DRAFT

Thomas Crane Public Library
Board of Trustees Meeting Minutes
June 18, 2026
Adams Shore Branch Library

Trustees Present

Chair Peter Tam, Vice Chair Liberty Schaaf, Treasurer Julia Wu, Patrick J. Walsh, Kristie Stanton, Alex Steffan

Staff Present

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

Guests Present

Jennifer Sammons, President, Friends of the Library

There were no public attendees.

Documents Distributed

- Executive Director's Report
- Treasurer's Report
- Current Bylaws

Call to Order

Liberty presided and convened the meeting at 8:31 am

Approval of May Minutes

Minutes are approved with correction to Julia's name.

<u>Treasurer's Report</u>

Julia reported that she has successfully gained access to all accounts.

Currently $907,000 in total assets, with total assets at 48% equity and 52% cash. The goal is closer to 40% and 60% respectively.

Everyone has access to how accounts are split out between Citizens and Schwab

The budget is about 85% spent for the year and is tracking well. We have decided to combine the staff and admin professional development budgets. Donations are about $39,000 YTD with breakdown provided.

Julia is in the process of tracking down 2 returned/voided checks

Still trying to assess an unknown bucket of money around $21K; we are assuming it is trust distributions.

FY27 spend update: total gift amounts are ~486,000 (not materials restricted)

A vote is needed on updated IPS. Basically the same as before, including a designation for equities vs. cash and cash equivalents. Will work with Citizens and CAPTRUST based on this.

Executive Director's Report

Staff Update

One building custodian has resigned and that position is posted. One archivist will be giving notice in the upcoming month to move out of state.

Union Update

Mediation with the union is moving forward. Sara gave a brief overview of the mediation process, as well as the next step of fact-finding, if that becomes necessary.

Fact finding typically takes 6 to 9 months, with one additional meeting to attempt to come to consensus.

Facilities Update

Digital signage will roll out by the end of June and wraps by the first week of July.

The vinyl wraps are in production, written in plain language and the top four languages spoken in Quincy. This will assist patrons who are low literacy or non-native English speakers. The second floor will be complete, and design will begin on the first floor over the summer.

The crumbling Coletti steps have been repaired.

Verizon is running fiber optic cable to the Library.

Municipal Budget Update

A second budget meeting was held on June 17. The budget was updated with the Municipal Finance and HR Departments. One error will be amended next week.

The budget was approved with a $20,000 cut in the personnel service line. Sara offered a brief explanation of breakage in this line.

Job titles and descriptions will be updated to aid future reviews of personnel.

Friends Liaison Report

The Friends of the LIbrary have had a very successful season, and the annual meeting had an amazing turnout.

The book bike has been purchased and accessories are being purchased.

$57K has been raised YTD, $9K over what was budgeted.

Our consignor has brought in about $4K from selling high value books online. We receive 50% of his sales.

Three new board members started in June, bringing fundraising and communications experience to the group.

A communications subcommittee has been created, made up of volunteers and members. We might do the same for annual meeting planning.

Starting to work on some local advocacy beginning with introducing the Friends to local officials, and then working up to state and national advocacy.

Old Business

Vote for new Secretary - Kristie Stanton volunteered and all approved.

Julia asked to add new lines to the budget - one to bond the Treasurer and another for staff appreciation. Moved and all approved.

Vote FY27 Meeting Schedule

The FY27 meeting schedule was discussed. All agreed to keep it on second Thursdays but held earlier at 8:15 a.m. Sara motioned, Peter seconded and all approved. Next meeting is September 10, 2026.

DiBona Trust

Appears in the Trustee list of funds. The giving was structured so funds go to the Foundation specifically. Funds must go to a 501c3. Brief discussion about options and moving forward, including possibility of funds going to the Friends of the Library.

Foundation

Both the Library Board of Trustees and the Friends of the Library Board are supposed to have seats on the Foundation Board.

Discussed forming a subcommittee to help facilitate a stronger relationship. Liberty, Jennifer, Alex, and Julia volunteered.

Bylaws

Julia recommended editing the current bylaws to clearly separate the Secretary and Treasurer duties into 2 distinct sections. She provided the current copy with redline edits for review. This will better support the bonding of the Treasurer and check signing.

Julia also recommended creating a gift acceptance policy and provided a draft for review.

The Board will hold a virtual meeting in July to review these two documents.

Vote FY27 Budget

FY27 budget was presented. Treasurer commented that there should be an increase in the staff appreciation budget, and a line should be added for bonding the treasurer, bringing the total budget to $38,050

Liberty motioned to approve, Julia seconded, all voted in favor

New Business

Sara presented FY26 library accomplishments and 2027 action items, including multilingual signage, expanding the makers space and replacing AWE stations.

Conflict of Interest Training: Everyone should ensure that they’re up to date.

Vote: The Friends of the Library Board has a slot open for a Library Trustee to join. Patrick Walsh volunteered, Liberty motioned, Peter seconded, all in favor.

Vice Chair adjourned the meeting at 9:40 am.