

Waltham Public Library

Waltham, Massachusetts

Trustees' Meeting

Monday, November 7, 2011

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

The November 2011 Trustees' Meeting of the Waltham Public Library was called to order by Ms. Garniss at 6:20 p.m. in the Trustees Room of the Library.

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

Financial Report

Budget Statement

Ms. Tranquada presented the FY2012 Budget Statement through October 2011, noting that \$55,000 in Library State Aid has been transferred into the "Books" account. Ms. Garniss questioned the amount in Trustees Salaries Spent, which appeared not to reflect the full amount paid out. Ms. Tranquada will look into the matter and report at the December meeting. Mr. Mann moved to place the Budget Statement on file. Mr. Humbert 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 October 2011 and for October 2010. Positive trends are apparent in laptop, downloadable book, children's paperback and young adult book loans.

Ms. Tranquada shared graphs summarizing each of the following: Ongoing Book Sale, Study Room Use, Meeting Room Use, and Average Hourly Visits, continuing at about 100 visits per hour. Study Room use is skyrocketing. Reflecting on the book

sale trends, Mr. Humbert recommended returning to the practice of having a small part of the sale visible on Main Street with a gregarious seller to draw in customers.

Collaborations with other City Departments

Ms. Tranquada reported briefly on current projects including:
Sears Memorial (Law)
Insurance for artwork (Purchasing)
Exterior window painting (Purchasing, Building)
Brick parking lot walkway (Engineering, Public Works)

Facility Needs Assessment

Ms. Tranquada introduced Mr. Thomas Gilchrist, former Director of the Framingham Public Library and experienced library consultant. Mr. Gilchrist presented the preliminary Space Planning Study he submitted in October. After describing his methods, observations and recommendations, Mr. Gilchrist answered questions using floor plans to illustrate. His ideas and suggestions were received positively overall.

Based on the preliminary study, Ms. Tranquada will work with library staff to prepare a plan and a timeline for improvements by the January Trustees meeting.

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.

Adjournment: Mr. Humbert made the motion to adjourn the November meeting at 8:20 p.m. Ms. Taddeo seconded the motion and the Trustees voted the Trustees' Annual Meeting will be Monday, December 12, 2011 at 6:00 p.m.

Handouts:

Waltham Public Library Trustees member directory
Food and Drink Policy updated (10/17/11)
Waltham Public Library Space Planning Study Preliminary Report

Submitted by Kate Tranquada, Secretary pro tem