

**Thomas Crane Public Library**  
**Board of Trustees Meeting Minutes**  
November 18, 2019  
Main Library

**Call to Order**

The meeting was called to order at 9:13 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, Head of Technical and Local History Services Therese Mosorjak

**Approval of Minutes**

Mr. Griffin moved and Mr. Foley seconded that the October 21, 2019 minutes be approved as submitted. The motion passed unanimously.

**Treasurer's Report**

Ms. Mayyasi moved and Mr. Foley seconded that November 2019 Treasurer's Report of trust fund income and expenditures be approved as submitted. The motion passed unanimously.

**Head of Technical and Local History Services Report**

Ms. Mosorjak reported on her new role, having transferred from the supervisory position in adult services to this position as of February 2019. She described the activities of the Technical Services Department and the contributions of each employee.

**Director's Report**

*Staff*

Head of Information & Outreach Services Theresa Tangney presented at this year's Mass. Library System annual meeting on the topic of serving Asian residents. This presentation was the culmination of her participation in the Project SET leadership development program.

*Facilities*

New crescent moon stools in two heights were delivered for the Main Library children's room, to go with the new height-adjustable tables. Two similar stools and a small table arrived for the Adams Shore Branch Library early literacy workstation, funded by the Friends of the TCPL.

The new piano was delivered and will soon be equipped with better wheels, a cover, and its own humidity system. Concerts are being planned for Sundays in March.

All of the sprinkler heads in the Richardson and Aiken buildings were replaced. This project was funded and coordinated by the Public Buildings Dept.

The North Quincy Branch contents are on track to be removed and stored by the end of November, with asbestos abatement to commence after that and roof work to begin soon. A late spring re-opening is being projected.

A realtor from Boston Commercial Realty Partners has identified an interested café tenant but the broker's fee may be a barrier to moving forward.

#### *Programs & Services*

The Library's new collection of Wonderbooks for children was rolled out in October and has been in continual use ever since. This new product replaces the old book and CD sets with a digital player built right into the book.

The Old Colony Library Network has subscribed to a collection of online newspapers from Newsbank, Inc. Patrons now have both in-library and remote access to the Patriot Ledger and the Brockton Enterprise from 2000 to date, the Boston Herald from 1991 to date, and a variety of other newspapers from Massachusetts and other states. The collection is available now but publicity will not commence until after January 1, which is the official start date of this annual subscription.

The new weekly drop-in English Talk Time series has been a success, with nearly 100 people participating in its first month (October). These sessions provide an option for those who are unable to register for one of the regular Talk Times.

#### *Other*

Objectives data for FY2019 has been compiled and reviewed. The results of the Library's efforts in year two of the strategic plan were substantially similar to year one. Overall, the Library met or exceeded 23 objectives and fell short on nine. Connect to the Online World (Digital Access & Literacy) has proved the most challenging service area, in part due to alternating vacancies and new hires in the Library's two-person Information Technology Department.

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

Ms. Costagliola reported on the purchase of a piano and the recent arrival of two small gifts from new donors.

#### **Old Business**

##### *Investment Committee Report*

Ms. Mitchell reported on the committee's efforts. Online access is now configured for each trustee to view investment activity. Ms. Mitchell will share temporary passwords soon.

##### *Bulletin Board & Materials Distribution Policy*

Ms. Allen presented some proposed revision based on the Trustees' discussion at the last

meeting. She is still waiting for feedback from the ALA Office of Intellectual Freedom before recommending a vote of approval.

*Draft Testamentary Gift Agreement to Establish the Leslie F. DiBona Endowment Fund*

This is still being reviewed by the Foundation president and is not yet ready for final review by the trustees.

*MOUs with Friends and Foundation*

Foundation Chair Linskey is still reviewing their MOU with the Trustees. The MOU with the Friends was tabled at their November board meeting but will be considered at their December meeting.

**New Business**

None

**Adjournment**

The meeting was adjourned at 10:14 a.m. The next meeting will be held on Monday, December 9, at the Main Library.

**Documents Distributed**

- Draft Minutes from the October 21, 2019 Trustees Meeting
- FY2020 Citizens Bank Trust Fund Income and Expenses Summary to Date (11/18/19)
- TCPL FY2019 Objectives (Year One and Two)
- TCPL FY2019 Objectives Highlights
- TCPL Bulletin Board & Materials Distribution Policy (10/22/19 revision)