

Thomas Crane Public Library
Board of Trustees Meeting Minutes
December 14, 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, and Corinne Mitchell

Absent: Peter Tam

Staff Present

Director Megan Allen, Assistant Director Clayton Cheever, Coordinator of Information Technology Andria Lauria

Approval of Minutes

Mr. Griffin moved and Ms. Mitchell seconded that the November 9, 2020 minutes be approved as submitted. The motion passed unanimously.

Treasurer's Report

Mr. Griffin moved and Ms. Mayyasi seconded that the December 14, 2020 Treasurer's Report of trust fund income and expenditures be approved as corrected. The motion passed unanimously.

Coordinator of Information Technology's Report

Ms. Lauria reported on IT projects and initiatives over the past year.

Director's Report

Facilities

The occupancy monitoring system has been installed and tested at the Main Library. Two new network drops were added in the Main Library atrium, and the wifi access point was relocated closer to the Washington Street entrance, to improve the signal in-building and extend it further outside the building. In addition, several additional power outlets were added on the 1st and 2nd floors of the Main Library CBT building, to provide greater public access to power when the building is once more open to visitors.

The new windows are scheduled to be delivered for the North Quincy Branch this week and installation will begin once they arrive.

Programs & Services

TCPL To-Go outside pickup service was launched at the Wollaston Branch on December 1, as well as TCPL Express at the Adams Shore Branch. Express is a new service model for the library, which permits access to the lobby only to pick up previously requested holds and/or printouts, browse a limited selection of popular items for all ages, and check out using a touchless self-serve kiosk. Only one person or family is allowed in the lobby at a time. Both branches are seeing a gradual uptick in usage of these services as we continue to publicize them.

Usage of To-Go Print pickup service continues to grow each month. Main Library To-Go and technology appointment use dipped a bit in November, likely due to the holiday closings for Veterans Day and Thanksgiving, and some bad weather days.

Attendance at virtual children's programs continues to be strong--even higher than at this time last year--with 548 children and 472 caregivers attending 19 programs during November.

Due to rising community spread of COVID-19 in Quincy and at the recommendation of Health Commissioner Ruth Jones, in-person technology services at the Main Library have been suspended as of December 14.

Other

The mayor asked all department heads to identify any appropriated FY2021 funds that will not be needed this year due to COVID-related service adjustments. Since it's unlikely the library will provide Sunday hours this year, that line item was earmarked for return to the general fund.

A new staff safety committee led by Assistant Director Cheever has begun reviewing safety-related policies and procedures, and developing some new procedures for responding to COVID-specific safety challenges.

A number of generous donations to the Literacy Program have been received in honor of former program manager Elaine Kline, who died recently. Literacy Program manager Mary Diggle proposes to use the funds to provide eligible students with laptops, in order to facilitate online learning and the development of critical computer skills.

TCPL Foundation Liaison's Report

Ms. Costagliola reported that the Foundation received a donation of \$2,500. The Foundation has been otherwise inactive.

Old Business

Investment Committee Report

Ms. Mitchell shared the latest updates, and the news that the funds gained about \$27,000 of value this calendar year to date. The Investment Committee will meet in January to review the funds' activity.

New Business

None.

Adjournment

The meeting was adjourned at 10:05 a.m. The next scheduled meeting will be held on Monday, January 11, 2020.

Documents Distributed

- Draft Minutes from the November 9, 2020 Trustees Meeting

- December 14, 2020 Treasurer's Report of trust fund income and expenditures
- TCPL Literacy Program Laptop Eligibility Guidelines