

Thomas Crane Public Library
Board of Trustees Meeting Minutes
March 8, 2021 via Zoom

Call to Order

The meeting was called to order at 9:16 a.m. by Ms. Mayyasi.

Trustees Present

Arthur Foley, William Griffin, May Mayyasi, Corinne Mitchell, and Peter Tam; **Absent:** Diane Costagliola

Staff Present

Director Megan Allen, Literacy Program Manager Mary Diggle, Senior Library Assistant Molly Makrogianis

Approval of Minutes

Mr. Griffin moved and Mr. Tam seconded that the February 8, 2021 minutes be approved as submitted. The motion passed unanimously.

Treasurer's Report

Mr. Griffin moved and Ms. Mitchell seconded that the March 8, 2021 Treasurer's Report of trust fund income and expenditures for FY2021 be approved as submitted. The motion passed unanimously.

Literacy Program Manager's Report

Ms. Diggle and Ms. Makrogianis reported on adult literacy and ESOL services over the last year and the challenges of sustaining teaching and learning online in the face of lack of technology and other life circumstances of both volunteers and students. Although participation in these programs is lower than pre-COVID, basic computer classes, citizenship classes and English Talk Time conversation groups are continuing online, and individual tutor-student pairs are also meeting virtually. Currently 70 students are attending eight online Talk Time sessions and 52 tutor-student pairs are learning to read.

Director's Report

Staff

Adult Services Librarian Eileen Fontenot and Children's Librarian Samantha Small will be resigning later this month to take positions at other libraries. Part-Time Senior Library Assistant Hui Liu will be moving into a bilingual SLA position and increasing her hours as of March 15. The Assistant Director search has been narrowed to three strong finalists and a selection is expected within a week or two.

Facilities

Due to the Big Shift of collections at the Main Library, updated signage is needed on all the adult stacks. While staff will create temporary signage to guide patrons when the building reopens for in-person services, a complete review and redesign of interior signage is needed, to include floor

directory and other signage as well as stack signage. It is recommended that a sign and wayfinding design firm with experience in public libraries be retained for this purpose.

Programs & Services

The Library's technical services staff have been working with the Old Colony Library Network's cataloging staff for several months to add Chinese character display to OCLN's online catalog. This feature was finally rolled out in mid-February and makes it possible for readers to discover the Library's Chinese language materials more easily. Previously, these collections were only discoverable via in-library browsing unless a patron had the ability to interpret Pinyin, the romanization system for Mandarin Chinese.

Circulation of physical materials continued rising in February, due to the launch of Grab Bags, growing 17% over January's circulation, and amounting to 40% of circulation in February 2020. We continue to receive very positive feedback from patrons about the Grab Bag service.

Due to patron demand, the Library began providing walk-up photocopy service at the Main Library. Patrons may request up to 20 black/white photocopies per week for free.

Several other new services are in the final stages of preparation, including jigsaw puzzles, laptops, and video conferencing kits for loan, and a new and improved public print/copy service for when the building reopens to the public.

Other

The Library's management team is actively developing plans to begin restoring in-person library services in the spring, the exact timing of which depends on several factors, including COVID-19 infection trends in Quincy and the hiring of a new safety officer. Service levels may vary between locations, and hours may be limited due to several staff openings, but the goal will be to offer fuller building access at reduced occupancy without requiring appointments. The first services to be offered will include browsing and computer/technology use.

Two local news articles highlighted services provided by the Library:

Beyond Books: South Shore Libraries Creatively Cure Pandemic Boredom (Patriot Ledger, February 23, 2021)

Quincy Literacy Programs Shows That Where There's a Will, There's a Way (Boston Globe, March 3, 2021)

TCPL Foundation Liaison's Report

None.

Old Business

Investment Committee Report

Ms. Mitchell reported that although the Schwab investment accounts have been somewhat volatile lately, they are still up 8% from the initial investment.

New Business

None.

Adjournment

The meeting was adjourned at 10:39 a.m. The next scheduled meeting will be held on Monday, April 12, 2021.

Documents Distributed

- Draft Minutes from the February 8, 2021 Trustees Meeting
- March 8, 2021 Treasurer's Report