

Thomas Crane Public Library
Board of Trustees Meeting Minutes
February 8, 2021 via Zoom

Call to Order

The meeting was called to order at 9:27 a.m. by Ms. Costagliola.

Trustees Present

Diane Costagliola, Arthur Foley, William Griffin, May Mayyasi, Corinne Mitchell, and Peter Tam

Staff Present

Director Megan Allen, Head of Circulation & Readers Advisory Jessie Thuma

Election of Officers

Ms. Costagliola moved and Ms. Mayyasi seconded the nomination of Ms. Mitchell as Treasurer. Ms. Mayyasi moved and Ms. Mitchell seconded the nomination of Mr. Griffin as Secretary. Ms. Costagliola moved and Mr. Tam seconded the nomination of Ms. Mayyasi as Vice-Chair. Ms. Mayyasi moved and Ms. Mitchell seconded the nomination of Ms. Costagliola as Chair. A single vote was taken on all four motions and all passed unanimously.

Approval of Minutes

Mr. Foley moved and Ms. Mayyasi seconded that the January 11, 2021 minutes be approved as submitted. The motion passed unanimously.

Treasurer's Report

Ms. Mayyasi moved and Ms. Mitchell seconded that the February 8, 2021 Treasurer's Report of trust fund income and expenditures for FY2021 be approved as submitted. The motion passed unanimously.

Head of Circulation & Readers Advisory Report

Ms. Thuma reported on the activities of her department over the last year, highlighting pandemic-era services such as outside materials pickup as well as the resilience and creativity of the staff in developing and delivering these new services.

Director's Report

Main Library Space Reorganization Update

The massive Big Shift of the adult and teen collections is well under way on the first and second floors of the CBT addition, and a similar major shift in the ground floor children's room is largely complete. A new teen area is beginning to take shape on the first floor, as well as new mixed-Dewey Health & Wellness and Home & Garden nonfiction book sections and a mixed-format Performing Arts room. The Adult Basic Ed/ESOL/Citizenship collections, the Chinese language collections, and the adult/teen graphic novels have been relocated to a more visible and accessible area near the Coletti entrance. All fiction genres (except graphic novels) are now adjacent to each other on this floor.

On the second floor, there is a new mixed-Dewey Arts & Crafts area, Poetry and Essays have been separated for easier discovery and browsing, and space is now available for a Library of Things collection. With the exception of the mixed-Dewey sections located on the first floor, all adult nonfiction is now on the second floor.

This project has involved every library department, with staff pitching in as time allows to help with collection shifting, recataloging and labeling, shelf and stack removal and relocation, and temporary shelf signage. The project has required a lot of physical work as well as mental flexibility, as many subcollections have been moved more than once, into temporary locations while waiting for the permanent location to be cleared of another collection. It has been exciting and gratifying to see a paper layout become reality, and to see some of the project goals now within reach: easier collection discovery through thoughtful placement and adjacencies; enhanced natural light and views; and updated patron seating options to enable effective individual and group work.

A small mobile shelving unit was delivered for use in the new Health & Wellness room, plus nine new single-seat tables for the Washington Street side of the first floor. The two-seat carrels that were in that area have been relocated to the center of that floor in lieu of the original four-seat tables. This seating change is also part of the space reorganization plan and, as it happens, will help promote social distancing when patrons are able to return to the building.

Programs & Services

A new Grab Bag service was launched on January 30, attracting immediate and huge demand from patrons. The service provides an assortment of 10-20 items on a topic of interest, for patrons to take home and browse in lieu of the in-library browsing experience. Grab Bags will help address people's desire for a pile of items to pick from and will also help get more items off the shelves and out the doors into the hands of readers.

A new outreach service called Book Share (tag line: "yours to keep or share") has also just launched. This service--a partnership with Quincy food pantries--will deliver free books to pantry clients and their families. The books being distributed are primarily library discards that are still in good condition. The aim of the program is to get books into the hands of underserved residents of all ages.

Circulation at all locations grew significantly in January over December, including at Wollaston and Adams Shore, despite their limited hours. This impressive spike in use (a 20% increase system-wide) reflects the demand for convenient pickup in the Wollaston and North Quincy areas of the city as well as at the Main Library. Circulation of Overdrive and hoopla items (ebooks, eaudios, evideos) also increased.

The Library's virtual programming is attracting interest and appreciation from other Massachusetts communities and around the world. QATV's Mark Crosby reported that Cambridge Community Television has added some *TCPL Presents* programs to their broadcast schedule, and Milton Access Television has also expressed interest in TCPL programs. Viewers

from as far away as India are tuning into both adult and children's programs. One parent sent the following Facebook message after a recent storytime:

“Thank you for letting anyone, anywhere participate in your children's programming! We homeschool and my kiddo adores storytime/singalong/puppet shows on zoom! We have been looking for programs outside our home area of Halifax, Nova Scotia, Canada so that we can talk about other places in the world. Your activities are some of his new favorites. Your staff are so upbeat and enthusiastic!”

Free remote access to the online Wall Street Journal is now being offered to Quincy residents with library cards. In addition, remote access to the Ancestry genealogy database is now also available to Quincy cardholders.

Other

A revised version of the strategic Action Plan for FY2021 and FY2022 is in draft form and includes new activities in response to the current COVID operating environment. Some previously planned activities are still ongoing, many have been modified to reflect virtual rather than in-person service delivery, and some have been suspended until normal operations resume. Some of the measurable objectives will still be worth tracking, with the understanding that many will be below the original targets, and some will simply not be relevant until the Library is able to resume full in-person services.

EBSCO Stacks has been selected for an upgraded Library website. Stacks is a turnkey, responsive web platform for libraries based on the Drupal web content management system. Coordinator of IT Services Andria Lauria will be leading a small team of staff to build out the new website and transfer content from the existing website. The new website is expected to be live by the end of the fiscal year.

TCPL Foundation Liaison's Report

Ms. Costagliola is working with the Foundation's accountant on last year's tax filing. She shared a copy of the Foundation's 2020 year-end statement from Merrill Lynch.

Old Business

Investment Committee Report

Ms. Mitchell reported that the Schwab investments are progressing as hoped. She will seek answers to questions about signatory powers and the appearance of the Library trust fund accounts in the personal Schwab accounts of some trustees.

New Business

None

Adjournment

The meeting was adjourned at 10:25 a.m. The next scheduled meeting will be held on Monday, March 8, 2021.

Documents Distributed

- Draft Minutes from the January 11, 2021 Trustees Meeting
- February 8, 2021 Treasurer's Report
- TCPL FY2020 Year-In Review (January 2021)
- TCPL Action Plan FY2021-FY2022 (January 26, 2021 Draft)
- EMA Fiscal Statement [for TCPL Foundation's Merrill Lynch Accounts] for Year Ending December 31, 2020