

**WALTHAM PUBLIC LIBRARY**

Waltham, Massachusetts

Trustees' Meeting  
Tuesday, December 11, 2007

The December, 2007 Trustees' meeting for the Waltham Public Library was called to order by Rev. Mawhinney at 6:15 P.M. in the Trustees' Room of the Library.

**Present:** Rev. Mawhinney, Mr. Alan Humbert, Ms. Maureen Taddeo, Mr. Paul Powers, Ms. Joan Garniss and Mr. Thomas Jewell.

**Minutes:** The Minutes of the November, 2007 Trustees' Meeting were presented. Joan Garniss made a MOTION to APPROVE the MINUTES, as PRESENTED. Maureen Taddeo SECONDED the MOTION and the TRUSTEES VOTED UNANIMOUSLY to APPROVE.

**Financial Report:** The Financial Report was presented. Joan Garniss MOVED to PLACE the FINANCIAL REPORT, on FILE. Paul Powers SECONDED and the TRUSTEES VOTED UNANIMOUS APPROVAL of the MOTION.

**Library Operations:**

Tom Jewell reported that as a result of the assistant director meeting with the City, funds that were inadvertently charged to the Library will be credited back to the Library's Part time staff and pages account.

The copiers in the library have been upgraded to digital copiers and the price increased from 10 cents to 15 cents per copy. It was noted that the new price is still very reasonable.

The Minuteman Library Network will no longer be funding the use of the Cybrarian software used to schedule the use of the public access computers.

Gary Smith was Santa Claus at a holiday celebration for children on December 7<sup>th</sup>. Free digital photos with Santa, mounted in a promotional picture frame were provided by the Friends. Many staff members helped with the event.

The circulation figures were reviewed and discussed.

**Unfinished Business:** Tom Jewell reported that an RFP is in process for a study of the downtown parking situation. The study will include the area surrounding the Library.

Tom Jewell updated the Trustees on a number of projects around the Library. The cabinets for the staff kitchen are in and construction should be starting soon. Tables are being refinished as needed throughout the Library by one of the Senior Citizen tax work-off program participants working in the Library. A number of other Seniors are working in other positions around the Library. Planning is ongoing for the children's room circulation desk and shelves. Estimates are being obtained for refurbishing 3 lights in the original part of the Library. The back doors were not measured correctly by the installer, so the repair has been delayed. The City Wires Department will also have to be contacted to hook-up the power to the doors.

Tom Jewell discussed the details of implementing a 3-week loan period. Joan Garniss made a MOTION to ADOPT a 3-week loan period for the materials outlined. Paul Powers SECONDED the MOTION and the TRUSTEES VOTED UNANIMOUSLY to APPROVE.

Copies of the completed FY09 Action Plan, approved by the Trustees at the December Meeting, were given to each Trustee.

**New Business:** None.

**Announcements:**

The Library will close at 1:00 P.M. on Monday, December 24, and reopen on Wednesday, December 26<sup>th</sup>.

The Library will close at 5:00 P.M. on Monday, December 31, and reopen on Wednesday, January 2<sup>nd</sup>.

The Annual Holiday Party will be held at the Paine Estate on January 4<sup>th</sup> starting at 5:30 P.M.

**Adjournment:** Paul Powers MOVED, Joan Garniss SECONDED, and the TRUSTEES VOTED to ADJOURN the regular December, 2007 meeting at 7:20 P.M.

Submitted by Alan D. Humbert, Secretary/Clerk.