

WALTHAM PUBLIC LIBRARY

Waltham, Massachusetts

Trustees' Meeting
Tuesday, October 14, 2008

The October 14, 2008 Trustees' meeting for the Waltham Public Library was called to order by Rev. Mawhinney at 6:23 P.M in the Trustees' Room of the Library.

Present: Rev. Mawhinney, Ms. Joan Garniss, Mr. Alan Humbert, Mr. Paul Powers, Ms. Maureen Taddeo, and Ms. Kate Tranquada.

Minutes: The Minutes of the September, 2008 Trustees' Meeting were presented. Joan Garniss made a MOTION to APPROVE the MINUTES as AMENDED. Maureen Taddeo SECONDED the MOTION and the TRUSTEES VOTED UNANIMOUSLY to APPROVE.

Financial Report: The Financial Report was presented. Joan Garniss MOVED to PLACE the FINANCIAL REPORT on FILE. Paul Powers SECONDED and the TRUSTEES VOTED UNANIMOUS APPROVAL of the MOTION.

The capital budget will remain zero funded. Additional memos have been received from the Mayor requesting a listing of vacant positions, and requesting department heads to be financially vigilant to avoid future layoffs. The Library will continue to do so.

The annual payment to Minuteman Network was made this past month.

Library Operations:

A number of applications have been received for the assistant director position. The deadline is October 27th.

The Trustees were presented with a copy of letter being sent by the Director regarding an ongoing personnel issue.

Staff has been attending several conferences around the state, including one on library security sponsored by Massachusetts Board of Library Commissioners. Fr. Mawhinney also attended this conference.

The circulation figures were reviewed and discussed. One factor to consider in reviewing figures is the lengthening of the check-out period from 2 weeks to 3 weeks this past February. Young adult circulation has increased.

Kate Tranquada reported on recent conferences on Library Advocacy she has attended.

Unfinished Business:

A preliminary draft of the Patron Satisfaction survey was circulated. 983 responses were received.

The CPA grant was approved by the City Law Department. The Yankee Craftsman removed the light fixtures, and they are being rehabbed.

The magazine swap has been set up, and is ready to accept magazines.

New Business:

Kate Tranquada presented the proposed Holiday Closing Schedule for 2009. Paul Powers MOVED to APPROVE THE 2009 HOLIDAY CLOSING SCHEDULE. Joan Garniss SECONDED, and the TRUSTEES VOTED UNANIMOUS APPROVAL of the MOTION.

Announcements:

Friends Book Sale brought in \$11,591.70;
A Bright Lights Program: Elisabeth Carter, Memoir Writing Classes begin 11/4;
Frank Shirley, "New Rooms for Old Houses," 11/5, 7:30 PM;
Library closing Tuesday 11/11 - Veterans Day;
All staff meeting Friday, 11/21 - library opens @ 10 AM;
Library closing @ 5pm 11/26, closed all day 11/27 - Thanksgiving;
The November Trustees meeting will be November 18, 2008.

Adjournment: Paul Powers MOVED, Maureen Taddeo SECONDED and the TRUSTEES VOTED to ADJOURN the regular October meeting at 7:42 P.M.

Submitted by Alan D. Humbert, Secretary/Clerk.