

Thomas Crane Public Library
Board of Trustees Meeting Minutes
June 8, 2020 via Zoom

Call to Order

The meeting was called to order at 9:17 a.m. by Ms. Costagliola.

Trustees Present

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

Staff Present

Director Megan Allen, Assistant Director Clayton Cheever

Approval of Minutes

Ms. Mitchell moved and Ms. Mayyasi seconded that the May 11, 2020 minutes be approved as submitted. The motion passed unanimously.

Treasurer's Report

Ms. Mitchell moved and Ms. Mayyasi seconded that the June 8, 2020 Treasurer's Report of trust fund income and expenditures be approved as submitted. The motion passed unanimously.

Director's Report

Facilities

Building upgrade activities at the Adams Shore Branch are expected to continue for several more weeks. The North Quincy work is ongoing with no new projections for a completion date.

The Main Library HVAC system has been readied for the reopening of the building for staff only, which is expected to commence shortly.

Services & Programs

The Children's Department held 18 virtual programs this month, including the first virtual class visits with first graders from the Bernazzani and Montclair schools. These programs reached 515 children and 450 adults. In addition to live programs, children's librarians have been creating pre-recorded content for the library's YouTube page, including storytimes and STEM programs. Sixteen virtual programs for adults were presented in May with over 2,000 attendees. Library Youtube videos were viewed more than 13,000 times.

While the physical collections remained unavailable, e-card registrations and usage of digital resources continued to grow. The Library also began offering two new online resources in May: Chilton Library is a car maintenance and repair database, and Gale Presents: Udemy is an online learning platform that provides over 4,000 on demand courses. These resources are free to Quincy residents with library cards.

On May 8, the City launched the Quincy COVID Memories Project in collaboration with the Library, Quincy400 and QATV. This community memory project gathers images, stories and videos from residents, and others working in Quincy, documenting their COVID-19 experiences. To date, 114 items have been submitted. The Library will preserve these memories and add them to its digital archive to be shared with future generations.

The wireless service was temporarily turned off at the request of the Quincy Police Department, to discourage inappropriate behavior on the Main Library grounds. As a result, there will no longer be public wifi availability outside both the Main Library and the branch libraries until library staff returns to work in the buildings.

Other

The Library's Restoration of Service plan has been revised to synchronize with the Reopening Massachusetts plan issued by Governor Baker on May 18.

Director Allen attended two Urban Library Director roundtables, an OCLN directors roundtable, and a meeting with Boston Public Library and adjacent library directors, to share experiences and plans for restoring services. These meetings are expected to continue periodically through the coming weeks and months.

The Main Library will be readied for reoccupancy by June 10, when the management team will begin working in the building to address the book return and new order backlogs, finalize procedures for a library-to-go outside pickup service, and plan to phase the remaining staff back into the building according to new social distancing and hygiene protocols. The goal is to provide contactless pickup service to reconnect residents with the library's physical collections by mid-June. Several large shipments of new print books and physical media were delivered to the Main Library the week of June 1, so new materials will be available for patrons when that service is launched.

A list of items needed to provide service during the ongoing COVID-19 pandemic was submitted for Municipal Finance Department review to determine federal CARES grant eligibility. This includes technology and other equipment that will enable more efficient telework by library staff, and support new social distancing and hygiene protocols for employees and for the public when the Library reopens.

The Library's proposed FY2021 budget was approved by the City Council Finance Committee as submitted by Mayor Koch. The budget represents a 2% decrease over FY2020. Nearly all line items were level-funded but the unfunded 1.5 FTE Senior Library Assistant positions that are currently vacant led to a reduction in that personal services item.

TCPL Foundation Liaison's Report

Ms. Costagliola reported that the Foundation has not met since the last Trustees meeting.

Old Business

Investment Committee Report

Ms. Mitchell reported that although the value of the Schwab accounts dropped earlier this calendar year, it is again on the rise.

FY2021 Fine Free Proposal

After some discussion, Ms. Mitchell moved and Ms. Mayyasi seconded that overdue charges on adult materials be eliminated on a trial basis for FY2021. The motion passed unanimously. The success of this policy change will be reviewed and reassessed before the end of FY2021.

New Business

Draft TCPL Health Emergency Policy

Ms. Allen distributed a draft Health Emergency Policy and answered questions. A special trustees meeting will be scheduled later in June to vote on this new policy.

Adjournment

The meeting was adjourned at 10:22 a.m. The next regularly scheduled meeting will be held on Monday, September 21, 2020.

Documents Distributed

- Draft Minutes from the May 8, 2020 Trustees Meeting
- FY2020 Citizens Bank Trust Fund Income and Expenses Summary to Date (6/8/2020)
- TCPL Restoration of Service Proposal (Revised 5/20/2020)
- FY2021 City of Quincy Proposed Budget
- Proposal to Eliminate Overdue Charges on Adult Materials to Improve Access to the TCPL (5/15/2020)
- Draft TCPL Health Emergency Policy (6/8/2020)
- Draft FY2021 Trustee Meeting Schedule (6/8/2020)