

Waltham Public Library

Waltham, Massachusetts

Trustees' Meeting

Tuesday, January 12, 2010

The December 2009 Trustees' Meeting of the Waltham Public Library was called to order by Rev. Mawhinney at 6:06 p.m. in the Trustees' Room of the Library.

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

Minutes: The Minutes of the December 2009 Trustees' Meeting were presented. Ms. Garniss moved to approve the Minutes. Mr. Mann seconded the motion and the Trustees voted to approve.

Financial Report:

- The current Budget Statement was presented by Ms. Tranquada and discussed. It was noted that the funding for staffing to date is precisely on target, in the black only due to austere staffing levels and extended holiday closures. Ms. Garniss moved to place the Budget Statement on file. Ms. Taddeo seconded the motion and the Trustees voted the action unanimously.
- Ms. Tranquada updated the Trustees regarding the waiver application to the Massachusetts Board of Library Commissioners (MBLC) related to accreditation. The specific status from MBLC will be forwarded in February.
- The Mayor's Office has recommended \$30,000 for the final phase of library carpet replacement in FY11, with computers, lighting upgrades, and exterior window painting recommended for funding in FY12.

Library Operations - Circulation and Use Statistics:

Ms. Tranquada shared several documents –

- Circulation Statistics for December 2008 and December 2009
- Circulation and Reference Functions comparing the months of July-December 2008 to July-December 2009
- Study Room Use FY08-FY10

Long Range Planning - FY11 Action Plan:

- There is new lighting in the Fiction Room. Display units have been installed at the end of bookcases in the Fiction Room.
- A request may be made to the Friends to fund the security camera and buzzer for the staff entrance.

- The focus group meetings related to the Long Range Planning are underway. These include: professional/business people, parents of toddlers, recent immigrants, and 18-30 year olds.
- A broad-based Community Committee will meet in February, March and May.
- The Library staff will participate in a day-long planning meeting in March.

Preservation Plan (paintings)

There was ongoing discussion about various donations given to the Library, both in the long past and recent past. Much of the discussion was on paintings given to the Library in the 1930's by Annie Sears. The current values of these paintings and/or preservation needs should be assessed. Perhaps personnel from Brandeis or the Mill Artists could be consulted. Materials in storage in the Library will be viewed by the Trustees at the February 9th meeting.

Terms of Office

Ms. Tranquada updated the Trustees related to terms of office.

New Business

Gifts - Ms. Tranquada shared information about memorial gifts given in memory of two separate individuals.

Miscellaneous

The staff retreat will be March 19th at the Paine Estate. Rev. Mawhinney called for a motion to close the library during regular business hours (9:00-5:00) so that all staff could attend. Mr. Humbert made the motion. It was seconded by Mr. Mann. The Trustees approved the motion unanimously.

Ms. Tranquada announced that English-at-Large will begin a second conversation group in February.

It was announced that the League of Women Voters would be sponsoring an information session on the upcoming US Census on February 3rd.

The Legislative Breakfast for the Metrowest Regional Library System will be February 5th at the Concord Library.

The cost estimate for the repair of the table in the Trustees Room has been received.

Adjournment: Mr. Humbert made the motion to adjourn and Mr. Mann seconded the motion to adjourn the January meeting at 7:13 p.m.

Submitted by Marie J. McKenzie, Secretary/Clerk