

**Thomas Crane Public Library**  
**Board of Trustees Meeting Minutes**  
November 9, 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, Peter Tam.

**Absent:** Corinne Mitchell

**Staff Present**

Director Megan Allen, Assistant Director Clayton Cheever

**Approval of Minutes**

Ms. Mayyasi moved and Mr. Foley seconded that the October 19, 2020 minutes be approved as submitted. The motion passed unanimously.

**Treasurer's Report**

Ms. Mayyasi moved and Mr. Tam seconded that the November 9, 2020 Treasurer's Report of trust fund income and expenditures for FY20 be approved as submitted. The motion passed unanimously.

**Assistant Director's Report**

Mr. Cheever reported on his activities during the past year, including partnerships and programs, statistics and annual reporting, staff development, security, and web services.

**Director's Report**

*Facilities*

The occupancy monitoring system has received final approvals and funding, the hardware has been delivered, and installation will be completed at both the Main Library and the North Quincy Branch before the end of the calendar year.

*Programs & Services*

The children's librarians continue to develop and deliver innovative virtual programming for preschool and school-age children. Although the labor intensive nature of this delivery mode means the Library cannot present as many programs as it did pre-COVID, attendance at the online programs has been consistently strong.

A new digital book service for children was launched in October: TumbleBooks and TumbleMath. TumbleBooks are especially useful for younger children as all of the books are read and animated with early literacy clues such as highlighting phrases as the books are read. TumbleMath provides books based on different math concepts and includes quizzes for readers and lesson plans for teachers and parents.

Selected discount coupons and passes for museums, zoos and cultural institutions are now available for patrons to reserve and borrow using TCPL To-Go at the Main Library.

In October, in-person computer/technology appointments increased 67% from September. Most of those taking advantage of this service are coming in for immediate and urgent needs such as immigration applications, housing or heat assistance applications, and employment related needs. To-Go Print outside print pickup usage increased 73% from September to October.

Teen Librarian Kerri Darcy, with an assist from QPS media specialists, engaged Quincy teens in the For Freedoms 50 State Initiative, decorating their own lawn signs that will be displayed in front of the Library through most of November.

The Literacy and ESOL staff continue their valiant efforts to support the low-literacy and low-English language learners they serve. Currently four English Talk Time classes and two citizenship classes are meeting virtually. Fifty literacy student-tutor matches are working together online. Most participants in these programs--both volunteers and students--require intensive support to use technology successfully for teaching and learning.

Based on recent conversations with peer library directors and Health Commissioner Ruth Jones, and feedback from library staff, the next priority for expanding services will be adding Adams Shore and Wollaston as materials pickup locations, projected for the week after Thanksgiving. Expanded in-person services at the Main Library will be deferred to a later date.

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

None.

### **TCPL Friends Report**

Ms. Costagliola shared the draft minutes from the October Friends of the TCPL Executive Board meeting.

### **Old Business**

#### *Investment Committee Report*

Ms. Mitchell was absent but previously shared current Schwab account information via email.

### **New Business**

None.

### **Adjournment**

The meeting was adjourned at 10:06 a.m. The next scheduled meeting will be held on Monday, December 14, 2020.

### **Documents Distributed**

- Draft Minutes from the October 19, 2020 Trustees Meeting
- FY2021 Citizens Bank Trust Fund Income and Expenses Summary to Date (11/9/2020)