

WALTHAM PUBLIC LIBRARY
Waltham, Massachusetts

Trustees' Meeting
Tuesday, January 8, 2008

The January 2008 Trustees' meeting for the Waltham Public Library was called to order by Rev. Mawhinney at 6:13 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 December 2007 Trustees' Meeting were presented. Paul Powers made a MOTION to APPROVE the MINUTES, as PRESENTED. Joan Garniss 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. Maureen Taddeo SECONDED and the TRUSTEES VOTED UNANIMOUS APPROVAL of the MOTION.

Library Operations:

Tom Jewell reported that the funds that were inadvertently charged to the Library by the City have been credited back to the Library's Part time staff and pages account. That account is now closer to being balanced due in large part to the diligent efforts of the department heads.

Several capital projects are underway, and Tom Jewell reported as follows on them:

1. The staff kitchen in the basement is nearly completed, except for the electrical portion, which will be finished shortly.
2. A quotation is expected shortly on the restoration of the antique hanging lights in the original part of the library.
3. The new children's room desk is being constructed, and will be installed when it is finished.
4. Todd Strauss is developing a proposal for the procurement of a server for the library's computer network. It is expected that the server will improve the performance of the system.
5. The staff is working on a possible grant for further enhancing the Library's outreach program to Senior Citizens.

6. The staff is also researching a possible grant to assist in digitizing some of the original documents from the Waltham Collection for inclusion in "Digital Commonwealth."

Tom Jewell reported that the staff is implementing the 3-week loan period.

The Minuteman Library Network is installing its new server and the software vendor, III, is scheduling the installation for Martin Luther King Day, to minimize disruption to patrons, Tom Jewell informed the Trustees.

The Minuteman Library Network has appointed Tom Jewell to a committee to study what reports the operating software can generate to help analyze trends in usage and patron preferences.

The circulation figures were reviewed and discussed.

Unfinished Business: Tom Jewell reported that there is no news to report on regarding the downtown traffic study, or the continuing parking shortage at the library.

New Business: None.

Announcements:

A program entitled "The Rise & Fall of the Big Dig" will be hosted at 7:30 on Thursday, January 17th.

The Feature Documentary "King Corn" will be shown on Sunday, January 20 at 2:00.

The Library will be closed for the observation of Martin Luther King Day on Monday, January 21.

The "Art of African Head Wrap Workshop" will be held Wednesday, January 21 at 7:00.

Soloist Rebecca Hayden will give a recital on Monday January 28 at 7:30.

Adjournment: Paul Powers MOVED, Joan Garniss SECONDED, and the TRUSTEES VOTED to ADJOURN the regular January, 2008 meeting at 7:12 P.M.

Submitted by Alan D. Humbert, Secretary/Clerk.