

**WALTHAM PUBLIC LIBRARY**

Waltham, Massachusetts

Trustees' Meeting  
Tuesday, November 18, 2008  
(Amended)

The November, 2008 Trustees' meeting for the Waltham Public Library was called to order by Rev. Mawhinney at 6:15 P.M in the Trustees' Room of the Library.

**Present:** Rev. Mawhinney, Ms. Joan Garniss, Mr. Alan Humbert, Mr. Paul Powers, Ms. Maureen Taddeo, and Ms. Kate Tranquada.

**Minutes:** The Minutes of the October, 2008 Trustees' Meeting were presented. Joan Garniss made a MOTION to APPROVE the MINUTES. Maureen Taddeo SECONDED the MOTION and the TRUSTEES VOTED UNANIMOUSLY to APPROVE.

**Financial Report:** The Financial Report was presented. Joan Garniss MOVED to PLACE the FINANCIAL REPORT on FILE. Maureen Taddeo SECONDED and the TRUSTEES VOTED UNANIMOUS APPROVAL of the MOTION.

**Library Operations:**

Kate presented the Trustees with copies of the termination letter for a library employee, and a copy of the hearing officer's report.

Kate announced that Deborah Fasulo, head of the AV department, has been hired as Assistant Director. There were 21 applicants for the position.

The city has announced a hiring freeze. This may prevent the hiring of a full time replacement for the dismissed employee, and a replacement for the AV director position. The Young Adult has gone unfilled for a number of years.

Paul Powers MOVED THAT THE TRUSTEES GO INTO EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING COMPLAINTS BROUGHT AGAINST A PUBLIC OFFICER, EMPLOYEE, STAFF MEMBER OR INDIVIDUAL. Maureen Taddeo SECONDED. A roll call vote on the Motion was taken:

Paul Powers	YES
Maureen Taddeo	YES
Rev. Mawhinney	YES
Joan Garniss	YES
Alan Humbert	YES

The Trustees entered Executive Session at 6:26 P.M. and returned to the Regular Meeting at 6:46 P.M. without a vote being taken on the matter discussed.

Kate Tranquada reported that the reorganization of Minuteman Library Network was completed. The functioning should be more streamlined. They have completed a survey of patrons that use the online services. There was an update of the computer server over Columbus Day weekend. Local librarians can be given more authority over "holds" when patrons attempt to renew material.

The circulation figures were reviewed and discussed. The use of museum passes has increased.

**Unfinished Business:**

Kate Tranquada provided the Trustees with a copy of the patron survey results.

Kate demonstrated the Public Service Announcement that some of the staff members prepared for the Library. The Trustees authorized it to be shown on the local access channels, the Library web site, and YouTube.

**New Business:**

Reviewed and discussed proposed changes for General Rules and Computer Use Policy. They will be submitted for approval at the next Trustee meeting.

Proposed changes to the subject limits were discussed. Draft language will be reviewed at the next meeting.

The long range plan will be discussed next month.

The chandeliers are being reinstalled on Friday morning. The work will start during the staff meeting.

The Framingham Public Library Trustees complemented some of our Library Use policies and asked if they could use them in their own library. The Trustees agree to allow it.

**Announcements:**

The next Trustees meeting will be Tuesday December 9, 2008.

Letter from Framingham Public Library Board of Trustees

Chamber of Commerce Annual Meeting:

Community Achievement Award presented to Tom Jewell -

Westin Waltham, Friday, 1/9, 11:30 - 2:00

All staff meeting Friday, 11/21 - library opens @ 10 AM

Library closing @ 5pm 11/26, closed all day 11/27 - Thanksgiving

"Christmas Traditions" illustrated talk by Anthony Sammarco, 12/3

Mimi Braverman on "Art & Empire: Treasures from Assyria", 12/10

**Adjournment:** Maureen Taddeo MOVED, Paul Powers SECONDED and the TRUSTEES VOTED to ADJOURN the regular November, 2008 meeting at 7:40 P.M.

Submitted by Alan D. Humbert, Secretary/Clerk.