

Thomas Crane Public Library
Board of Trustees Meeting Minutes

June 13, 2024
Adams Shore Branch

Trustees Present

Chair Ms. Corinne Mitchell, Treasurer Mr. Arthur Foley, Secretary Mr. Peter Tam, Mr. Roy Caley.

Trustees Absent

Ms. Liberty Schaaf, Vice-Chair Ms. May Mayyasi.

Staff Present

Director Ms. Sara Slymon, Assistant Director Ms. Kristy Lockhart, Technology Director Ms. Taylor Devlin.

Call to Order

Ms. Mitchell presided and convened the meeting at 8:40 AM.

Approval of the March & April 2024 Minutes

Mr. Foley made motion to approve March & April 2024 Meeting Minutes, Ms. Mitchell seconded, and all approved. The approval of the May 2024 Meeting Minutes & May 2024 Special Meeting Minutes were deferred to September.

Director's Report

Ms. Slymon presented a 2024 Accomplishments Presentation. Some highlights:

- Safety Enforcement/Tracking
 - Radio codes to make communication between staff more efficient
 - "If this/then that" processes
 - Created a safety g-chat
- Created and launched the Library of Things
- Created and staffed a new "Archives & Special Collections"
 - Art and Artifact appraisal, furniture & art preservation
- Strategic Planning
- Developed the Quincy Collaboration Partnership (QPD, Fall Bills, Manet, Baycove, & City of Quincy)
- Introduced new self-check out
- Opened the "The Cranium Makerspace"
- Executed a staffing needs assessment.

Treasurer's Report

Mr. Foley reported on Citizens Bank and Schwab account.

Friends of the Library

Ms. Lockhart reported attending the Friend's last meeting. They approved the budget for their next fiscal year. They are looking for more opportunities to donate at different library activities, events, & programs. The bookstore reached \$20k in revenue, reaching pre-COVID levels.

TCPL Foundation Liaison's Report

Ms. Mitchell announced there was nothing to report on the foundation this month.

Old Business

Mr. Foley made a motion to accept the updated Meeting Room Policy, Mr. Caley seconded. All approved.

Mr. Tam made a motion to accept the strategic plan, Mr. Foley seconded. All approved.

Mr. Tam made a motion to accept the Fiscal Year 25 Action Plan, Mr. Caley seconded. All approved.

Mr. Tam made a motion to accept the Study and Conference Room Use Policy, Mr. Foley seconded. All approved.

Ms. Slymon presented the new rebrand & logo.

By-laws review is still in progress.

Budget review process was deferred to a finance committee meeting in early summer.

New Business

Ms. Mitchell opened a discussion on the 2024-25 Board of Trustees meeting calendar.

Adjournment

With no further business, Ms. Mitchell adjourned the meeting at 10:27AM. The Trustee's next meeting is on Sep 12, 2024.