

Thomas Crane Public Library
Board of Trustees Meeting Minutes
October 21, 2019 at the Adams Shore Branch 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, May Mayyasi, and Corinne Mitchell. Absent: William Griffin

Staff Present

Director Megan Allen, Assistant Director Clayton Cheever, Adams Shore Branch Librarian Lori Seegraber

Approval of Minutes

Ms. Mayyasi moved and Ms. Mitchell seconded that the September 16, 2019 minutes be approved as submitted. The motion passed unanimously.

Treasurer's Report

Ms. Mitchell moved and Mr. Foley seconded that \$478.00 be approved to help pay for moving the piano the Foundation is purchasing for the Library. The motion passed unanimously. Mr. Foley moved and Ms. Mitchell seconded that October 21, 2019 Treasurer's Report of trust fund income and expenditures be approved as submitted. The motion passed unanimously.

Branch Librarian's Report

Ms. Seegraber reported on the branch HVAC replacement project, and described some longstanding popular programs as well as some new programming for children and teens.

Director's Report

Staff

Andria Lauria has been appointed as the new Coordinator of Information Technology Services. Senior Library Assistant Tatiana Iordanova has transferred from the Main Library to the Wollaston Branch Library.

Literacy Program Manager Mary Diggle and Literacy/ESOL Assistant Molly Makrogianis attended the ProLiteracy Conference in San Diego and brought back many new ideas to try at TCPL.

Facilities

Additional new furniture for the Main Library atrium has arrived, including power tables and stools for the front wall, and some casual seating for the middle of the room. This furniture has been funded by the TCPL Foundation.

New adjustable-height tables have arrived for the Main Library children's room as part of the space redesign planned for this area. The former audio/visual room is in the process of being emptied of

collections and transformed into a multi-age program space. The current too-small storytime room will be devoted to early literacy play activities.

An additional handicapped parking space was added to the Main Library public parking lot, to comply with ADA standards.

The TCPL Foundation will be purchasing a used baby grand piano for the Richardson building, to be delivered in October. Some supplemental funding will be needed to cover shipping costs.

Billy Beydoun has vacated the café and turned in his keys, leaving behind some equipment. The Corbett Restaurant Group has expressed interest in assisting the library to find a new tenant for the café.

Public Buildings Commissioner Paul Hines sent a memo to director Allen regarding the status of testing, cleaning and abatement plans for the North Quincy Branch Library. Compromised ceiling areas have been encapsulated and building contents have been HEPA vacuumed and wiped. Bids for moving and storage of the contents during abatement and renovation are due October 25.

The Adams Shore HVAC replacement project is nearly complete, except for commissioning of the air conditioning system, which will be done at the beginning of the air conditioning season in 2020.

Programs and Services

Due to the closure of the North Quincy Branch, which typically represents 10-11% of total materials circulation, the Library is seeing a decrease in overall circulation. However, the Wollaston Branch is experiencing a notable increase in circulation, as North Quincy patrons begin to use this branch as their pickup location.

Regular fall programming for kids resumed in September, with some new special programs added and generally strong attendance. Staff visited a number of 6th and 7th grade classes at the Atlantic and Broad Meadows Middle Schools. Young Adult Librarian Kerri Darcy is forming a new Youth Advisory Council for middle schoolers, a less structured version of the Teen Advisory Board. The goal is to increase programming and participation of middle school students.

The Library's Device Advice personal tech assistance service has been rebooted this fall as Tech Help @TCPL. Patrons can use an online form to request a half-hour appointment with a librarian for technology help using the Library's digital resources and services, email, Word, Excel, social media, and other specialized tasks.

Library staff tabled at this year's Asian American Service Association's Elder Awareness Community Fair at the Wollaston Senior Center, and at the Countryfest on the Hancock Adams Common.

The Library's print collection of City of Quincy voting and resident lists, a rich resource for genealogists and historians covering the years 1889-2016, has been digitized by the Boston Public Library and is now available to the public online.

A generous Quincy resident has donated a small collection of tools and the Library will be using it to pilot a tool lending library this fiscal year. Based on the June 2019 customer survey regarding non-

traditional collections, home tools and multimedia equipment were the two categories of “things” that were of greatest interest to survey takers.

Other

The 2020 State Aid to Public Libraries Financial Report (for FY2019) and the State Aid to Public Libraries Application and Compliance Form were submitted to the Mass. Board of Library Commissioners. The Library met or exceeded all requirements for full State Aid eligibility.

TCPL Foundation Liaison’s Report

Ms. Costagliola reported on the September board meeting. The board elected two new directors, approved funding to purchase a piano, and discussed strengthening language in the MOU with the Trustees. Friends President Catherine Lynde joined the board as the Friends liaison; she and Ms. Costagliola discussed ways to increase communication between the Friends and the Trustees.

Old Business

Investment Committee Report

Ms. Mitchell reported on the committee’s activities, which are progressing at the expected rate.

Bulletin Board & Materials Distribution Policy

The Trustees discussed the proposed policy and posed some questions about political campaign materials. Ms. Allen will explore alternative clarifying language and the policy will be revisited at the next Trustees meeting.

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

The draft agreement from Ms. DiBona is being considered by the Foundation board, and Foundation President Pamela Linskey is working on some revised wording.

New Business

MOUs with Friends and Foundation

Foundation President Linksey is preparing some revised language for the Foundation’s MOU with the Trustees. Friends President Lynde is currently reviewing the Friends MOU with the Friends. Both MOUs will be considered at a future Trustees meeting.

First Amendment Audits

Ms. Allen reported on this recent activity and the library’s precautionary measures.

Adjournment

The meeting was adjourned at 11:06 a.m. The next meeting will be held on Monday, November 18, at the Main Library.

Documents Distributed

- Draft Minutes from the September 16, 2019 Trustees Meeting
- FY2020 Citizens Bank Trust Fund Income and Expenses Summary to Date (10/21/19)
- Memorandum from Paul Hines to Megan Allen re North Quincy Branch Environmental and Building Status Updates (9/30/2019)
- TCPL 2020 State Aid to Public Libraries Financial Report, Application and Compliance Form