

**Waltham Public Library**  
Waltham, Massachusetts  
January 11, 2011

As Amended

The January 2011 Trustees' Meeting of the Waltham Public Library was called to order by Ms. Garniss at 6:16 p.m. in the Trustees' Room of the Library.

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

**Minutes:** The Minutes of the December 2010 Trustees' Meeting were presented. Mr. Mann moved to approve the Minutes. Ms. Taddeo seconded the motion and the Trustees voted to approve.

## **Financial Report**

### **Budget Statement**

Ms. Tranquada presented the December Budget Statement. It was noted that this statement reflected the inclusion of \$54,000 of state aid. (More state aid is anticipated in February 2011.) Ms. Tranquada discussed the slowing down of purchases in some line items in order to address the overspending noted in the November Budget Statement. Mr. Mann moved to place the Budget Statement on file. Ms. Taddeo seconded the motion and the Trustees approved the action unanimously.

### **Update on funding**

Ms. Tranquada presented information requested at the December meeting. She had been in contact with the Library Commissioners and confirmed that there is no limit on the number of years a community may apply for a waiver. She also had been in contact with Paul Centofanti in the Auditor's Office related to procedures for accessing trust funds and unrestricted gifts. Ms. Tranquada will review these options with the Trustees in April.

The new inventory process seems to be adequate at this time. The online acquisition program available to Minuteman Library Network libraries is not very user-friendly or effective and is only used with two vendors in Waltham at this time.

## **FY 2012 Budget Proposal Draft**

Ms. Tranquada is awaiting further information from the Mayor's Office before the draft is finalized. There was information related to Capital Improvement and coordination with other city departments. Funding for some roof repair/replacement and for some painting of the windows was approved. The funding to address the Parking Lot Walkway was not requested by the Building Department. Ms. Tranquada will work with the Building Department so that this issue can be addressed in a future budget.

## **Report on Library Operations**

### **Circulation and Use Statistics**

Ms. Tranquada shared Circulation Statistics for December 2010 and for 2010. It was noted that while circulation seems to be sliding, there continues to be increasing use of the study rooms and meeting rooms. The door count continues to average about 100 per hour.

### **New Business**

There was discussion around the article, *Why Must a Card Be a Card?*, (American Libraries Magazine) that Ms. Tranquada had forwarded to the Trustees earlier in the month. There are some interesting implications related to apps of handheld devices.

Updates were given related to the expiration dates for the terms in office of individual Trustees.

Steven Mann and Alan Humbert - 2011

Marie McKenzie - 2012

Maureen Taddeo and Joan Garniss - 2013

### **Unfinished Business**

Ms. Tranquada updated the Trustees about discussions she has had with the abutter related to an easement for the **Spring Street Walkway**. Such an easement does not seem a possibility in the near future.

One way to address a potential deficit, presented at the December Trustees meeting, was considering stopping the practice of sending out **overdue notices** by mail. Approximately 54% of Waltham patrons are currently informed about overdue items via email. Library personnel will continue to encourage patrons to share an email address. Ms. Tranquada is continuing to gather baseline data to inform future plans and/or proposals related to any change in policy to determine if it is more costly to send out these notices (postal charges and clerical hours) than the recoup from the actual fines. A pilot plan to perhaps

change the way patrons are informed may be presented by Ms. Tranquada to the Board of Trustees at the February meeting.

Discussion continued related to **acknowledgement of gifts** to the Library.

Ms. Tranquada reminded Trustees of the upcoming Legislative Breakfast in Cambridge on February 11, 2011 and of the postponement, due to inclement weather, of the Friends of the Library Board Meeting from January 12 to January 19.

**Adjournment:** Ms. Taddeo made the motion to adjourn the January meeting at 7:07 p.m. Mr. Mann seconded the motion and the Trustees voted the action unanimously. The next Trustees' Meeting will be Tuesday, February 8, 2011.

Submitted by Marie J. McKenzie, Secretary/Clerk