

Waltham Public Library
Waltham, Massachusetts
Trustees' Meeting
November 9, 2010

The November 2010 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.

Present: Ms. Joan Garniss, Ms. Marie McKenzie, Mr. Steven Mann, Mr. Alan Humbert, Ms. Kate Tranquada, Library Director (Ms. Maureen Taddeo arrived at 7:10.)

Minutes: The Minutes of the October 2010 Trustees' Meeting were presented. Mr. Humbert moved to approve the Minutes. Mr. Mann seconded the motion and the Trustees voted to approve.

Financial Report

Ms. Garniss called for a motion to approve the September Budget Statement, which had been tabled at the Trustees Meeting of October 12, 2010. Ms. McKenzie moved to place the September Budget Statement on file. Mr. Humbert seconded the motion and the Trustees voted in favor.

The October Budget Statement was presented by Ms. Tranquada. She also reported on discussions she is having with Laura Doane, in the Auditor's Office, related to the library's tracking system for encumbered vs. spent funds. Ms. Tranquada noted that these issues were prompting an additional look at the ordering system from individual departments in the library. Other libraries often address this issue with a collection development staff position. Ms. Tranquada updated the Trustees on the purchasing process related to the new carpeting.

Ms. Garniss called for a motion to place the October Budget Statement on file. Ms. Humbert moved to place the October Budget Statement on file. Mr. Mann seconded the motion and the Trustees voted in favor of the motion.

Report on Library Operations

Circulation and Use Statistics

- Ms. Tranquada shared Circulation Statistics for October. It was noted that many uses of the library resources, including the door count, although not general circulation rates, are up.
- Ms. Tranquada informed the Trustees that she would be discussing these statistics with staff. However, initial analysis indicated no clear trends.
- Ms. Tranquada shared a document, sent to Dennis Quinn, Auditor, related to the FY2011-2015 Capital Improvement Plan.

New Business

It was generally agreed that the current basic "Rules" for library patron behavior, posted throughout the library, informed the development of a specific **cell phone use** policy. (Trustees had received an article on the topic of cell phones prior to the Trustees' Meeting.) Some minor changes were suggested to the "Rules". Mr. Mann moved the motion to approve the amended "Rules". Mr. Humbert seconded the motion and the Trustees voted the action unanimously.

Unfinished Business

Ms. Tranquada updated the Trustees about her work with the Building and Engineering Departments related to the Exchange Street walkway, which can become icy and therefore, a hazard. Additionally, Ms. Tranquada reported on ongoing discussions with the City Engineer, Stephen Casazza, related to the spring Street Walkway and paving issues.

Priorities for Capital Improvements were suggested - parking and walkway issues, painting the second floor, lighting, computers, and fencing.

Wireless printing will be available in mid-November. Cost remains \$.10 per page.

A reminder from Ms. Garniss was given about appearance of Swing Set, November 28th, at 2:30.

Adjournment: Mr. Mann moved the motion to adjourn the November meeting at 7:13 p.m. Ms. Taddeo seconded the motion and the Trustees voted the action unanimously. The next Trustees' Meeting will be Tuesday, December 14, 2010.

Submitted by Marie J. McKenzie, Secretary/Clerk

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