

Waltham Public Library

Waltham, Massachusetts

Trustees' Meeting

October 8, 2013

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

The October 2013 Trustees' Meeting of the Waltham Public Library was called to order by Ms. Garniss at 6:13 p.m. in the Trustees' Room of the Library.

Minutes: The Minutes of the September 11, 2013 Trustees' Meeting were presented. Mr. Humbert moved to approve the September Minutes (as amended due to typographical error). Mr. Mann seconded the motion and the Trustees voted to approve.

Financial Report

Annual State Financial Report

Ms. Tranquada shared both the *FY2014 State Aid to Public Libraries Financial Report* and the *FY State Aid to Public Libraries Application and Compliance Form* that are to be submitted to the Board of Library Commissioners. Waltham has met all minimum requirements for state funding. A question arose as to whether trust funds fall into the "endowment" category (page 4 of Financial Report).

Monthly Budget Statement

Ms. Tranquada presented the Budget Statement through September 2013. The retroactive pay for staff is shown in the Spent column. Mr. Humbert made the motion to place the September Budget Statement on file. Mr. Mann seconded the motion and the action was approved unanimously.

Report on Library Operations

Library use statistics

Ms. Tranquada shared comparative data for the Waltham Library related to Study Room Use, Meeting Room Use, and Average Hourly Visits. This data, shown in color coded bar graphs, tracks this information monthly and is shown for the past five years.

Circulation statistics were shared for September 2013, August 2013, July 2013, June 2013 and for FY 2013. There has been an increase in the circulation rate for paperbacks.

Ms. Tranquada reported that there is a roundtable discussion planned for the directors in the Minuteman Library Network to share ideas about reversing the downward circulation trends most member libraries are experiencing. Members of the library staff have already generated a few ideas for increased library use programs. Ideas nearly ready for implementation include: Awesome Box, Black Friday events (celebration for the day after Thanksgiving), and Blind Date with a Book (February).

Personnel Update

Contract negotiations are ongoing.

Facilities

Window frame painting has been completed. Additionally, work has been done on the flagpole and the front door.

The self-checking stations are being used even while many patrons continue to prefer personal contact with library staff.

Minuteman Library Network catalog upgrade

A committee charged with investigating a new software system has selected a product, Sierra, from Integrated Library Systems, the company that designed the software currently in use. The new system will be activated by mid-February. Staff will be trained in the new software, which is somewhat similar to the software currently used.

New Business

FY2015 Action Plan

Ms. Tranquada is working on integrating the goals identified in the updating of the Long Range Plan (through FY2015) for the current year. Focus is on staffing and facilities.

Unfinished New Business

Burkart Gift

The current plan for a "low tech" item in memory of Gene Burkhardt revolves around a globe (or globes) in the Adult and Children's areas. (The gift would be about \$2,000-\$2,500.)

Employee Emergency Plan

Ms. Tranquada shared a draft of the *Employee Emergency Plan*. It is based, in part, on a template for such a plan developed by the Massachusetts Library System. Additionally, it incorporates feedback from Officer Ann Frassica, and several city

departments (Wires, Fires, Police.) The plan will be addressed more extensively at the November Trustees' meeting.

Fine Art collection

Trustees were updated on the insurance issues related to the Woodbury paintings and the potential use of trust funds to cover insurance costs for the current year. Trustees were also updated regarding an expert/appraiser to investigate another item in the collection. Long time library employees have been questioned regarding prior history of this piece.

Building Planning and Design Grant

Ms. Tranquada had attended a recent workshop related to this grant and has received some assistance in forming ideas around needs (non-user-friendly building issues and data collection around needs) as she works on the *Planning and Design Application*. There will be 20 awards of this grant and Waltham's is one of 35 letters of intent submitted. She shared the *Reviewers' Rating Form*. (scoring rubrics).

Privacy Policy

This item was tabled. There is a question as to privacy rights of library patrons and law enforcement's access to video tapes (from security cameras) without a warrant.

Adjournment: Ms. Mawhinney made the motion to adjourn the October meeting at 7:30 p.m. Mr. Humbert seconded the motion and the Trustees voted to approve. The next scheduled Trustees' Meeting will be on Tuesday, November 12, 2013.

Submitted by Marie J. McKenzie, Secretary/Clerk

Announcements

- ◆ Library closed Columbus Day, October 13, and 14
- ◆ Library closed for Staff Day, Friday, November 1
- ◆ Library closed for Veterans' Day, November 11