

**Thomas Crane Public Library**  
**Board of Trustees Meeting Minutes**  
July 13, 2020 via Zoom

**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, May Mayyasi, Corinne Mitchell, and Peter Tam.

**Staff Present**

Director Megan Allen, Assistant Director Clayton Cheever

**Approval of Minutes**

Mr. Foley moved and Ms. Mitchell seconded that the June 8, 2020 minutes be approved as submitted. The motion passed unanimously.

**Treasurer's Report**

Ms. Mayyasi moved and Ms. Mitchell seconded that the July 13, 2020 Treasurer's Report of trust fund income and expenditures as of June 30, 2020 be approved as submitted. The motion passed unanimously.

**Director's Report**

*Staff*

Senior Library Assistant Henry Cheung has moved into the IT Assistant position left vacant by Michael Long's resignation in March. Two employees who qualify for Families First Coronavirus Response Act leave have reduced their work schedules to part-time due to childcare challenges.

*Facilities*

Director Allen toured both the Adams Shore and the North Quincy branch renovation projects on June 30 with Public Buildings Commissioner Paul Hines. The fixed stacks at North Quincy had to be dismantled in order to remove the remaining floor tiles, and the decision has been made to purchase new stacks instead of trying to repair and replace the old ones. There is still a great deal of work to be completed and a fall reopening date is now projected.

The Adams Shore Branch is nearing the end of its mini-makeover: the new ceilings, paint, floor/carpet tiles, and light fixtures have considerably brightened up the lobby and hallways; all of the smaller spaces (staff workroom, staff break room, bathrooms, supply/storage closets) have been emptied and freshened up with new paint, tiles, flooring and fixtures to make them more functional and more attractive; one of the two public bathrooms is now fully ADA accessible; the main public service desk has received a new countertop and paint. The care and attention of

Mr. Hines and the project's manager Walter Macdonald have resulted in a significant and unexpected rehab of this branch library.

Additional height-adjustable tables and crescent stools were delivered for the Main Library children's room; similar tables and stools also arrived for the Wollaston Branch, making the furnishings in this branch's children's area more suitable for child-sized visitors. This furniture was funded with State Aid to Public Libraries.

The City Council appropriated a \$100,000 Community Preservation Act grant to the Public Buildings Department for an existing conditions and needs assessment of the exterior of the Library's historic Richardson and Aiken buildings, to be conducted in FY2021.

### *Services & Programs*

The Children's Department continued to develop and deliver a variety of live and pre-recorded virtual programs, including three virtual class visits with first graders and kindergartners from three different Quincy schools, while preparing a full summer of virtual programs for young readers. Virtual programming and readers' advisory services are much more staff-intensive than traditional in-person programming and keep the children's team very busy. In addition, children's librarians are taking advantage of online professional development opportunities, and librarian Samantha Small has enrolled in Project READY (Reimagining Equity and Access for Diverse Youth), a series of online modules for youth services librarians and others interested in improving their knowledge about race and racism, racial equity, and culturally sustaining pedagogy.

The Library's new contactless outside pickup service was soft-launched on June 24 with limited Monday-Friday hours. TCPL To-Go quickly expanded hours beginning July 6 as daily interlibrary delivery resumed and network-wide holds were unsuspended. Reconnecting patrons with the Library's physical collections was an important milestone but the new service is much more staff-intensive than the traditional, more self-serve model. Help Desk hours were also expanded as of July 6.

The Library unveiled a new online language learning tool called Transparent Languages, a free service for Quincy residents that will be of interest to English language learners and those interested in studying other languages from Afrikaans to Zulu.

### *Reopening TCPL*

Library staff began gradually returning to work in the building beginning Monday, June 15, where a three months' backlog of returned and new items awaited processing. All staff will be back to full schedules as of Monday, July 13, although some will continue to work some hours remotely.

The Governor's Phase 3 standards for libraries are being reviewed, along with the Mass. Board of Library Commissioners (MBLC) and Mass. Library System's Phase 3 Guidelines. The Library will be prioritizing the provision of in-person technology services in this next phase, including access to public computers and print/copy/scan/fax services. This phase requires careful

preparation and the purchase of additional hygiene- and safety-related items before the Library will meet the mandatory safety standards issued by the state and be ready to reopen the building at a reduced capacity.

AJ Kabilian of the Municipal Finance Dept. has assisted the Library in purchasing equipment required for providing service during the COVID-19 pandemic, using \$17,678 of federal CARES Act funding so far. Additional supplies and equipment will be purchased to support a safe reopening of the buildings in Phase 3.

#### *Other*

The Library was awarded a \$3,500 CARES Act grant for Virtual Programming for Distance Learning from the MBLC. Funds will be used to support educational programming for children and adults, and to purchase equipment for library staff to use both in-building and remotely to deliver virtual programs more effectively.

The City Council established a departmental revolving fund for the library for FY2021 and subsequent years. Funds may be expended by the Library Director up to \$50,000 per year.

#### *Staff Appreciation*

Ms. Mayyasi moved and Mr. Griffin seconded a motion to spend up to \$500 to purchase a \$10 Dunkin' gift card for each employee as a token of the trustees' appreciation of their efforts in these challenging times. The motion passed unanimously. Ms Costagliola will compose a letter expressing the Trustees' gratitude to accompany the gift cards.

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

Ms. Costagliola reported that the board of directors has not met since the last Trustees meeting. The Foundation recently received a number of donations in memory of John Barr, who passed away in May. The board's accountant is currently preparing the Foundation's tax returns.

#### **Old Business**

##### *Investment Committee Report*

Ms. Mitchell shared that investments are holding steady with national trends and showing a rebound from the initial precipitous COVID-19 drop.

##### *TCPL Health Emergency Policy*

Ms. Mayyasi moved and Mr. Foley seconded that policy be approved as revised. The motion passed unanimously.

#### **New Business**

None

#### **Adjournment**

The meeting was adjourned at 10:04 a.m. The next scheduled meeting will be held on Monday, September 21, 2020.

**Documents Distributed**

- Draft Minutes from the June 8, 2020 Trustees Meeting
- FY2020 Citizens Bank Trust Fund Income and Expenses Summary to

Date (6/30/2020)

- Revised Draft TCPL Health Emergency Policy (6/23/2020)