

**Thomas Crane Public Library**  
**Board of Trustees Meeting Minutes**  
December 9, 2019 at the Main Library

**Call to Order**

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

**Trustees Present**

Tina Cahill, Diane Costagliola, Arthur Foley, William Griffin, May Mayyasi, and Corinne Mitchell.

**Staff Present**

Director Megan Allen, Assistant Director Clayton Cheever

**Approval of Minutes**

Ms. Mayyasi moved and Ms. Mitchell seconded that the November 18, 2019 minutes be approved as submitted. The motion passed unanimously.

**Treasurer's Report**

Mr. Griffin moved and Ms. Mayyasi seconded that the December 9, 2019 Treasurer's Report of trust fund income and expenditures be approved as submitted. The motion passed unanimously.

**Assistant Director's Report**

Mr. Cheever talked about the many aspects of his role at the library and provided updates from the past year.

**Director's Report**

*Staff*

This year, the biannual Public Library Association conference will be held in Nashville in late February. Seven librarians have expressed an interest in attending and some additional financial support would be required from trust funds. Ms. Cahill moved and Mr. Foley seconded that up to \$5,000.00 be approved to help cover PLA attendance costs. The motion passed unanimously.

*Facilities*

All of the remaining sprinkler heads at the Main Library are in the process of being replaced, as they are nearing end-of-life.

All of the contents of North Quincy Library that are being stored during the renovation have been moved out of the building. The asbestos abatement work is due to begin on December 9.

Representatives from Citra Café toured the Main Library café space and submitted an initial proposal but have since determined that this is not the best option for them at this time.

TPAL has begun to refresh the outdoor signage at the Main Library, which has become quite faded after nearly 18 years of exposure to the elements.

*Other*

Assistant Director Cheever prepared an analysis of adult programming in FY2019. This summary shows the range of programming being offered to meet objectives related to all four service priorities.

The first installment of this year's State Aid to Public Libraries grant has been received.

Ms. Allen and Mr. Cheever attended the statewide symposium *Communities in Crisis: Libraries Respond to the Opioid Epidemic*, sponsored by the Mass. Library System and the Mass. Board of Library Commissioners.

Manet Community Health Center outreach workers have been meeting residents in need of health care referrals and services on an informal basis in the Main Library atrium and public parking lot. Their activities comply with library policies and provide an important service to the community. After some discussion, the trustees concluded that Manet's activities are an appropriate use of space as long as they do not become disruptive of normal library operations.

The annual Library Legislative Day will be held on Thursday, April 2, 2020.

**TCPL Foundation Liaison's Report**

No report.

**Old Business**

*Investment Committee Report*

Ms. Mitchell reported on the committee's efforts and collected signatures and information from trustees for CAPTRUST, which has acquired the trustees' previous financial advisor Boston Advisors.

*Bulletin Board & Materials Distribution Policy*

Ms. Allen is awaiting feedback from the law office on the revised version.

*Draft Testamentary Gift Agreement to Establish the Leslie F. DiBona Endowment Fund*

There has been no action on this since the last Trustees' meeting.

*MOUs with Friends and Foundation*

There has been no action on this since the last Trustees' meeting.

**New Business**

None

**Adjournment**

The meeting was adjourned at 10:45 a.m. The next meeting will be held on Monday, January 13, 2020 at the Main Library.

**Documents Distributed**

- Draft Minutes from the November 18, 2019 Trustees Meeting
- FY2020 Citizens Bank Trust Fund Income and Expenses Summary to Date (12/9/19)
- FY2019 Adult Programs Summary