

Waltham Public Library

Waltham, Massachusetts

Trustees' Meeting

October 9, 2012

Present: Ms. Joan Garniss, Ms. Marie McKenzie, Mr. Alan Humbert, Ms. Jacquelyn Mawhinney, Mr. Steven Mann, Ms. Maureen Taddeo (left at 6:50), Ms. Kate Tranquada, Library Director

The October 2012 Trustees' Meeting of the Waltham Public Library was called to order by Ms. Garniss at 6:05 p.m. in the Trustees' Room of the Library.

Minutes:

The Minutes of the September 11, 2012 Trustees' Meeting were presented. Mr. Humbert moved to approve the September 11, 2012 Minutes. Ms. Taddeo seconded the motion and the Trustees voted to approve.

The Minutes of the September 27, 2012 Trustees' Meeting were presented. Ms. Mawhinney moved to approve the September 27, 2012 Minutes. Ms. Taddeo seconded the motion and the Trustees voted to approve.

Financial Report

Budget Statement

Ms. Tranquada presented FY2012 (June) and FY2013 Budget Statements - a) through June 2012, b) through August 2012, and c) through September 2012. The item that needed to be clarified in the Books line item in the June statement had been addressed. There was a brief discussion of the over spent and under spent line items for full and for part time staff. Mr. Humbert made the motion to place all three budget statements on file. Mr. Mann seconded the motion and the action was approved unanimously.

Report on Library Operations

Circulation and Use Statistics

Circulation Statistics by Category for September 2012 will be available for the November Trustees' Meeting.

Personnel Update

Ms. Tranquada updated the Trustees on the status of the position for a part time AV department head with some management experience.

Ms. Tranquada updated the Trustees on the staffing/scheduling issues related to the recent legal opinion on part-time staff members working in excess of 19 hours a week. Ms. Tranquada emphasized that 19 hours per week must be the absolute limit for part-time employees. She shared several documents outlining staffing requirements, budgeting considerations, and alternative solutions. It appears that more permanent part time staff (4) and substitutes are needed if the library

is to be open at least the 64 hours required (currently library is open 68 hours). Although not yet scheduled, Ms. Tranquada expects to meet with the City Auditor and a City Attorney to present the various options in the very near future.

Mr. Humbert made a motion citing that the Trustees strongly support the option outlined that identifies the hiring of already budgeted personnel, which is essentially a reallocation of funds, as this option continues to meet the eligibility requirement for state aid. Ms. Mawhinney seconded the motion and the Trustees approved the motion unanimously.

Space/Weeding Project

This project is continuing, albeit slower over the period of the Book Sale, as the book sorting area is used for the sale. Shelving for the Young Adult section has arrived. New furniture will be coming shortly.

Ms. Garniss wondered if part of the space once used for periodicals might be converted to a small study room. This raises questions about requirements for access to the electrical panels.

New Business

Ms. Tranquada proposed that the library be closed all day on December 24, rather than staying open until 1:00. Ms. Mawhinney made the motion to accept this proposal. Ms. Taddeo seconded the motion and the Trustees voted to approve.

Ms. Traquada presented a draft of the Holiday schedule for 2013. Mr. Humbert made the motion to accept this proposal. Mr. Mann seconded the motion and the Trustees voted to approve.

Ms. Tranquada mentioned that changes need to be made to the patron confidentiality and library card policy.

Unfinished Business

Display case policy

Ms. Tranquada presented a draft of the Display Case Policy that had been developed using input from the September Trustees' Meeting. Additional clarifying language was suggested. Ms. Tranquada also provided the Trustees with a copy of the Materials Selection Policy. This policy is referenced in the Display Case Policy.

Adjournment: Mr. Mann made the motion to adjourn the October meeting at 7:17 p.m. Ms. Mawhinney seconded the motion and the Trustees voted to approve. The next scheduled Trustees' Meeting will be on Tuesday, November 13, 2012

Submitted by Marie J. McKenzie, Secretary/Clerk

Announcements

Library will be closed for Veterans Day- November 11-12