

# **Waltham Public Library**

Waltham, Massachusetts

## **Trustees' Meeting**

November 13, 2012

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

The November 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.

### **Personnel Update I**

Ms. Garniss allowed Ms. Tranquada to introduce Audio Visual Department Head Candidate Ardis Francoeur to the Board before presenting the minutes of the previous meeting. Ms. Francoeur emerged as the top choice for the part-time position after interviews with several strong candidates. After reviewing her resume, the Board expressed an enthusiastic response to the prospect of adding Ms. Francoeur to the library staff.

### **Minutes:**

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

## **Financial Report**

### **Budget Statement**

Ms. Tranquada presented the FY2013 Budget Statement through October 2012. Mr. Mann made the motion to place budget statement on file. Mrs. Taddeo seconded the motion and the action was approved unanimously.

### **Capital Improvement Plan**

Ms. Tranquada presented the Capital Improvement Plans updated for FY2013-FY2017 and the Plan for FY2018. Updates included further coordination with the Building Department on the parking lot walkway and the exterior window painting projects; the removal of two projects from the plan; and updated requests for the addition of a public restroom, study room and 3 self-checkout stations. The FY2018 plan includes funds for a ground floor renovation project. There was discussion about the need for bricks on the parking lot walkway; consensus was that if brick-like pavers would provide improved safety, pavers would be preferred.

Mr. Humbert moved to endorse the proposed Capital Improvement Plans for FY2013 - FY2018. Mrs. Taddeo seconded the motion and the motion was approved unanimously.

# Report on Library Operations

## Circulation and Use Statistics

Ms. Tranquada presented circulation Statistics by Category for September and October 2012 in addition to statistics on Study Room Use, Meeting Room Use, Visits per Hour, MLN Public Library Circulation Trends, and Waltham Public Library Fiscal Year 2012 At a Glance. Average number of visits has been consistent at about 100 per hour for the past three years; Meeting Room use has been increasing for the past three years, and recent Study Room use numbers are double what they were four years ago. Waltham's slight downward circulation trends mirror Network-wide patterns, with the exception of locations with brand new buildings, libraries undergoing renovations, and the locations near them. Circulation statistics alone do not accurately capture changing yet steady library use. Ms. Tranquada plans to add regular reporting on the use of online subscriptions.

Ms. Garniss asked Ms. Tranquada to post the Fiscal Year 2012 At a Glance in the library and online.

## Personnel Update II

Ms. Tranquada discussed her proposals for complying with work week limits while maintaining hours, services and state certification within the current budget. More library staff members are required, as is a well-designed online system for efficient library-wide scheduling. Mr. Humbert led discussion about the possibility of adding even more part-time positions within the same budget.

Ms. Tranquada reported on her continuing efforts to develop and advocate for consideration of her proposal for adequate library staffing. Given that the library is a public building with 5 public service desks, 2 entrances, 3 floors, over 44,000 square feet, open 68 hours per week, with a staff of several different job classifications, as well as limits on required evening and weekend hours, staffing is a significant challenge.

Ms. Garniss talked about the need to make a strong case for full-time staff in the next budget cycle.

Ms. Tranquada described outstanding requests to hire additional high school pages, substitute custodians, the new Audio Visual Department Head, additional substitutes and proposed permanent part-timers.

## Event Calendar, Meeting Room & Museum Pass Reservations

Ms. Tranquada reported on plans to implement an improved online calendar and reservation program. She anticipates improved efficiency due to less need for staff involvement and better communication.

## **New Business**

### **Exhibit and Display Spaces Policy**

The Board discussed the updated draft of a Policy on Exhibit and Display Spaces. Mr. Humbert moved to approve the policy draft marked v. 3, dated 11/13/12. Ms. Mawhinney seconded the motion, and the motion passed unanimously.

### **Study Room Policy**

The Board reviewed proposed changes to the library's Study Room Policy, consisting of rewording for clarification, a new section on preferences for specific study rooms, and updated information on occupancy for each room. Ms. Mawhinney moved to approve the Study Rooms draft with one revision on #10. Mr. Mann seconded the motion, and the motion passed unanimously.

**Adjournment:** Ms. Mawhinney made the motion to adjourn the November meeting at 7:46 p.m. Mr. Mann seconded the motion and the Trustees voted to approve. The next scheduled Trustees' Meeting will be on Tuesday, December 11, 2012

Submitted by Kate Tranquada, Secretary/Clerk *pro tem*

### **Announcements**

Library will be closing at 5pm on Wednesday, November 21 and closed all day Thursday, November 22.