costagliola reconvened the open session of the meeting.

Ms. Costagliola moved and Mr. Tam seconded that the final revised Memorandum of Understanding with the Thomas Crane Public Library Foundation Board of Directors be approved. The motion passed unanimously.

Old Business

Investment Committee Report

Ms. Mitchell reported that the Schwab investments continue to go up and down and currently show a \$36,432.07 (7.26%) net gain since January 1, 2021.

Director Search Committee Report

Ms. Costagliola reported on the search committee's first meeting, at which they discussed the director job description, an employee survey, and collecting comparative size and salary information from peer libraries in Massachusetts.

Proposed Revision to Study Room Policy

Ms. Costagliola moved and Mr. Griffin seconded that the proposed policy be approved with an amended title of Study & Conference Room Use Policy. The motion passed unanimously.

Trustee Meeting Schedule & Locations

The 2021-2022 meeting schedule was reviewed and it was decided to hold meetings from November through March in-person at the Main Library, with a Zoom option for any trustees unable to attend in person.

New Business

None

Adjournment

The meeting was adjourned at 10:53 a.m. The next scheduled meeting will be held on Monday, November 8, 2021 at the Main Library.

Documents Distributed

- Draft Minutes from the September 27, 2021 Trustees Meeting
- October 18, 2021 Treasurer's Report
- 2022 Massachusetts Financial Report
- FY2022 State Aid to Public Libraries Application and Compliance Form
- Petition for Waiver of the FY2022 Municipal Appropriation Requirement
- Memorandum of Understanding (with TCPL Foundation) Draft