

Waltham Public Library

Waltham, Massachusetts

Trustees' Meeting

Tuesday, January 10, 2012

As corrected.

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

The January 2012 Trustees' Meeting of the Waltham Public Library was called to order by Ms. Garniss at 6:05 p.m. in the Trustees' Room of the Library.

Minutes: The Minutes of the December Trustees' Meeting were presented. A correction in the spelling of a name on the Minutes was necessary. Mr. Humbert moved to approve the December Minutes, as corrected. Mr. Mann seconded the motion and the Trustees voted to approve.

Financial Report

Budget Statement

Ms. Tranquada presented the FY2012 Budget Statement through December 2011. The Library seems to be over budget related to full time staff and under budget related to part time staff. This overall personnel budget surplus may be used to fund staffing for the major weeding process recommended in the Space Planning Study. Ms. Tranquada indicated that two new pages had recently been hired. Mr. Mann moved to place the Budget Statement on file. Ms. Taddeo seconded the motion and the Trustees approved the action unanimously.

Capital Improvement Program (CIP) Proposal / Action Plan FY2013.

Ms. Tranquada shared a document summarizing the Mayor's proposals based on the library's Capital Improvement requests for FY 2012 and FY 2013. The Mayor's FY 2013 CIP proposal incorporates FY 2012 items that were not presented to the Council last year. There is \$100,000 proposed for "Renovations, Library - Roof repairs / window repairs / general repairs" in the FY 2013 Building Department CIP. This request includes the repairs and painting projects that were proposed in FY 2012. Major items discussed by the Trustees included roof repair and cost differentials between replacement and under-the-brick heating of the walkway. Ms. Tranquada will let the Mayor know ~~that~~ of the conflicting requests regarding the parking lot walkway, *and* that the estimate and project description in the Library's request supersedes that listed in the Building Department's request. Specifics related to these items, some recommendations

from the Space Planning Study, and certain gifts given to and/or currently housed in the Library will be discussed with the Mayor in the near future.

There was also some discussion about the condition of the elevator, since one of the Trustees noticed less than optimal functioning on the way to the Trustees' Meeting. Ms. Tranquada will follow up on this as the elevator had just been serviced.

Report on Library Operations

Circulation and Use Statistics

Ms. Tranquada shared Circulation Statistics by Category for December 2011 and for December 2010. Positive trends were noted in Adult and Children's Periodicals, rentals, and DVDs.

Ms. Tranquada shared Circulation Statistics by Category for 2011 and for 2010. There has been an increase in downloadables and the Library will be gathering specific statistics by type.

Ms. Tranquada shared statistics for the ongoing book sale, study room use, meeting room use, and hourly visits. Positive trends continue in study and meeting room use; hourly visits are stable at about 100 visits per hour.

Because cassettes and VHS videos are being eliminated from the collections, these items will be sold for \$.05 and \$.25 respectively. A different price will be determined for cassettes and videos that are part of a set, i.e. language tapes, television series, etc.

Parking lot update

Ms. Tranquada updated the Trustees on the success of part of her earlier proposal related to adjusting payments in the parking lot. There is now a \$.25 per half hour charge versus the minimum \$.50 per hour of the city's system. Ms. Tranquada will meet with the Traffic Commission next month to address the need for two dedicated spaces for 15 minute parking. These proposals reflect real and repeated time usages by library patrons.

The new half hour parking has met with positive reactions from library patrons.

New Business

Ms. Tranquada updated the Trustees on recent conversations she had with members of the family of the late Ronald Aghababian. The family wanted to

bequeath a gift in his memory, but one that would reflect his interests and the needs of the library. It was determined that three iPads would be purchased for the Children's Room.

There was also discussion about recognition plaques, both for current/active donations and for items that might have become obsolete.

Mr. Humbert made a motion to authorize the Friends of the Library to accept the gift of the iPads from the Aghababian family with gratitude. Ms. Taddeo seconded the motion and the Trustees unanimously agreed.

A future agenda item and/or discussion for the Friends was suggested related to a digital community bulletin board sign on the Library property. These discussions would include responsibility for updating as well as initial funding and ongoing fees. The sign at the Canton Public Library was suggested as a possible model.

Unfinished Business

FY 2013 Action Plan

Ms. Tranquada reviewed ongoing work related to the library's annual Action Plans. In the Preservation Action Plan, repairs to the roof are key to the preservation of library holdings and are being given the highest priority. Most of the items in the Preservation Action Plan are addressed as library staff have time. Ms. Tranquada additionally noted that while digitization is an important aspect of current Preservation Action Plans, it does take second place to customer service and other elements of the overall Action Plan for the library.

The Reference and Circulation Department Heads are planning to apply for an LSTA Readers' Advisory grant, to pay for training in suggesting appropriate books to patrons in response to inquiries about fiction and nonfiction titles.

Ms. Tranquada suggested her priorities for the FY 2013 Action Plan.

1. Ensure all staff is up-to-date on current library policies and procedures, with easy access to clear documents for reference.
2. Provide Waltham library patrons and staff with a library that is welcoming, safe, clean, accessible, convenient and easy to use, with adequate space for collections, equipment, meetings, displays and quiet reading and study
3. Provide library patrons with outstanding print, non-print and digital collections, with sufficient access to popular content, and sufficient subject coverage of high demand topics.

These last two priorities are closely aligned with the recommendations from the Space Planning Study. Ms. Tranquada noted she expects that following through with the study and the grant will energize staff and benefit patrons.

Space Planning Update

Ms. Tranquada shared a draft of a floor plan, utilizing some of the suggestions of the Space Planning Study. This draft needs to consider the specifics of how much weeding of the collections will actually occur and specific dimensions of identified new spaces. Ms. Tranquada also shared a draft of signage, which will indicate the work-in-progress nature in the redesign of the library.

Personnel

A part-time custodian has been hired.

Announcements

Ms. Tranquada noted that the 100th anniversary of the library would be in 2014/2015. Coordination of efforts will include Sheila Fitzpatrick, local history specialist, who has suggested combining the 100th anniversary of the library building and the 150th anniversary of the incorporation of the library.

Ms. Tranquada will be meeting with the Friends of the Library on January 12. She will be making requests for e-readers - for staff to share so that they may learn more about the technology at home on their own time - and some furniture for the proposed Young Adult area. It was suggested that some funding for displays might be allowable under the provisions of the Sears Memorial Fund.

Ms. Tranquada asked for volunteers to attend the meeting with the Mayor to discuss the Capital Improvement recommendations. If schedules can be coordinated, Ms. Garniss and Mr. Humbert will participate.

The Library will be closed for Martin Luther King, Jr. Day on Monday, January 16.

The Legislative Breakfast will be held at the Robbins Library in Arlington on Thursday, February 9 at 8:00a.m.

Swing Set will be performing on February 12.

Adjournment: Mr. Humbert made the motion to adjourn the January meeting at 7:52 p.m. Ms. Taddeo seconded the motion Trustees voted to approve. The next Trustees' meeting will be Tuesday, February 14. Submitted by Marie J. McKenzie, Secretary/Clerk