

# **Waltham Public Library**

Waltham, Massachusetts

## **Trustees' Meeting**

November 12, 2013

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

The November 2013 Trustees' Meeting of the Waltham Public Library was called to order by Ms. Garniss at 6:25 p.m. in the Trustees' Room of the Library.

**Minutes:** The Minutes of the October 8, 2013 Trustees' Meeting were presented. Ms. Mawhinney moved to approve the October minutes. Mr. Mann seconded the motion and the Trustees voted to approve.

## **Financial Report**

### **Monthly Budget Statement**

Ms. Tranquada presented the Budget Statement through October 2013, pointing out the adjustments made to the "Budgeted to Date" column to account for recent retroactive salary and wage payments. Mr. Mann made the motion to place the October Budget Statement on file. Ms. Mawhinney seconded the motion and the action was approved unanimously.

## **Report on Library Operations**

### **Library use statistics**

Ms. Tranquada shared data for the Waltham Public Library related to Study Room Use, Meeting Room Use, and Average Hourly Visits. This data up to date through October 2013, shown in color coded bar graphs, tracks this information monthly and is shown for the past five years.

### **Personnel Update**

The Library lost a bright, devoted and hardworking colleague when Marcia Luce passed away on November 1, 2013. Ms. Tranquada noted that Marcia will be missed as a dear friend; as Head of the Technical Services Department, her absence creates a gaping hole in the heart of the library's organizational structure that will need to be filled as soon as possible.

Until the empty full time position can be filled, Ms. Tranquada has identified services that will have to be put on hold. No new adult programs will be scheduled, and not all book displays will be maintained.

Contract negotiations are ongoing.

### **Building Security**

Ms. Tranquada outlined plans to request funds for police details at the Library up to three evenings a week. Given the presence of large groups of teens, a pattern of inappropriate behavior and the presence of just a skeleton crew in the evenings, a uniformed presence would be intended to break the habits of the few who abuse their access to the library. The expectation is that the need for details would diminish over time.

### **Snack Room**

Vending machines have recently been moved from the public Snack Room to the staff-only Lecture Hall kitchenette. The change was made to see if it would discourage disorderly groups from congregating in that room, which is out of sight from any staff desk.

Ms. Tranquada is discussing with her staff the likelihood of turning the Snack Room into a reservation-only meeting room, to help meet demand for gathering spaces. In preparation, she will have a small update to propose for the Library's Food and Drink Policy.

## **New Business**

### **2014 Calendar of Days Closed**

Ms. Tranquada presented a proposal for 2014 Holidays. After review, Ms. Taddeo moved approval of the document; Ms. Mawhinney seconded the motion and the action was approved unanimously.

### **FY2015 Action Plan**

This item was tabled.

## **Unfinished Business**

### **Fine Art Collection**

Ms. Tranquada has submitted a written request to the Law Department for assistance in establishing the provenance of a painting at the Library.

## **Library Facilities Planning & Design**

Since the October Trustees meeting there has been a change in plans. Ms. Garniss attended a meeting on October 16 with the Mayor and the City Council. The meeting went into Executive Session to discuss a real estate opportunity with the potential to resolve longstanding library parking problems. If the City is successful in creating expanded library parking, the project is likely to be very costly in financial and political capital.

The simultaneous pursuit of expanded parking and major building renovations is not realistic in FY2014. The Massachusetts Library Construction Program is likely to offer another round of grants in the next few years; the availability of downtown real estate suitable for library parking is a once-in-a-lifetime opportunity. Ms. Tranquada has withdrawn the Waltham Public Library from this year's Planning and Design Grant round. She plans to continue with smaller-scale improvements to the arrangement of the library building as the parking project moves ahead.

## **Burkart Gift**

Ms. Tranquada provided details about the globe under consideration as a gift to the Library in memory of Gene Burkart: Replogle's Obelisk Globe. She and Ms. Burkart have discussed placement in the first floor area between the Reference Desk, the elevator and the Fiction Room. Encouraged to go forward, Ms. Tranquada will return to the Trustees with further information, including the suitability of the piece for a heavy traffic area, maintenance issues, and lighting considerations.

## **Employee Emergency Plan**

Ms. Garniss proposed a few additions and corrections to the 10/25/2013 draft and requested that an updated copy be sent to the Mayor.

**Adjournment:** Mr. Mann made the motion to adjourn the November meeting at 7:30 p.m. Ms. Mawhinney seconded the motion and the Trustees voted to approve. The next scheduled Trustees' Meeting will be on Tuesday, December 10, 2013.

Submitted by Kate Tranquada, Secretary Pro Tem

## **Announcements**

- ◆ Library Closed for Thanksgiving
  - Wednesday, Nov. 27 - Closing at 5PM
  - Thursday, November 28 - Closed all Day
- ◆ Library Open with "Black Friday" activities, Friday, November 29