

Thomas Crane Public Library
Board of Trustees Meeting Minutes
February 10, 2020 at the Main Library

Call to Order

The meeting was called to order at 9:19 a.m. by Ms. Costagliola.

Trustees Present

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

Staff Present

Director Megan Allen, Assistant Director Clayton Cheever, Coordinator of Children's Services Julie Rines

Approval of Minutes

Mr. Foley moved and Mr. Griffin seconded that the January 13, 2019 minutes be approved as submitted. The motion passed unanimously.

Election of Officers

Ms. Mayyasi moved and Mr. Foley seconded the nomination of Ms. Costagliola as chair. Ms. Costagliola moved and Ms. Mitchell seconded the nomination of Mr. Griffin as secretary. Ms. Mayyasi moved and Mr. Foley seconded the nomination of Ms. Mitchell as treasurer. Ms. Costagliola moved and Mr. Griffin seconded the nomination of Ms. Mayyasi as vice-chair. Mr. Griffin moved and Ms. Mitchell seconded that the Board accept the slate of nominated officers as nominated. The motion passed unanimously.

Treasurer's Report

Ms. Mayyasi moved and Ms. Mitchell seconded that the February 10, 2020 Treasurer's Report of trust fund income and expenditures be approved as submitted. The motion passed unanimously.

Coordinator of Children's Services Report

Ms. Rines reported on the latest services and programs for children and distributed sample Wonderbooks, a new and very popular read-aloud book format for young children. Ms. Rines also discussed the very positive impact of providing overdue fine-free children's materials for the past 18 months, and highlighted the valuable contributions of each children's librarian on the staff.

Director's Report

Staff

Lanying Parker and Kassandra Dineen joined the staff in January as part-time Senior Library Assistants. Hui Liu has also been appointed in the same position effective February 10. There are no remaining positions open.

Facilities

The stone floor between the Main Library Coletti entrance doors has been replaced with porcelain tile, courtesy of the Public Buildings Dept. The floor was extremely worn down, creating a tripping hazard for visitors using that entrance.

The City has accepted a proposal from CBT, Inc. to update carpet specifications for the Main Library, including selection of materials, development of written specifications, and bid administration. This work is a necessary first step in preparation for going out to bid to replace the very worn original carpeting in the building.

After consultation with Public Buildings Commissioner Paul Hines, it was decided to use the unexpected \$200,000 state budget earmark for the Main Library fence replacement project and for badly needed lighting upgrades in the Coletti fiction room and other areas of the Main Library.

A café lease agreement was reviewed and approved by the city solicitor's office and agreed to by Amy and Anthony Holmes, owners of The Casual Cup Café, pending trustee approval.

Services and Programs

As of January 6, the Massachusetts Board of Library Commissioners began funding the following online research databases: Opposing Viewpoints, Career Transitions, HeritageQuest Online, Science Database, and Research Companion. Because TCPL already had subscriptions to Opposing Viewpoints and HeritageQuest, the Library will be receiving vendor credits that can be applied to other databases of interest to Quincy residents.

Teen Librarian Kerri Darcy has started a new conversation program for teens called Real Talk. The program is a teen-led forum for discussing the issues that are most important to teens and is adapted from the Real Talk program developed by the Waltham Public Library.

A new monthly board game program for adults got off to a good start in January at the Wollaston Branch, initiated by Branch Librarian Amanda Pegg-Wheat.

TCPL Foundation Liaison's Report

Ms. Costagliola reported on the Foundation, which failed to meet again in January. There was a failure to file some paperwork that resulted in an IRS fine for a late filing. The Foundation board will be meeting in February.

Ms. Allen mentioned that two donations to the Foundation have been received recently, both earmarked to support the Library's adult literacy tutoring program. The Foundation board will be asked to decide whether or not to simply transfer the funds to the Trustees for the trustee's literacy account or to spend it in support of specific literacy-related requests from Ms. Allen.

Old Business

Investment Committee Report

Ms. Mitchell reminded trustees to configure their Schwab accounts so that the move to paperless reporting can be completed.

Photography & Recording Policy

Ms. Mayyasi moved and Ms. Mitchell seconded that the new Photography & Recording Policy be approved as proposed. The Policy has been reviewed and approved by the city solicitor's office. The motion passed unanimously.

Main Library Café

Ms. Allen shared the Concession Lease Agreement with Amy and Anthony Holmes, which has been reviewed and approved by the city solicitor's office. Ms. Mayyasi moved and Mr. Foley seconded that the lease be approved as submitted. The motion passed unanimously.

New Business

None

Adjournment

The meeting was adjourned at 11:06 a.m. The next meeting will be held on Monday, March 9, 2020 at the Main Library.

Documents Distributed

- Draft Minutes from the January 13, 2020 Trustees Meeting
- FY2020 Citizens Bank Trust Fund Income and Expenses Summary to Date (2/10/2020)
- Concession Lease Agreement dated January 23, 2020