

Waltham Public Library

Waltham, Massachusetts

Trustees' Meeting

Tuesday, January 8, 2013

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

The January 2013 Trustees' Meeting of the Waltham Public Library was called to order by Ms. Garniss at 6:15 p.m. in the Trustees' Room of the Library.

Minutes:

The Minutes of the December 11, 2012 Trustees' Meeting were presented. Ms. Mawhinney moved to approve the December Minutes. Ms. Taddeo seconded the motion and the Trustees voted to approve.

Financial Report

Budget Statement

Ms. Tranquada presented the Budget Statement through December 2012. The vast majority of line items are on target related to spent and budgeted to date. There was a brief discussion of the spent and budgeted line items regarding part time staff and pages (as had been the case at the December Trustees' Meeting.)

It was noted that although the Books line item looked underspent, several large purchases are upcoming. Additionally, it was noted that the title "Books" is misleading, as it is the account used for purchasing digital materials as well. The word "Collection" may be more appropriate.

Mr. Humbert made the motion to place the December budget statement on file. Ms. Taddeo seconded the motion and the action was approved unanimously.

Report on Library Operations

Library Use Statistics

Circulation Statistics by Category for December 2012 reflect the patterns that have been ongoing for the past year or so. While numbers in the Circulation Statistics denote a downward trend, the trend in Digital is very positive. Study Room Use and Meeting Room Use continue to be quite positive.

Self-check Stations

As an introduction into the topic of self-check stations, Ms. Tranquada asked the Trustees to share any personal experiences they had using such stations in other libraries. Those experiences mirrored what Ms. Tranquada had already concluded – that, while patrons do want something as an alternative to check out lines, there is a need for initial training of library patrons, but that after that training, the process is most efficient and effective in meeting patrons’ needs. These self-check stations will ultimately free skilled staff members for more outreach, additional programming and patron service. Funds for the purchase of 3 terminals for each circulation desk area and licenses can be taken from state aid. The initial cost is approximately \$11,600, and, for subsequent years, approximately \$1500.

Mr. Humbert made the motion to approve the purchase of (from state aid funds) and installation of three stations. Mr. Mann seconded the motion and the Trustees approved the action.

Security Cameras

Ms. Tranquada informed the Trustees that she is meeting with a representative about additional security cameras. Placements are to include: elevator, children’s room, 2nd floor stacks, reference/computer area, and outside picnic table area. There was some discussion as to the funding, approximately \$25,000. Such an expense would fall under “Capital Funding” and may be available from state aid funds or from the Friends of the Library. There was also discussion about notifying patrons of the existence of security cameras with additional signs and a monitor showing multiple views that would be visible to library patrons.

Library Staffing

Ms. Tranquada informed the Trustees that the current contract for library staff, which ends in June 2013, is currently under discussion. Contract negotiations are conducted by the City Auditor, Mr. Paul Centofanti.

Approval for hiring the part-time audio visual department head, the high school pages, part-time custodian, and substitute custodians is still pending.

Ms. Tranquada shared scheduling scenarios she created at the request of the Mayor. Given the current contract language and the 19-hour part-time maximum, as well as the need for coverage for sick and vacation time, there does not appear to be enough personnel to cover evening and weekend hours. Additional part-time personnel would solve the coverage problem and save the cost of benefits, but would negatively impact unemployment insurance costs.

Ms. Tranquada noted that there is some concern among staff members about impending schedule changes and continuing uncertainty about details.

New Business

Branch Libraries – Declaration of Surplus

Ms. Garniss shared an historical perspective about the “ownership” of the branch libraries and declarations of being surplus. There was evidence that both the South Branch library on 80 Hall Street and the North Branch at 619 Lexington Street had been “temporarily surplussed” in the 1998 and 1999. If there are no immediate or long range plans for the library to use either facility, they must be declared permanently surplus so that the City may proceed with other options. Ms. Garniss requested that a motion be made that the Trustees declare surplus the former library branch buildings at 80 Hall Street and 619 Lexington Street, as neither is included in or required for the future plans of the library. Mr. Humbert made the motion with a second from Ms. Mawhinney. The Trustees unanimously approved the motion. Ms. Garniss requested that a motion be made to authorize her, as chair of the Board of Trustees, to sign any necessary documents to finalize a declaration of surplus for said properties. The motion was made by Ms. McKenzie and seconded by Mr. Mann and the Trustees unanimously approved the action.

Closing in Bad Weather – Policy Review

Ms. Tranquada shared contractual language related to informing staff in a timely manner of the closing of the library due to bad weather. Future decisions about closing will take into consideration declared states of emergency, (city and state), information from the Mayor’s Office, and contract language.

Unfinished Business

Patron Confidentiality and Library Card Policies

Mr. Humbert made the motion to table the discussion of the Patron confidentiality and library card policy. Mr. Mann seconded the motion.

Adjournment: Mr. Mann made the motion to adjourn the January meeting at 7:37 p.m. Ms. Mawhinney seconded the motion and the Trustees voted to approve. The next scheduled Trustees’ Meeting will be on Tuesday, February 12, 2013.

Submitted by Marie J. McKenzie, Secretary/Clerk

Announcements:

150th Anniversary Committee meets Tuesday, January 15, 1:30 pm (postponed)
Library closed Monday, January 21 – Martin Luther King Day