



Board of Trustees Meeting Minutes
September 10, 2026
Main Library
40 Washington Street, Quincy, MA 02169

Trustees Present

Chair Peter Tam, Patrick J. Walsh, Treasurer Julia Wu, Secretary Kristie Stanton

Trustees Absent

Vice Chair Liberty Schaaf, Alexander Steffan

Staff Present

Executive Director Sara Slymon, Deputy Director Theresa Tangney, Technology Director Taylor Devlin

Guests Present

Jennifer Sammons, Friends of the Library Liaison

Documents Distributed

Executive Director's Report
Current Bylaws
Policies for Review

Call to Order

Peter called the meeting to order at 8:16 am

Approval of Previous Meeting Minutes

Meeting minutes from June, 2026 were reviewed, Peter motioned for approval, Patrick seconded and all were in favor.

Treasurer's Report

Our budget was stable over the summer with \$9K in total assets and a balance ratio of 49 to 51 percent. YTD we are at 5.6% of budget spending with \$1600 in the professional admin budget.

Donations - we have received \$9,500 to date, with \$9,100 from Della Chiesa and \$400 from the DiBona fund (managed through the Boston Foundation).

Outstanding items - We are still researching one check, working on reallocating funds to get to the targeted 60 / 40 cash ratio.

Executive Director's Report

Welcome everyone from the summer and a welcome to Jennifer as our liaison to the board from the Library Friends.

We had lots of activity over the summer, with the book bike making its debut, with the accessories. The bike went out several times. WGBH is airing a segment on the 14th on the mobile book bike and the impact on the community.

Graphics are up on this floor of the library and are helping with visibility and wayfinding.

The union contract is still being worked on.

Radon is still being addressed in the building.

New policy drafts are actively being reviewed for approval in October, with another batch in October for approval in November, then November/December. Renewal dates are due.

Sara will be placing a master list of policies in the board folder

Friends Liaison Report

We held the bike launch and story times at Wollaston beach, we welcomed a new volunteer coordinator, started our new communications committee with a former journalist and some social media experts on it.

We wrapped up our year, 700 programs with 16K attendees.

The Bookstore realized \$28K in raised funds

Our first year with the consignor wrapped up with \$4K earned. We will be moving from a 50/50 split to 60/40 for certain books.

We saw an \$46 to \$85 increase in our average gift size after dropping the membership fee and just asked people to give what they wanted to become a "friend." We are reviewing the model for our book sales events.

We finished our filings with the CPA and are finishing the work.

November 21 and 22 we are hosting a Holiday Sale partnering with the Quincy Arts Association. We will have gift wrapping, bake sales, and we have lots of good ideas.

Even though we accept textbooks we will keep non-acceptance as is on the website so that we do not receive inappropriate ones.

Old Business

Resolution of March minutes - the March minutes will not be available due to the passing of our Board secretary. There was no meeting held in April. Kristie to submit language to be posted on the website. Motion to approve by Peter, Patrick seconded and all approved.

Correction to the ByLaws - Peter motion to implement Julia's corrections. Patrick seconded and all approved. We will use Julia's draft in the shared folder and send it to Taylor for posting to the website. This correction will enable the Treasurer to be bonded.

Adding liaison language to the TCPL board bylaws - Peter to draft.

Our investment policy statement needs to be updated. Julia provided a draft at the last meeting. Julia motioned to implement the update, Patrick seconded and all approved. We will also need to update the financial committee documents.

We are still waiting to hear back from the Foundation on several items. TCPL should be receiving a check for the study pods. We are making arrangements to accept a \$50K donation from the DiBona Foundation.

Unfortunately, the foundation website remains inactive for donations. Sara will have Alex convene a Foundation Relations committee meeting for October.

New Business

Sara circulated new policy drafts for review by the Trustees. Peter suggested assessing the thresholds for naming and recognition and the board agreed to update the donor recognition, numbered line 16, an increase to a minimum of \$5K.

Going forward, Trustees will come prepared to access and use digital materials for our monthly Board meetings. Sara will provide 4 printed copies of documents for possible attendees and those who require them.

Taylor will give Jennifer access to the Meeting Packet folder for meeting materials.

We will add a Staff Appreciation folder to the drive and place planning for the next event on the agenda for the October meeting.

Trustees have been instructed to update the Conflict of Interest tracker and upload their certificates of completion to the shared drive. We will ensure that we each log in and complete the acknowledgement annually.

The newly created pre-meeting checklist and due dates document was shared by the Secretary and approved by the board.

Adjournment

Peter called for adjournment at 9:08 am.