

## **Waltham Public Library**

Waltham, Massachusetts

Trustees' Meeting

Monday, December 7, 2009

The December 2009 Trustees' Meeting of the Waltham Public Library was called to order by Rev. Mawhinney at 6:07 p.m. in the Trustees' Room of the Library.

**Present:** Rev. William Mawhinney, Ms. Joan Garniss, Ms. Marie McKenzie, Mr. Alan Humbert, Mr. Steven Mann; Ms. Kate Tranquada, Library Director

**Minutes:** The Minutes of the November 2009 Trustees' Meeting were presented. Two typographical errors were noted and the Minutes were amended. Mr. Mann moved to approve the amended Minutes. Mr. Humbert seconded the motion and the Trustees voted to unanimously to approve.

### **Financial Report:**

- The current Budget Statement was presented by Ms. Tranquada and discussed. Ms. Tranquada also shared information from the Massachusetts Board of Library Commissioners (MBLC) related to criteria for waivers for accreditation. In the past, personal appearances before the MBLC by representatives of the library and the municipality were necessary if the library budget represented a "disproportionate" reduction compared to the overall municipal budget, i.e. 5% or greater. The MBLC recently voted to increase the FY2010 threshold at which a relative cut is deemed "disproportionate," raising it to 10% or higher. Because our cut in municipal appropriation was just over 5% compared to the overall budget, we do not need to appear before the Board. The Library's waiver application will be considered by the MBLC on January 7, 2010.
- Ms. Tranquada submitted the FY 2011-2015 Capital Improvement Plan to the Mayor's and Auditor's Offices. Although there is an awareness that additional funding will most likely not be available, the requests are on the record and priorities have been noted, i.e. carpeting, replacement of PCs, lighting upgrades, and painting of exterior windows.

### **Library Operations:**

- **Circulation and Use Statistics:** Ms. Tranquada shared several documents related to circulation and meeting room rental. (Information about room rental for September-November had been placed on the December agenda in November.) A decrease in AV activity was noted. It was also noted that the new AV items are often out. A document was also shared outlining the use of online research databases from July 08-November 09. Online requests are up: patrons are placing their own

requests online at a higher rate than last year; at the same time, staff is placing more requests for patrons as well.

- Ms. Tranquada shared information about a potential civil suit related to a patron's fall at the front door.
- An amended schedule noting the Holiday and Saturday and Sunday schedules for the Waltham Public Library for 2010 was presented. Mr. Humbert made the motion to accept amended schedule. Ms. Garniss seconded and the schedule was approved unanimously.

### **Long Range Planning: FY10 Action Plan:**

Action Plan priorities, to be listed in the Executive Summary, were discussed. Ms. Tranquada will edit the draft and write the summary, reflecting this discussion. Funds are needed to address staffing priorities: an additional custodian and a full-time AV Librarian. Planning for the next 5 years, following through with the Preservation Action Plan, improving the collections and building security are also high on the list. There was discussion of security issues related to new exhibit cases, which have long been under consideration, but will not rise to top priority in the coming year. A recent Lions Club gift provided funding for Zoom Text, software that magnifies text for the public computers.

Kate was asked to begin the process of identifying ownership of some paintings in the safe that may be considered for deaccession.

There was discussion of a sign on the front lawn to advertise library and/or community events.

Ms. Tranquada outlined the tasks for Long Range Planning. These include: 1) collaboration with a consultant, Nancy Rea (not to be confused with Children's Librarian), funded by the Friends of the Library, 2) establishment of Task Force (Kate Tranquada, Laura Bernheim, Deborah Fasulo, Steven Mann), 3) identification of focus groups (parents of toddlers, age 16-30 demographic, immigrant group, professional business people who are residents) for sessions to be led by Nancy Rea, 4) identification of members of the Long Range Planning Committee, i.e. sixteen stakeholders from the community. A timeline toward a final draft in late spring was presented.

### **New Business:**

- Trustees completed forms related to the Conflict of Interest Law for Municipal Employees.
- Information regarding each trustee's term of office will be given at the next meeting.

**Adjournment:** Mr. Mann made the motion to adjourn and Mr. Humbert seconded the motion to adjourn the December meeting at 7:45. p.m.

Submitted by Marie J. McKenzie, Secretary/Clerk