

Thomas Crane Public Library
Board of Trustees Meeting Minutes
March 9, 2020 at the Main Library

Call to Order

The meeting was called to order at 9:18 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, Head of Circulation & Readers Advisory Services Jessie Thuma

Approval of Minutes

Ms. Mayyasi moved and Ms. Mitchell seconded that the February 10, 2020 minutes be approved as submitted. The motion passed unanimously.

Treasurer's Report

Mr. Foley moved and Ms. Mitchell seconded that the March 9, 2020 Treasurer's Report of trust fund income and expenditures be approved as submitted. The motion passed unanimously. A Citizens Bank Updated Business Signature Card was signed by the current trustee officers.

Head of Circulation & Readers Advisory Services Report

Ms. Thuma reported on the latest happenings in her department. She also highlighted the valuable contributions of each of her staff members.

Director's Report

Staff

IT Assistant Mike Long has submitted his resignation as of March 20.

Assistant Director Cheever and six staff librarians attended the bi-annual Public Library Association held in Nashville last month.

EMTs from Brewster Ambulance provided four staff trainings in the use of the library's newly installed stop-the-bleed First Aid Kits.

Facilities

The abatement work at the North Quincy Branch is now complete. Roof and clerestory window replacement has begun. An updated construction timeline is expected before the next trustees' meeting.

Some Adams Shore Branch HVAC punch list items have been completed, and the Quincy Fire Department is upgrading the fire prevention system, including the addition of smoke detectors.

At the Main Library, fence replacement is under way. Due to its poor condition, a mature tree adjacent to the staff parking area on Spear Street was removed, making it possible to add three additional parking spaces there.

The Main Library café is on track to open on or close to April 1.

Services and Programs

February program highlights included a teen lock-in at the Wollaston Branch, an outreach table at the Lunar New Year Festival, outreach visits to Quincy Catholic Academy and Quincy High School, and 63 programs for 1,155 children aged 0-12. Eight students graduated from the library's first computer class provided in partnership with Tech Goes Home, a Boston nonprofit that addresses the digital literacy needs of underserved populations. Students completed a 15-hour training and were eligible to purchase a \$50.00 Chromebook from Tech Goes Home.

To better serve teens at the Main Library, five desktop computers were added to the teen loft for the exclusive use of teens.

Physical item checkouts remain very strong, especially considering the closure of the North Quincy Branch, which normally represents 10-12% of system-wide circulation. Total physical circulation increased 1% in February 2020 compared to February 2019, despite the temporary absence of the library's second-busiest location.

Other

The library's FY2021 budget request was submitted to the Municipal Finance Dept. at the end of last month. It included additional funding for security officer hours to cover all the hours the Main Library is open, plus required increases to the materials, Old Colony Library Network, and building insurance lines.

The library is following the guidance of the city's Health Department regarding coronavirus prevention, including regular disinfecting of surfaces in the library buildings, and providing hygiene guidance and supplies for staff to the extent possible given the generalized shortage of some supplies.

The library will be installing secure syringe disposal boxes in the Main Library adult bathrooms, to encourage proper disposal of used syringes and enhance the safety of both library employees and the public. The city's Substance Abuse Prevention Coordinator Laura Martin and Health Commissioner Ruth Jones are working with the library to develop related protocols and policies and to provide required trainings to all library employees before the boxes are installed.

The FY2019 Report to the Community has been printed and will be distributed to elected officials and other stakeholders shortly.

This year's annual Staff Day is planned for Friday, May 15. Mr. Griffin moved and Mr. Foley seconded that up to \$500.00 be approved for Staff Day expenditures. The motion passed unanimously.

TCPL Foundation Liaison's Report

Ms. Costagliola that the Foundation directors met in February. They are revising their Investment Policy, communicating with their insurance agent and with the IRS. The Foundation will be looking for a new president at their annual meeting to be held in May.

Old Business

Investment Committee Report

Ms. Mitchell reported on the final investment gain for calendar year 2019. The net gain after fees was \$60,150. Ms. Mitchell is investigating some questions regarding taxes.

Revised MOU with TCPL Foundation

Ms. Allen distributed a draft with changes to the MOU as proposed by the Foundation directors. After some discussion, the trustees agreed that an additional change was needed, which the Foundation directors will be asked to review at their next meeting. Ms. Allen will check with the city solicitor's office regarding the legal status of the MOU vis-à-vis the Foundation's own bylaws.

Leslie DiBona Testamentary Gift Agreement

Ms. Allen distributed a draft of the agreement with changes suggested by the Foundation directors. These changes have been submitted to Ms. DiBona, who is consulting with her attorney before responding.

New Business

Revised Public Programs Policy

Ms. Allen distributed the current policies and the proposed draft revision which would replace both of them. The proposed new policy will be discussed at the next meeting.

Ellis Realty Advisors Fee Donation

The Ellis Realty Advisors assisted the Library in finding new café proprietors and wishes to donate their fee in return for appropriate recognition. Ms. Allen suggested that the trustees spend \$750.00 (in lieu of paying the realty fee) to purchase materials for the collection, with book plates to acknowledge the donor.

Updated Trustee Member List

Ms. Allen distributed an updated list of trustee member information.

Pandemic Preparedness for Libraries

Ms. Allen distributed an information sheet provided by the American Library Association. The Library is following all advice from the Quincy Health Department and will comply with any policies or protocols established by the City related to pandemic preparedness and response.

Adjournment

The meeting was adjourned at 11:30 a.m. The next meeting will be held on Monday, April 13, 2020 at the Main Library.

Documents Distributed

- Draft Minutes from the February 10, 2020 Trustees Meeting
- FY2020 Citizens Bank Trust Fund Income and Expenses Summary to Date (3/9/2020)
- Green Wall Room Divider Information Packet
- FY2019 Report to the Community
- Revised MOU with TCPL Foundation
- Revised Draft Leslie F. DiBona Endowment Fund Testamentary Gift Agreement
- Policy on Programs in the Library (current)
- Policy on Co-Sponsored Programs in the Library (current)
- Draft of Proposed Policy on Programs in the Library (new)
- Updated Trustee Member Information Sheet
- American Library Association Pandemic Preparedness Information Sheet