

**Thomas Crane Public Library**  
**Board of Trustees Meeting Minutes**  
April 12, 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; Absent: Peter Tam

**Staff Present**

Director Megan Allen; Assistant Director Kristy Lockhart

**Approval of Minutes**

Mr. Griffin moved and Ms. Mayyasi seconded that the March 8, 2021 minutes be approved as submitted. The motion passed with four in favor and one abstention.

**Treasurer's Report**

Ms. Mitchell moved and Ms. Mayyasi seconded that the April 12, 2021 Treasurer's Report of trust fund income and expenditures for FY2021 be approved as submitted. The motion passed unanimously.

**Introduction of Assistant Director Kristy Lockhart**

The trustees and Ms. Lockhart briefly introduced themselves to each other.

**Director's Report**

*Staff*

The Library is excited to welcome new Assistant Director Kristy Lockhart on April 12. Adult Services Librarian Margaret Lagerstedt has transferred into the marketing & communications position left open by Eileen Fontenot's departure in March.

*Facilities*

The North Quincy Branch renovation work has resumed in earnest. The shelving order has been submitted to the manufacturer in the expectation that the building will be ready for shelving installation in July, and the branch will be ready to open to the public before the end of August.

Two important and long-awaited facilities projects are now underway at the Main Library. The door access upgrade project will begin this month and be completed before the building reopens to the public. The upgrade will replace the patchwork, end-of-life keypad door security system with a card-swipe system that will enhance building security.

Planning and sequencing the carpet replacement project is in process and the work itself is expected to begin on May 3. This necessary project will disrupt normal library operations and require a significant amount of prep work by library staff. The contractor is currently estimating

30 work days to complete the project but it is hoped that the sequencing of the work will allow the building to be partially reopened to the public about halfway through the project.

In other facility news, additional Main Library electrical work added outlets to the new teen space, converted some floor boxes on the 1st and 2nd floors to active outlets for patron use, and repaired network connections in patron tables on the 2nd floor.

The Planning Department has received a grant from the Massachusetts Office of Disability to complete a Self-Evaluation & Transition Plan for the City. The study of selected City buildings is necessary to be in compliance with ADA and is a prerequisite to unlocking funding sources for ADA rehab work. The Main Library, Adams Shore and Wollaston are included in the study, and Adams Shore has already been surveyed.

### *Programs & Services*

Circulation at all locations increased in March, with notable jumps at both branches (24% increase at Wollaston, 28% at Adams Shore). System-wide circulation in March was 43% of circulation in February 2020, the last full month the Library was open pre-COVID.

The Book Share program added a new location at the Germantown Neighborhood Center, bringing to 707 the number of free used books distributed to date among three Quincy food pantries.

Teen Librarian Kerri Darcy continues to adapt teen programming to meet the rapidly changing needs of this audience. In March, the first episode of a new teen podcast, *Candid With the Cranes*, was released, a platform for Quincy teens to discuss current concerns and issues. The podcast is hosted on Anchor FM and is also available on other podcast platforms.

Starting this month, the Library launched three new collections for patrons to borrow: jigsaw puzzles, Chromebook laptops, and Video Conferencing Kits.

To improve print/copy services for both staff and the public, the Library will be switching vendors and service models soon. Phase one of this transition involves the purchase of equipment for staff use; phase two will include the lease of public equipment, including vending machines and software, and retention of any revenue in the Library's new revolving account to support the lease expense. This change will ensure new and dependable equipment, user-friendly print/copy interfaces, and the ability to accept credit/debit card payments.

### *Reopening Plans*

April reopening plans had to be readjusted due to the timing of the Main Library carpeting project. Adams Shore Branch will expand services as of April 20. If the carpeting work schedule unfolds as projected, the Main Library will be partially reopened toward the end of May.

The Wollaston Branch will maintain outside To-Go pickup service only at this time, as the small size of this facility makes safe social distancing for staff and patrons difficult. We can serve more

people via the branch's To-Go service than we could by allowing only a handful of patrons at a time inside the building to browse and self-check.

#### *Other*

The Library's FY2020 Report to the Community was published in March in a digital-only format on the Library's website.

The Library prepared and submitted an updated FY2022-FY2025 Capital Improvement Plan request to the Municipal Finance Department, addressing projected technology needs. Facility CIP requests will be prepared by the Public Buildings Department.

A FY2022 budget request was also submitted, for a level-funded budget except for necessary expense increases and a request to restore funding for library assistants to the FY2020 staffing level. This will be needed for the Library to restore all hours at all locations during FY2022.

The Library's first State Aid to Public Libraries check was received, and the second one is due to arrive shortly. The total award for FY2021 is \$145,512.06, a 22% increase over FY2020 and the highest award the Library has received since at least 2006.

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

Ms. Costagliola reported that the Foundation's tax returns have been filed, and that the current value of the Foundation's Merrill Lynch account is approximately \$1,172, 899. There was no other news from the Foundation Board.

#### **Old Business**

##### *Investment Committee Report*

Ms. Mitchell reported that the value of the Schwab investments is approximately \$520,000 and performing conservatively, as hoped.

#### **New Business**

None.

#### **Adjournment**

The meeting was adjourned at 10:13 a.m. The next scheduled meeting will be held on Monday, May 10, 2021.

#### **Documents Distributed**

- Draft Minutes from the March 8, 2021 Trustees Meeting
- April 12, 2021 Treasurer's Report