

Waltham Public Library

Waltham, Massachusetts

Trustees' Meeting

Tuesday, October 13, 2009

The September 2009 Trustees' Meeting of the Waltham Public Library was called to order by Rev. Mawhinney at 6:00 p.m. in the Trustees' Room of the Library.

Present: Rev. William Mawhinney, Ms. Joan Garniss, Mr. Alan Humbert, and Mr. Steven Mann, Ms. Maureen Taddeo ; Ms. Kate Tranquada, Library Director

Minutes: The Minutes of the September 2009 Trustees' Meeting were presented. Minor corrections were noted and the report was amended. Mr. Mann moved to approve the Minutes as amended, Mr. Humbert seconded the motion and the Trustees voted to unanimously to accept the minutes as amended.

Financial Report: The Financial Report was presented by Ms. Tranquada and discussed. The Books expenditures reflect the receipt of State Aid. No new high school pages may be hired; some new volunteers have begun. So far the staff is coping with the fiscal constraints the best they can. There are fewer employees at the desks in the evenings, and each full time employee is spending more hours per week at public desks, leaving less time for off-desk responsibilities, such as collection development and outreach. Union negotiations have been suspended so for the moment the status quo prevails. Accordingly, there appears to be no need for imminent layoffs or closings. Mr. Humbert moved to place the Financial Report on file, Mr. Mann seconded and the Trustees voted to place the report on file.

The Massachusetts Board of Library Commissioners is reviewing the status and funding of the current regional library system. In view of funding decreases, it is likely there will be changes in the organization of the regions. Of particular importance to the Waltham Library are the delivery of materials between libraries and training opportunities.

The annual Friends book sale has netted \$13,264 to date, a very good result.

Circulation Statistics: The circulation rate continues to decline, and it is not clear why. Some of the change may be due to the lack of staff time to spend on collection development but not all. Actual library visits seem to be at least stable if not growing

so some of the difference may be due to changes in media use which changes the function of the Library.

Long Range Planning: Ms. Tranquada proposed that the Trustees ask the Friends to fund a consultant to assist with a new Long Range Plan. Ms. Garniss moved, Mr. Mann seconded and the Trustees approved the request. Long Range Committee meetings will be posted as required by the Open Meeting Law.

Programs and Grants:

Evening with Poe: The Trustees were reminded of the Friends' program, assisted by the Hovey Players, to benefit the Friends on October 30 at 6:30.

The Handicapped Commission funded work on the entrance to the "pocket park" off Exchange Street is completed. Bathroom floors have been thoroughly scrubbed and sealed, and the computer service closet has had a badly needed air vent installed. The Building Department will be replacing the broken stone steps in the front as soon as weather allows.

Unfinished Business:

- Meeting dates: The December meeting date was changed to Monday, December 7 in view of the Senatorial Primary being held on December 8.
- Holiday Schedule and Calendar: The calendar for library hours was presented. A correction was made to indicate that Christmas closings in 2010 will be on December 24 and 25.

Announcements: See Agenda

Adjournment: Mr. Humbert moved, Mr. Mann seconded, and the Trustees voted to approve a motion to adjourn the June meeting at 7:00p.m.

Submitted by Joan B. Garniss, Secretary/Clerk Pro Tem