

# **Waltham Public Library**

Waltham, Massachusetts

## **Trustees' Meeting**

Monday, December 12, 2011

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

The December 2011 Trustees' Meeting of the Waltham Public Library was called to order by Ms. Garniss at 6:06 p.m. in the Trustees' Room of the Library.

**Minutes:** The Minutes of the November Trustees' Meeting were presented. Mr. Mann moved to approve the November Minutes. Ms. Taddeo seconded the motion and the Trustees voted to approve.

## **Financial Report**

### **Budget Statement**

Ms. Tranquada presented the FY2012 Budget Statement through November 2011. The Library seems to be on track related to spent and budgeted funds at this time. Mr. Humbert moved to place the Budget Statement on file. Mr. Mann seconded the motion and the Trustees approved the action unanimously.

### **Capital Investment Program Proposal / Action Plan FY 2013.**

Ms. Tranquada shared the document that had to have been submitted to the Massachusetts Board of Library Commissioners (and the Mayor's Office) by November 30. This document was based on the Library's Action plan for FY2013 and Preservation Action Plan FY 2013. She highlighted several items - parking walkway, public restroom, gutter installation to divert water, computer replacement, and self-checking station. Ms. Tranquada discussed the role of the local history specialist.

Key to the Preservation Action Plan is preparedness for water damage, related to nature and to plumbing issues. As this document was written and submitted after the November Trustees' meeting, Mr. Humbert made the motion to ratify/support the Director's report. Ms. Taddeo seconded the motion and the

Trustees approved the action. Additionally, it was noted that input from the Trustees related to prioritizing the action plan items would be on future agendas.

## Report on Library Operations

### Circulation and Use Statistics

Ms. Tranquada shared Circulation and Use Statistics for November 2011 and for November 2010. The trends in many categories mirror those throughout the Minuteman Library Network.

### Library Operations

Ms. Tranquada shared a document briefly describing the library organizations in which Waltham Public Library participates.

MLN	Minuteman Library Network	<a href="http://www.mln.lib.ma.us">www.mln.lib.ma.us</a>
MLS	Massachusetts Library System	<a href="http://www.masslibsystem.org">www.masslibsystem.org</a>
MBLC	Mass. Board of Library Commissioners	<a href="http://mblc.state.ma.us">mblc.state.ma.us</a>
MLA	Massachusetts Library Association	<a href="http://mla.memberlodge.org">mla.memberlodge.org</a>
NELA	New England Library Association	<a href="http://www.nelib.org">www.nelib.org</a>
ALA	American Library Association	<a href="http://www.ala.org">www.ala.org</a>
ALTAFF	Assn. of Library Trustees, Advocates, Friends & Foundations	<a href="http://www.ala.org/ala/mgrps/divs/altaff">www.ala.org/ala/mgrps/divs/altaff</a>

Ms. Tranquada reported that work weeding the collections has begun, based on the suggestions in the recent Space Planning Study from Thomas Gilchrist. Weeding out materials that are superfluous and out of date has a tendency to increase circulation.

A document has been received from the Massachusetts Board of Library Commissioners stating that the Library had complied with and met minimum standards and no longer needs to submit a request for a waiver. State aid will be forwarded in two payments of \$28,660.

### Personnel

There has been another posting for the position of part-time custodian. Ms. Tranquada reported that interviews are ongoing.

## **New Business**

### **Parking lot - new payment system adjustments**

Ms. Tranquada shared a document she had prepared and updated the Trustees on her positive conversations with the City of Waltham's Traffic Engineering's Parking Meter Division outlining an adjustment in the Pay-by-Space Parking Meter Program. Her proposal includes \$.25 per half hour and two dedicated spaces for 15 minute parking. These proposals reflect real and repeated time usages by library patrons.

## **Unfinished Business**

Ms. Tranquada reported that the new Food and Drink Policy seems to be successful.

She reported that a defibrillator will be installed and staff will be trained in its use.

The library will be closed for Christmas on Dec. 24 at 1:00 through Monday, December 26.

The following dates were suggested for staff meeting days: Friday, May 11, 2012 (full day) and Friday, Nov. 2, 2012 (half day).

It was suggested that an article for the News Tribune and signs around the library should identify the ongoing activities related to the Space Planning Study

**Adjournment:** Mr. Humbert made the motion to adjourn the December meeting at 7:15p.m. Ms. Taddeo seconded the motion Trustees voted to approve. The next Trustees' meeting will be Tuesday, January 10.

Submitted by Marie J. McKenzie, Secretary/Clerk