

**Thomas Crane Public Library**  
**Board of Trustees Meeting Minutes**  
May 11, 2021 via Zoom

**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, Corinne Mitchell, Peter Tam

**Staff Present**

Director Megan Allen; Assistant Director Kristy Lockhart; Head of Information & Outreach Services Theresa Tangney

**Approval of Minutes**

Mr. Griffin moved and Ms. Mitchell seconded that the April 12, 2021 minutes be approved as submitted. The motion passed unanimously.

**Treasurer's Report**

Ms. Mayyasi moved and Ms. Mitchell seconded that the May 11, 2021 Treasurer's Report of trust fund income and expenditures for FY2021 be approved as submitted. The motion passed unanimously.

**Head of Information & Outreach Services Report**

Theresa Tangney summarized the activities of her department since March 2020, when the coronavirus pandemic closed the library buildings, including new outreach initiatives and various efforts to provide technology support and assistance to residents.

**Director's Report**

*Staff*

Adult & Young Adult Services Librarian Kerri Darcy will be moving into a different Adult Services Librarian role at the Main Library, with a special focus on programming and outreach. Until her teen specialist position is filled, she will continue to provide programming for teens over the summer.

Staffing levels are currently below average due to two open positions and one extended leave of absence. This situation is expected to continue into July.

*Facilities*

The start date of the carpet replacement project was delayed due to the manufacturer's delay of the carpet ship date. Work is now expected to begin on May 14 and wrap up around June 23. Staff in all departments have been occupied with sorting, recycling, discarding, reorganizing, relocating and/or packing up files, supplies and equipment in advance of the carpeting project, which will extend into staff work areas as well as public areas of the building.

The City's annual Cleaner, Greener Quincy cleanup day resumed this year, bringing the Broad Meadows Middle School Operation Day's Work students to the Main Library to spruce up the peace and atrium gardens, led by volunteer gardener Claire Fitzmaurice, with fresh mulch provided by the Park Department.

### *Programs & Services*

Attendance at virtual children's programs remained high, with strong participation during school vacation week in April. For the first time in many months, circulation of both adult and children's physical items dropped, perhaps because the simultaneous arrival of spring weather and the easing of some pandemic restrictions combined to draw patrons elsewhere in April.

Adams Shore reopened the main part of the branch to patrons on April 20, with collection browsing, computer and printing services. Visitors have been enjoying these services but so far not in such numbers that would exceed the lower occupancy restrictions and cause others to wait for entry. Many are commenting on the improvements that have been made to the building, especially the new lighting and the very clean windows.

### *Reopening Plans*

Due to the delayed start date of the Main Library carpeting project, it's now expected that the Main Library may be able to partially reopen in mid-June. Depending on staffing capacity, the Adams Shore Branch may be ready to expand services, and the Wollaston Branch may be able to open (both with reduced occupancy), in June.

### *Other*

Director Allen was invited to speak to the City Council on May 3 about the Library's FY2020 Report to the Community and about library activities this year and upcoming.

The Library's FY2022 budget requests were approved by Mayor Koch and will be part of his FY2022 budget presentation to the Council later this month.

### **TCPL Foundation Liaison's Report**

Ms. Costagliola reported no Foundation board activity. She will reach out to the Foundation president to suggest convening a board meeting to finalize the Foundation/Trustee MOU revisions and draft language for the Foundation's by-laws regarding board dormancy or dissolution.

### **Old Business**

#### *Investment Committee Report*

Ms. Mitchell reported that the May 31 projected 12-month return on the Schwab investments is 24.22%.

### **New Business**

None.

**Adjournment**

The meeting was adjourned at 9:59 a.m. The next scheduled meeting will be held on Monday, June 14, 2021.

**Documents Distributed**

- Draft Minutes from the April 12, 2021 Trustees Meeting
- May 11, 2021 Treasurer's Report