

**Thomas Crane Public Library**  
**Board of Trustees Meeting Minutes Draft**  
September 16, 2019 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, May Mayyasi, and Corinne Mitchell. Absent: Tina Cahill and William Griffin

**Staff Present**

Director Megan Allen, Assistant Director Clayton Cheever

**Approval of Minutes**

Ms. Mayyasi moved and Mr. Foley seconded that the June 10, 2019 minutes be approved as submitted. The motion passed unanimously.

**Treasurer's Report**

Ms. Mitchell moved and Mr. Foley seconded that September 16, 2019 Treasurer's Report of trust fund income and expenditures be approved as submitted. The motion passed unanimously.

**Director's Report**

*Staff*

Library Intern Shayne Murray has been appointed to fill the Adult Services Librarian position left open by Theresa Tangney's promotion; he will complete his MLS by the end of the calendar year. Part-time Senior Library Assistant Camille Provenzano has moved into the full-time Library Intern position. Wollaston Senior Library Assistant Kelly Duong will be moving into Camille's part-time Senior Library Assistant position.

Part-time Senior Library Assistant Yingxen Zeng resigned in early September and part-time Senior Library Assistant Margaret Lagerstadt has moved into that position.

Recently hired Building Custodian Nicholas Brandolini died unexpectedly during his second week on the job in June, saddening library employees who had already come to enjoy his cheerful and engaging personality. In August, Christopher Sullivan was appointed to the open Building Custodian position.

*Facilities*

The North Quincy Branch Library was closed to the public on August 12 due to the discovery of asbestos in the ceiling, which has been compromised in places by persistent and spreading roof leaks. Multiple air quality and wipe tests have since been conducted and an abatement plan is under development. While the branch is empty and closed for ceiling abatement, the planned roof replacement, floor tile abatement and replacement, and electrical upgrades will also be

undertaken. New freestanding shelving and the rest of the planned new furnishings will also be ordered. The entire process is expected to take several months.

The Adams Shore Branch Library HVAC replacement project is nearly complete, with commissioning of the system expected by the end of September.

With the reopening of the Wollaston MBTA station, the temporary bus shelters and concrete pads were removed from the Wollaston Library lawn and there will be grass there again at some point.

Although the Main Library HVAC project is still ongoing, it does appear to be nearing the end. Despite continued struggles with the control system and mechanical parts, the building was on the whole more comfortable for both patrons and staff during the air conditioning season this summer. Selected staff received training on the new HVAC control system.

To address intermittent rainwater leakage issues in the Main Library Coletti building, Public Buildings hired CD Masonry Restoration to address deteriorating masonry on the exterior of the building. The entire façade was cleaned, patched and repointed.

New adjustable-height office furnishings were installed in the Main Library adult services office, making this cozy space more functional for its five occupants.

The branch library phone systems were upgraded to VOIP in July.

### *Services & Programs*

A new Chromebook lending service was rolled out in July at the Main Library. These laptops run on Google's Chrome operating system and are designed to be used primarily while connected to the Internet, with most applications and documents living in the cloud. Library Chromebooks are available for patrons to use in the library only and are intended to expand the public computing services already offered, and to meet demand during busy periods.

The library is now offering Novelist Plus, an online tool for reading recommendations. This is a high quality resource that provides fiction and nonfiction reading guidance for all age levels, including expert recommendations, reviews, articles, "if you like" lists and much more.

Due to a 31% decline in lynda.com usage in FY2019 and a 31% increase in the subscription price for FY2020, it was decided not to renew the Library's subscription to this online video learning service. In its role as Library for the Commonwealth, the Boston Public Library provides free lynda.com access to any Massachusetts resident with a BPL card or e-card.

The summer was very busy with programming for all ages. The Library presented 96 children's programs throughout the city between July 1 and August 30, with 3,600 children and caregivers participating. Weekly storytimes at the Wollaston Beach tot lot were very popular again this year, with almost 400 kids and caregivers attending five July programs. The teen summer

reading program participation rate was higher than ever this year. In addition to book bingo and a variety of teen-interest programs, three well-attended after-hours teen events were held, one at each branch library. A TGIF after-hours event was also offered for the 21+ crowd, with live music, board and indoor lawn games, plus refreshments and a cash bar. Twelve newly trained volunteer literacy tutors graduated from the seven-week summer training program and will soon be matched with students on the waiting list.

While the North Quincy Branch is closed for renovations, Saturday morning hours have been added at the Wollaston Branch. The outside book drops at North Quincy remain open for returns. The library is exploring ways to partner with the North Quincy Community Center to provide some children's programming at the Center while the branch is closed.

#### *Other*

Director of Emergency Management Ally Sleiman visited the Main Library to provide feedback on the library's Emergency Response Plan. Based on his review of the Plan, which was developed a few years ago with the assistance of the Quincy Police and Fire Departments, the library is well prepared for potential scenarios.

Café proprietor Bilal Beydoun elected not to submit a proposal in response to the food service/café RFP issued in the spring, and not to continue operating the café past September 30. Discussions are ongoing with other potential vendors.

Jon Caliri, interim director at QATV, met with Ms. Allen to discuss issues of joint concern including a proposed wireless weather station on the Main Library roof.

Several Friends-funded items arrived for the branch libraries: Wollaston received a new teen book shelf and a new book cart for children's items; North Quincy received four small stools for the preschool early literacy stations; Adams Shore received a book cart for the children's area.

The Annual Report Information Survey (ARIS) was submitted to the Mass. Board of Library Commissioners in August. Strategic objective data for the second year of the five-year plan is being compiled and analyzed and will be completed by October.

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

Ms. Costagliola reported that the board of directors is now only meeting quarterly and the next meeting will be later this month. A new director, Ruth Dollarhide, joined the board in June and Ms. Costagliola is now serving as Treasurer.

Potential donor Leslie DiBona has sent a draft Testamentary Gift Agreement for the Foundation and trustees to review. As part of her estate planning, Ms. DiBona proposes to make a donation from her estate to the TCPL Foundation in support of library programs, services and events.

## **Old Business**

### *Investment Committee Report*

Ms. Mitchell reported on account consolidation efforts. The committee will convene before the next full board meeting to review the accounts and the director's recommendations for FY2020 regarding account transfers and expenditures.

### *2019-2020 Meeting Schedule*

The coming year's meeting schedule was distributed.

## **New Business**

### *Fine Free Holidays*

The library plans to hold another fine free period from Thanksgiving through New Year's.

### *Bulletin Board & Materials Distribution Policy*

A draft policy was distributed, to be considered for discussion and a vote at the October meeting.

## **Adjournment**

The meeting was adjourned at 10:52 a.m. The next meeting will be held on Monday, October 21, at the Adams Shore Branch Library.

## **Documents Distributed**

- Draft Minutes from the June 10, 2019 Trustees Meeting
- FY2020 Citizens Bank Trust Fund Income and Expenses Summary to Date (9/16/19)
- Citizens Bank Summary, FY2019
- Charles Schwab Investment Summary, FY2019
- Citizens Bank Trust Accounts Five-Year Trend and FY2020 Proposal
- Trust Fund Recommendations for FY2020 (9/13/19)
- Charles Schwab Statement Summary for August 1-31, 2019
- Project SET Spotlight: Theresa Tangney (9/5/19)
- DRAFT Testamentary Gift Agreement to Establish the Leslie F. DiBona Endowment Fund
- FY2019 Year-in-Review (9/13/19)
- TCPL 2020 Massachusetts Annual Report (ARIS)
- 2019-2020 Trustee Meeting Schedule
- DRAFT Bulletin Board & Materials Distribution Policy (7/19/19)