

# **Waltham Public Library**

Waltham, Massachusetts

## **Trustees' Meeting**

December 10, 2013

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

The December 2013 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 12, 2013 Trustees' Meeting were presented. Mr. Humbert moved to approve the November Minutes. Ms. Mawhinney seconded the motion and the Trustees voted to approve.

## **Financial Report**

### **Operating Budget Statement**

Ms. Tranquada presented the Budget Statement through November 2013. There was a discussion around the Spent and Budgeted for Full-time and Part-time staff. Mr. Humbert made the motion to place the November Budget Statement on file. Mr. Mann seconded the motion and the action was approved unanimously.

### **Capital Improvement Plan**

Ms. Tranquada presented a summary sheet outlining projected Capital Improvements from FY2013 through FY 2018. She explained that some of the items fall under the Library budget and others fall under the Building Department budget. It was noted that the exterior painting of the windows is complete. Updating and/or purchasing computer-related equipment is in progress.

Ms. Tranquada has written to the Mayor requesting that several amounts in line items be redistributed, to reflect changing priorities and unanticipated opportunities, e.g. "sale" prices on self-check licenses.

Discussions are continuing with the Building Department related to a heating system for the brick walkways.

Mr. Mann made a motion to endorse the Capital Improvements as outlined in the summary sheet. Ms. Taddeo seconded the motion and the action was approved unanimously.

# **Report on Library Operations**

## **Library use statistics**

Circulation Statistics by Category for October 2013 and November 2013 reflect the patterns that have been ongoing for the past year or so. Positive statistics were noted in paperbacks, digital, and large print. Study Room Use and Meeting Room Use continues the pattern of previous months.

## **Personnel**

Contract negotiations that had been scheduled for late October did not occur. However, a new meeting has been scheduled for December 18.

A job posting is out for the full-time Technical Services/Content Management position. The posting notes the task of “organizing and managing content”. This staff member will ultimately be responsible for managing content and access to it in a broad sense, including the library catalog, webpage, and records of internal policies and procedures. Interviews are expected to occur in mid January.

One Reference substitute has been hired and another is being trained.

Interviews for the permanent part-time custodian are now taking place.

## **Building Security**

Ms. Tranquada has written to the Mayor requesting funding for patrol officers during several evenings, when the library is on skeleton staff. (There have been 15 documented incidents since September.) The Mayor has responded with several clarifying questions.

Some of these incidents have occurred on Monday evenings when the Boys and Girls Club is closed. In the short term, Ms. Tranquada has altered her work schedule and will be very visible in the Young Adult room on Monday evenings.

## **Facilities Maintenance**

Work is anticipated to fix the front railing.

## **150th Anniversary plans**

The Friends are planning to contract with a Project Manager to assist with planning and implementation of the 2015 celebration. Ms. Tranquada shared an outline of the current plans. Marina P. Bartley has agreed to take a lead role on the Anniversary Committee.

## **New Business**

## **Unfinished Business**

### **Insurance for Fine Art**

The Purchasing Agent in FY 2015 will cover insurance for Fine Art held by the Library.

### **Employee Emergency Plan**

Ms. Tranquada is working on this ongoing project.

**Adjournment:** Mr. Humbert made the motion to adjourn the December meeting at 6:48 p.m. Ms. Mawhinney seconded the motion and the Trustees voted to approve. The next scheduled Trustees' Meeting will be on Tuesday, January 14, 2014.

Submitted by Marie J. McKenzie, Secretary/Clerk

### **Announcements:**

The Library will be closed several times for Christmas and New Years

- Tuesday, Dec. 24 - Closing at 1PM
- Wednesday, Dec. 25 - Closed all Day
- Tuesday, Dec. 31- Closing at 5PM
- Wednesday, Jan. 1 - Closed all Day