

**Waltham Public Library**  
Waltham, Massachusetts  
Trustees' Meeting  
December 14, 2010

The December 2010 Trustees' Meeting of the Waltham Public Library was called to order by Ms. Garniss at 6:12 p.m. in the Trustees' Room of the Library.

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

**Minutes:** The Minutes of the November 2010 Trustees' Meeting were presented. Ms. Tranquada also shared the final copy of the "Rules" which were adopted at the November meeting. Mr. Humbert moved to approve the Minutes. Ms. Taddeo seconded the motion and the Trustees voted to approve.

## **Financial Report**

Ms. Tranquada presented the November Budget Statement. It was noted that the 200 and 300 accounts were overspent. Ms. Tranquada gave several methods for addressing this: 1) spending less, 2) savings from the new order tracking system, and 3) using supplemental funding.

One way to **spend less** would be to stop the practice of sending out overdue notices by mail. It was generally agreed that it is probably more costly to send out these notices (postal charges and clerical hours) than the recoup from the actual fines. Mr. Humbert moved that the policy be changed, and it was seconded by Ms. Taddeo. After further discussion about the percentage of Waltham Public Library users with active email accounts and the amount of potential savings, Mr. Humbert withdrew his motion pending further information.

Ms. Tranquada reported on the positive discussions she had with Laura Doane, of the Auditor's Office, related to the library's **tracking system** for encumbered vs. spent funds and late bills. Orders will now be reviewed and recorded in an electronic tracking system by Ms. Tranquada. Ms. Hartman will maintain the new spreadsheets for tracking paid invoices. Logistics of receiving and documenting orders were discussed. While large vendors, i.e. Ingram or Baker and Taylor, receive orders through the library network's automated system, this is not the case for all vendors or suppliers.

Ms. Tranquada discussed potential sources of **supplemental funding:** Library Trust funds, unrestricted gifts, and state aid. The Trustees discussed when such funds might be used to address any deficits. Ms. Tranquada will contact the City

Treasurer to gain additional information about how to access the expendable balances in the trust funds and/or unrestricted gifts. Additional discussion was related to acknowledging the gift of Konstantins J. Guminskis with bookplates and/or his name on the donors' plaque.

## **Report on Library Operations**

### **Circulation and Use Statistics**

Ms. Tranquada shared Circulation Statistics for November. It was noted that activity at the library was steady. Positive trends were noted in DVD rentals and in Children's. This later trend may be due to highlighting the new books and to timely displays. There continues to be good use of the study rooms and meeting rooms.

### **New Business**

There was discussion of a communication that had been received from a library patron related to building maintenance issues. This patron had been visiting other libraries in the Minuteman Network. Ms. Tranquada reported on some conversations with other librarians in the network and with the Mayor on this topic. Ms. Tranquada outlined the new procedure related to work orders being done electronically rather than verbally, within the library and with various city departments.

Ms. Tranquada shared information related to the FY 12 Budget. This included the priorities for an AV/professional librarian and a second custodian. It did not appear that any library staff member would be partaking of the early retirement option. Ms. Tranquada also shared a preliminary budget figure related to minimum funding needed at the city level in order to qualify for minimum state funding as required by the Massachusetts Board of Library Commissioners, without filing for a waiver. Ms. Tranquada will investigate whether there is any time limit on the number of consecutive years for filing for a waiver. Additionally, it was noted that it is somewhat difficult to compare library budgets as a portion of a city budget since what gets included in a specific library's budget differs from community to community - i.e. custodial staff, utilities, benefits.

### **Unfinished Business**

Ms. Tranquada shared a document related to Capital Improvement FY 2012-2016 and a review of the Annual Action Plan.

Ms. Tranquada updated the Trustees about the Spring Street walkway and the question of an easement on the neighboring property.

The Holiday Schedule needed to be amended due to an incorrect date for Presidents' Day. Mr. Humbert made the motion to amend the schedule to reflect the correct date. Ms. Taddeo seconded the motion and the Trustees voted the action unanimously.

**Adjournment:** Mr. Mann made the motion to adjourn the December meeting at 7:36 p.m. Ms. Taddeo seconded the motion and the Trustees voted the action unanimously. The next Trustees' Meeting will be Tuesday, January 11, 2011.

Submitted by Marie J. McKenzie, Secretary/Clerk