

Thomas Crane Public Library
Board of Trustees Meeting Minutes
January 11, 2021 via Zoom

Call to Order

The meeting was called to order at 9:22 a.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 Clayton Cheever

Approval of Minutes

Ms. Mitchell moved and Mr. Griffin seconded that the December 14, 2020 minutes be approved as submitted. The motion passed unanimously.

Treasurer's Report

Mr. Griffin moved and Ms. Mayyasi seconded that the January 11, 2021 Treasurer's Report of trust fund income and expenditures for FY2021 be approved as corrected. The motion passed unanimously.

Director's Report

Staff

Assistant Director Clayton Cheever will be leaving at the end of January to take another position. The search for a successor has commenced and is expected to take at least two months.

Facilities

The new windows have finally been delivered for the North Quincy Branch and installation has commenced.

A new outside light was installed at the Wollaston Branch entrance to improve visibility and security after dark.

Programs & Services

TCPL To-Go outside pickup service was launched at the Wollaston Branch on December 1, as well as TCPL Express at the Adams Shore Branch. Express is a new service model for the library, which permits access to the lobby only to pick up previously requested holds and/or printouts, browse a limited selection of popular items for all ages, and check out using a touchless self-serve kiosk. Only one person or family is allowed in the lobby at a time. Both branches are seeing a gradual uptick in usage of these services as we continue to publicize them.

Overall physical circulation was slightly higher in December than November, with checkouts at the branches making up about 12% of total checkouts (Wollaston: 9%; Adams Shore: 3%), excluding renewals.

Attendance at virtual children's programs continued to be very strong throughout December, including over 60 children who danced out the year 2020 at the annual Noon Year's Eve program. Teen librarian Kerri Darcy launched the first of two sessions of a new Be the Bridge racial reconciliation program for teens that is teen-led and fully subscribed, plus a new virtual book club for middle schoolers and a MasterClass series on Instagram. Forty-seven literacy student-tutor pairs are actively working, and 10 English Talk Time classes are in progress online. The first virtual literacy/ESOL program newsletter was issued using Constant Contact.

TCPL Foundation Liaison's Report

Ms. Costagliola reported that a few small year-end donations were received but the Foundation Board is otherwise inactive.

Old Business

Investment Committee Report

Ms. Mitchell reported that the Schwab funds are performing as hoped--protecting the existing investment and earning some income, with an 8.14% gain in the last twelve-month period.

New Business

Mr. Cheever thanked the Trustees for their support during his tenure as Assistant Director and pledged to continue to support the library as he transitions in February to be the Director of the Morrill Memorial Library in Norwood. The Trustees thanked Mr. Cheever for his service and wished him well.

Adjournment

The meeting was adjourned at 9:56 a.m. The next scheduled meeting will be held on Monday, February 8, 2021.

Documents Distributed

- Draft Minutes from the December 14, 2020 Trustees Meeting
- January 11, 2020 Treasurer's Report
- Literacy Matters Winter Newsletter (January 2021)