

Waltham Public Library
Waltham, Massachusetts
Trustees' Meeting
October 12, 2010

The October 2010 Trustees' Meeting of the Waltham Public Library was called to order by Ms. Garniss at 6:10 p.m. in the Trustees' Room of the Library.

Present: Ms. Joan Garniss, Ms. Marie McKenzie, Ms. Maureen Taddeo, Mr. Steven Mann, Ms. Kate Tranquada, Library Director

Minutes: The Minutes of the September 2010 Trustees' Meeting were presented. Mr. Mann moved to approve the minutes. Ms. Taddeo seconded the motion and the Trustees voted to approve.

Financial Report

The current Budget Statement was presented by Ms. Tranquada and briefly discussed. As Ms. Tranquada herself had a few questions that needed to be clarified about the budget statement, Mr. Mann made the motion to table the discussion until next month.

Report on Library Operations

Circulation and Use Statistics

- Ms. Tranquada shared Circulation Statistics for September. This was the second month of positive trends in overall circulation statistics. Special note was also made of the especially positive statistics for Museum Passes and Meeting Rooms. Circulation Statistics new additions are Downloadable Recorded Books and Overdrive Downloadable.
- Ms. Tranquada informed the Trustees that the paperwork for a waiver had been filed with the Massachusetts Board of Library Commissioners, due to the fact that the budget allotted to the Library as part of the overall city budget is slightly below the state recommendation. However, Ms. Tranquada noted that this year's Library allocation indicated an overall increase from last year.
- Ms. Tranquada shared information about the Friends of the Library Book Sale receipts and about the positive feedback on the limit of 20 books per person at the Thursday sale. As there were fewer books on sale, the receipts were down from last year.
- Carpeting will be installed on the ground floor. Work is scheduled to begin on October 18. There will be tiled areas in the kitchen, technical services, and audio-visual.
- Ms. Tranquada reported on the Back-to-School nights at MacArthur, Stanley, and Northeast, as part of the Every Student with a Library Card initiative. These schools were chosen due to the lower numbers of students possessing library cards. Positive feedback had been received, particularly related to the bilingual outreach.
- There will be a monthly column in *The News Tribune* (print version), written by a member of the library staff.
- Members of the Library staff are still looking at issues related to internal book drop.

- The security camera in the bike rack area had been instrumental in identifying a thief.
- Ms. Tranquada reported on library donations identified in two wills.
- Ms. Tranquada announced that the library would be opening at 10:00 on November 5, 2010 due to a staff meeting
- Copies of the revised policies, accepted at the September Trustees' Meeting, were distributed.
 - Library Card Policy
 - Meeting Room Policy (with slight adjustment)
 - Study Room Policy
 - Key Control Policy
 - Children's Room Computer Use Policy

New Business

Ms. Tranquada suggested that there be a **one-day grace period** before a fine is imposed. This will address the gap that sometimes exists between book deposit and actual book check-in time. Mr. Mann moved to approve a one-day grace period to be applied to all materials loaned for longer than one day. Ms. Taddeo seconded the motion and the Trustees voted to approve.

Ms. Tranquada began the discussion of **changing the signage** from ground floor/First Floor/second floor to First floor/Second Floor/Third Floor. Cost estimates need to be prepared.

Ms. Tranquada shared a draft of the **Holiday Schedule for 2011**. The addition of Sunday, July 3rd was made to the draft. Mr. Mann moved to approve the Holiday Schedule draft as amended. Ms. McKenzie seconded the motion and the Trustees voted to approve. The amended schedule will be distributed to the Trustees at the November meeting.

Unfinished Business

There has been no additional progress on the **walkway** this since the September meeting.

There has been no additional information about the clarification of **ownership of several paintings** bequeathed to the former Sears Gallery. The ultimate decision will be made by the Law Department.

Ms. Tranquada reminded the Trustees of the **Trustee Conference** on Nov. 6.

Adjournment: Mr. Mann moved the motion to adjourn the October meeting at 6:50 p.m. Ms. Taddeo seconded the motion and the Trustees voted the action unanimously. The next Trustees' Meeting will be Tuesday, November 9, 2010.

Submitted by Marie J. McKenzie, Secretary/Clerk