

Thomas Crane Public Library
Board of Trustees Meeting Minutes

May 14, 2026
Main Library

Trustees Present

Chair Peter Tam, Vice Chair Liberty Schaaf (attending virtually), Patrick J. Walsh, Julia Wu, Kristie Stanton, Alex Steffan (attending virtually)

Staff Present

Executive Director Sara Slymon, Deputy Director Theresa Tangney

Staff Absent

Technology Director Taylor Devlin

Call to Order

Peter presided and convened the meeting at 8:32 AM.

Introductions and welcome to new trustees Kristie Stanton and Alex Steffan

Approval of the March 2026 Minutes

March minutes are unavailable and Sara will look into exemption from submitting them, deferred to next month.

The April meeting was cancelled.

Executive Director's Report

Staff

One of the archivists is moving out of state and another will be out on maternity leave, so there will be some transition in that department. We have hired several library assistants.

Union

Mediation continues and another meeting will be held on Friday, May 15.

Programs/Services

The Friends have funded a book bike for library staff to conduct outreach. It should arrive this week, and we hope to show it to the board at the June meeting.

Equipment will be purchased for a Memory Lab before the start of the new fiscal year.

The library was closed for three days during the last week of April to complete two major technology upgrades: a new ILS and the deployment of RFID. The staff worked so hard, and over 75% of the collection was tagged and programmed. The ILS rollout, managed by OCLN, was bumpy.

On April 25 a birthday celebration was held for Frederick Law Olmsted, who designed the library lawn. There was a great turnout from patrons of all ages. The Archives Department collaborated with Quincy Tree Alliance to unveil new botanical labels on the trees, and several organizations partnered with the library for tabling.

Miscellaneous

Sara will present the library municipal budget to City Council the week after next.

The Friends Annual Meeting on 5/12 was a great success. The generous support of the Friends was highlighted. Sara and Theresa met with the Friends President, Treasurer, and Assistant Treasurer to discuss a proposed budget for FY27 which will be voted on at their June meeting. The Friends continue to exceed their fundraising goals through book sales and their annual appeal.

Sara has been elected as the Vice President of the OCLN Executive Board, and will begin serving as the Past President of the Massachusetts Library Association effective 7/1.

Sara and Theresa will attend the Massachusetts Library Association Conference in Danvers on 5/18 and 5/19.

The Administrative team attended Roy Caley's funeral and Sara remarked on how moving the service was.

Treasurer's Report

Julia provided an overview of the portfolio and liquidity, and shared several observations:

Unrestricted money

- Gift total of ~\$463K, if we assume 4% distribution, that's \$18.5K
- The Vergobbi money of \$33K that is not principal

Restricted money

- \$326K restricted to materials

Bylaw update

- Recommend updating our bylaws to breakout the treasurer's section, this will allow me to be bonded and we will only need one signature on the checks

Named funds mapping update

- Most of the named funds have been found and designated
- Ongoing research of the Citizen's account named funds
- Planning to work with City Solicitor to see if we can shift the designations to give us more space to work

Key action items

- Transfer accounts
- Review and approve IPS
- Gather and review documentation regarding which trusts map to each of the five accounts
- Discuss internally how to establish good accounting practices for reinvestment and disbursement
- Determine the appropriate process and frequency for moving excess cash from the Citizens account into the investment accounts to adhere to the IPS

Friends of the Library Report

See Director's report

Old Business

None

New Business

Presentation of FY27 Draft Budget

The budget is presented in May to be voted on in June and in place for July 1. Sara offered an explanation of various budget types: municipal, Friends, State Aid, Foundation, and Trustee. Sara proposed consolidating the staff professional development line into the administrative professional development line; staff are expected to get an increase in professional development from the City at the conclusion of negotiations.

Julia proposed amending the draft to include a line for a staff appreciation party, and adding a line for bonding the treasurer. Peter motioned to amend the proposed draft budget, Julia seconded, and all voted in favor.

Motion to Transfer Lines in FY26 Budget

Sara requested an official motion to move the remaining staff professional development line to the administrative professional development line in FY26 budget. Liberty made a motion, Patrick seconded and all voted to approve.

Motion to Dissolve the TCPL Foundation

All agreed to table the discussion until the June meeting to allow all members to review relevant documentation.

Patrick inquired about the status of the Richardson/Aiken repairs.

Adjournment- Peter adjourned the meeting at 9:41 AM.