

**Thomas Crane Public Library**  
**Board of Trustees Meeting Minutes**  
January 13, 2020 at the Main Library

**Call to Order**

The meeting was called to order at 9:17 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, Head of Information & Outreach Theresa Tangney

**Approval of Minutes**

Mr. Griffin moved and Ms. Mitchell seconded that the December 9, 2019 minutes be approved as submitted. The motion passed unanimously.

**Treasurer's Report**

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

**Head of Information & Outreach Report**

Ms. Tangney reported on her first year in this new position, and shared brief information about departmental initiatives and the accomplishments of individual employees in the department.

**Director's Report**

*Staff*

Interviews for several part-time Senior Library Assistant positions are still in process but new hires are expected to be in place by the end of the month.

A Census Bureau partnership specialist for Norfolk County provided two staff trainings that prepared staff to encourage and support census participation by city residents.

*Facilities*

The Main Library sprinkler head replacement project is now complete.

Bob Damon, the city's new historic and heritage resources maven, will be writing a Community Preservation Act grant application on behalf of the library, to fund an external conditions/recommendations survey on the exterior of the historic Main Library buildings (Richardson, Aiken and Coletti). All three buildings need extensive work on roofs, windows and exterior walls to address persistent leaks.

Based on a recent meeting with Public Buildings Commissioner Paul Hines, several library facilities projects are on the agenda for the coming year, including new carpeting, replacement fencing, upgraded security systems, and acoustic atrium panels at the Main Library.

Senator Keenan recently secured a \$200,000 earmark from the FY2019 state budget surplus to benefit the Main Library. It is expected that these funds will be put toward one or more of these Main Library facility projects.

Bill Kingdon of Ellis Realty Advisors is working with the library to identify a suitable tenant for the café space. A formal proposal has been received from the owners of The Casual Cup Café in Braintree.

#### *Services and Programs*

The Old Colony Library Network RBDigital online magazine subscription renewed on January 1<sup>st</sup> with access to all of the approximately 3,500 titles in the RBDigital collection, up from about 75 titles included in OCLN's 2019 subscription.

All OCLN libraries have been upgraded to a 200 megabit Internet connection, including all TCPL locations except for the North Quincy Branch. That branch will be updated near the end of the building renovation process in the spring.

Children's Librarian Samantha Small applied for and received an American Library Association Hour of Code mini-grant to develop and deliver coding programs for kids.

#### *Other*

IT Coordinator Andria Lauria and her very able staff of one have made great strides in addressing a variety of technology infrastructure issues, including upgrading old staff computers, replacing dead battery backup units, upgrading end-of-life server software, resolving network issues at the Adams Shore Branch, addressing data backup shortcomings, enabling technology needed for the new staff welcome desk in the atrium, and preparing to deploy new desktop computers in the teen zone.

Director Allen attended an Urban Library Directors Roundtable at the Waltham Public Library in December. Security issues were discussed at some length and inspired the creation of a new TCPL staff safety committee that will meet periodically with the Assistant Director to review security protocols and the handling of critical incidents, and advise library administration regarding staff training needs related to safety and security.

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

The December Foundation board meeting was canceled and rescheduled for late January. Ms. Costagliola reported on a couple of recent donations to the Foundation.

## **Old Business**

### *Investment Committee Report*

Ms. Mitchell reported on the committee's efforts and shared a written report from CapTrust of projected investment income for 2020.

### *Bulletin Board & Materials Distribution Policy*

Ms. Costagliola moved and Mr. Foley seconded a motion to approve this policy as revised. The motion passed unanimously.

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

There has been no action on this by the Foundation since the last trustees' meeting.

### *MOUs with Friends and Foundation*

The Friends do not wish to make any changes to their MOU with the trustees, so no action is needed. There has not been any action on the Foundation MOU since the last trustees' meeting.

## **New Business**

### *Photography & Recording Policy*

A draft of this new policy was distributed for review and discussion at the next trustees' meeting.

### *Legislative Coffee*

An invitation to this year's OCLN annual Legislative Coffee was distributed. It will be held on Friday, February 21, at the Paul Pratt Memorial Library in Cohasset.

## **Adjournment**

The meeting was adjourned at 10:39 a.m. The next meeting will be held on Monday, February 10, 2020 at the Main Library.

## **Documents Distributed**

- Draft Minutes from the December 9, 2019 Trustees Meeting
- FY2020 Citizens Bank Trust Fund Income and Expenses Summary to Date (1/13/20)
- Schwab Summary of Investments (1/12/20)
- Draft Photography & Recording Policy
- OCLN Legislative Coffee Invitation