

Waltham Public Library

Waltham, Massachusetts

Trustees' Meeting

December 11, 2012

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

The December 2012 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.

Minutes:

The Minutes of the November 13, 2012 Trustees' Meeting were presented. Mr. Humbert moved to approve the November Minutes once some minor edits were made. Mr. Mann seconded the motion and the Trustees voted to approve.

Financial Report

Budget Statement

Ms. Tranquada presented the Budget Statement through November 2012. There was a brief discussion of the spent and budgeted line items regarding part time staff and pages. Ms. Garniss volunteered to meet with Mayor McCarthy regarding expediting the hiring of 1) the part time AV candidate and 2) the high school page candidates, as well as updates on the library staffing shortage solution.

Ms. Jacquelyn Mawhinney made the motion to place the November budget statement on file. Mr. Humbert seconded the motion and the action was approved unanimously.

Report on Library Operations

Circulation and Use Statistics

Circulation Statistics by Category for November 2012 reflect the patterns that have been ongoing for the past year or so. This is the same pattern that other libraries in the Minuteman Network are experiencing. Study Room Use continues to rise and Meeting Rooms are in constant demand.

New Business

Patron confidentiality and library card policy

Ms. Tranquada presented a first draft of the Privacy and Confidentiality Policy. The Trustees reviewed the draft and engaged in discussion regarding the section on the

role security cameras play regarding patron confidentiality.

There will be further discussion of a revised draft at the January Trustees' Meeting.

Ms. Tranquada distributed the final copies of the Policy on Exhibit and Display Spaces and on Study Room Use. These policies are also available online.

Unfinished Business

Personnel updates

Ms. Tranquada updated the Trustees regarding the interviews for a part time custodian and for substitute custodians as well as the current status of candidates awaiting the final approval from the Mayor's Office.

Ms. Tranquada informed the Trustees that two current staff members had been involved in community projects. Aileen Sanchez represented the library at the Latino Health Fair and Gary Smith made an appearance at the library as Santa.

There has been some initial staff training in the use of the online calendar/scheduling program *Library Insight*.

Other

There was discussion as to the empty shelves in the Periodical Room. This situation will improve given time and personnel to address it.

Adjournment: Mr. Mann made the motion to adjourn the December meeting at 7:20 p.m. Mr. Humbert seconded the motion and the Trustees voted to approve. The next scheduled Trustees' Meeting will be on Tuesday, January 8, 2013

Submitted by Marie J. McKenzie, Secretary/Clerk

Announcements

The library will be closed Monday, December 24 and Tuesday, December 25.

The library will be closing at 5:00 p.m. on Monday, December 31.

The library will be closed Tuesday, January 1.