

# **Waltham Public Library**

Waltham, Massachusetts

## **Trustees' Meeting**

Monday, October 17, 2011

**Present:** Ms. Joan Garniss, Ms. Maureen Taddeo, Ms. Marie McKenzie, Mr. Steven Mann, Mr. Alan Humbert, Ms. Kate Tranquada, Library Director, Ms. Jacquelyn Mawhinney, guest.

The October 2011 Trustees' Meeting of the Waltham Public Library was called to order by Ms. Garniss at 6:10 p.m. in the Waltham Room of the Library.

**Minutes:** The Minutes of the June Trustees' Meeting were presented. (There were no official minutes and no official actions from the September meeting due to lack of a quorum.) Mr. Humbert moved to approve the June Minutes. Ms. Taddeo seconded the motion and the Trustees voted to approve.

## **Financial Report**

### **Budget Statement**

Ms. Tranquada presented the FY2012 Budget Statement through September 2011. The apparent overspending in the Books line item will be adjusted as soon as state aid is received. Mr. Mann moved to place the Budget Statement on file. Ms. Taddeo seconded the motion and the Trustees approved the action unanimously.

## **Report on Library Operations**

### **Circulation and Use Statistics**

Ms. Tranquada shared Circulation and Use Statistics for September 2011 and for September 2010. Positive trends were noted in Children's.

Ms. Tranquada noted that the staff is expecting that, with the addition of separate shelving for new paperbacks, Adult paperback circulation will improve. Ms. Tranquada shared graphic representations summarizing each of the following: Ongoing Book Sale, Study Room Use, Meeting Room Use, and Average Hourly Visits, generally about 100 visits per hour.

## **Personnel**

Ms. Tranquada updated the Trustees on the civil service administrative issues around filling the part-time custodian position.

## **Facility Needs Assessment**

In September, Ms. Tranquada began working with Thomas Gilchrist, former Director of the Framingham Public Library, on short term improvements to the Waltham Public Library. He has reviewed data on circulation per year on individual titles and is prepared to make suggestions to the staff related to spacing and shelving. He will present a preliminary report to the staff at a meeting on November 4, 2011.

## **Parking lot - new payment system**

Ms. Tranquada shared a brochure prepared by the City of Waltham's Traffic Engineering's Parking Meter Division outlining the Pay-by-Space Parking Meter Program. Individual parking meters have been replaced by numbered spaces with payment at a central kiosk. The Library lot will continue to have only short-term (1-2 hour limit) parking.

## **New Business**

### **2012 Holiday Calendar**

The proposed 2012 holiday calendar was presented by Ms. Tranquada. Mr. Humbert moved acceptance of the calendar. Ms. Taddeo seconded the motion and the action was approved unanimously.

### **Late opening for November 4 Staff Meeting**

Ms. Tranquada requested approval for a delayed opening for a staff meeting from 8:30-10:00 on November 4. Signs would be posted to notify the patrons in advance. Mr. Humbert moved acceptance of the delayed opening request. Mr. Mann seconded the motion and the action was approved unanimously

### **Food and Drink Policies**

Ms. Tranquada presented a draft of a Food and Drink Policy for the Library. This policy is more reflective of current practices in area libraries. (This draft had initially been prepared for the September Trustees' meeting.) There was some discussion on specific items and minor changes were made. Mr. Humbert moved

acceptance of the amended policy. Ms. Taddeo seconded the motion and the action was approved unanimously. The new policy will go into effect after the November 4, 2011 staff meeting.

A somewhat related item was the request by Ms. Tranquada to have the Trustees exercise their right to make exceptions to the existing policy on Meeting Rooms and Library Grounds Use. The request involved the use of the Lecture Hall for a Rotary "Bag Luncheon" on November 2, 2011. The standard room fee would be charged.

## **Unfinished Business**

### **ILL (Interlibrary Loan) Charges**

This item had come up in reviewing the monthly bills, and Ms. Tranquada had been asked by the Trustees for clarification of the nature of the charges and whether or not it would make sense to charge a fee for ILLs outside of the Minuteman Library Network. ILL costs, formerly part of statewide services, include postage and loan fees charged by some libraries. Analysis of FY2011 ILL costs showed that these charges are only a tiny fraction of reference costs. Ms. Tranquada suggested that it is not necessary to introduce a patron fee for ILLs at this time.

### **Paintings**

Ms. Tranquada updated the Trustees on the status of conversations with the Law Department, and specifically, Attorney Michelle Learned, related to gifts and conditions of the Sears will, circa 1932. Discussions were held related to appraisals, insurance, and funding for each, either through unrestricted gifts and/or funding from CPA, Community Preservation Act.

Other paintings currently in the possession of the Waltham Public Library may involve additional research with assistance from the Museum of Fine Arts.

**Adjournment:** Mr. Mann made the motion to adjourn the October meeting at 7:25p.m. Ms. Taddeo seconded the motion and the Trustees voted the Trustees' Annual Meeting will be Monday, November 7, 2011 at 6:00 p.m.

Submitted by Marie J. McKenzie, Secretary/Clerk