

Waltham Public Library

Waltham, Massachusetts

Trustees' Meeting

January 14, 2014

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

The January 2014 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 10, 2013 Trustees' Meeting were presented. Mr. Humbert moved to approve the December Minutes. Ms. Mawhinney seconded the motion and the Trustees voted to approve.

Financial Report

Operating Budget Statement

Ms. Tranquada presented the Budget Statement through December 2013. There was a discussion around the Spent and Budgeted on the Collections line item. Mr. Humbert made the motion to place the December Budget Statement on file. Ms. Mawhinney seconded the motion and the action was approved unanimously.

Capital Improvement Plan

Ms. Tranquada informed the Trustees that she has met and will continue to meet with the Building and Wires Departments on joint projects. The estimate for the parking lot walkway safety project exceeds the amount approved. Because of developments since the CIP request, Ms. Tranquada has requested permission from the Mayor to reassign money from line items for a parking lot fence and self-checkout stations to a wireless upgrade, Main Street door hardware and HVAC calibration. The Mayor has called a Department Heads meeting on January 17.

Ms. Tranquada informed the Trustees that the neighboring property, (the City acquisition of which would address historic parking issues) is listed for sale.

Report on Library Operations

Library use statistics

Circulation Statistics by Category for December 2013 and for the Calendar Year 2013 were presented. Monthly statistics for study room use, meeting room use, and visits may have been affected by weather conditions during December.

Personnel

Ms. Tranquada updated the Trustees on the status of the “Content Management” full-time position. There are currently nine applicants and the closing date for applications is January 17. Interviews are tentatively scheduled for the first week of February.

There are currently four part-time positions and one full-time position yet to be filled. Contract negotiations are continuing and a meeting will be held on January 15 at the library involving union representatives and the Law and Auditor’s Departments.

Ms. Tranquada was quite positive in her recognition of Aileen Sanchez-Himes for crucial help with Technical Services work since the loss of Marcia Luce. Ms. Tranquada also noted that Libby Shaw, who had been a valued and frequent substitute, has obtained a position in the Minuteman Network.

Shift Planning, scheduling software, has been purchased and will be used by Ms. Tranquada, Ms. Fasulo and all the staff to plan and record personnel hours.

Building Security

Ms. Tranquada reported that three No Trespassing orders have been issued in the last month.

Ms. Tranquada has noticed that her higher visibility in the areas of concern in the building on Monday evenings seems to be working. Additionally, she noted good collaboration with the Boys and Girls Club in addressing the Young Adult issues.

Facilities Maintenance

The front railing still needs to be fixed. Ms. Tranquada informed the Trustees that it is a job for the Building Department.

150th Anniversary Plans

Ms. Tranquada and Friends President Janet Welch attended a recent meeting of the Chamber of Commerce on January 10 and distributed a flyer briefly outlining the events in the initial planning for 150th Anniversary i.e. Family Festival, Books in Bloom, and Waltham Symphony Concert.

Ms. Tranquada announced that Anne Dugan of AMD EventWorks LLC will be project manager for the 150th Anniversary Committee, as an independent contractor with the Friends of the Library. Marina Bartley has volunteered to chair the 150th Anniversary Committee.

The Committee will meet on January 28 to review vision, guidelines, and timelines. Additional discussion will take place related to fundraising and to specific projects that should be funded, either by the library, the raised funds, or by the City.

Among the projects is a proposal to reconfigure the Browsing Room as a display area for the art collection and as a community gathering space. Initial discussion among the Trustees identified a name for the new funds as the 1865 Fund, reinforcing the first year of the library's existence.

New Business

Conflict of Interest Law

Completed forms recognizing the receipt of Conflict of Interest Law were collected.

Freegal

Ms. Tranquada introduced this new acquisition that will allow library card holders to legally download three songs per week and three hours of music streaming each day.

Unfinished Business

Fine Art

Assistant City Solicitor Michelle Learned has begun research on the conditions of a will that granted a piece of art to the library.

After July 2014 most items in the current collection will be fully insured, allowing restoration and cleaning to go forward.

Adjournment: Ms. Mawhinney made the motion to adjourn the January meeting at 7:01p.m. Mr. Mann seconded the motion and the Trustees voted to approve. The next scheduled Trustees' Meeting will be on Tuesday, February 11, 2014.

Submitted by Marie J. McKenzie, Secretary/Clerk

Announcements:

The Library will be closed for Martin Luther King Day – Monday, Jan. 20.

Library Legislative Breakfast at Lexington High School – Friday, Feb. 7 at 7:30

Library Legislative Day – Massachusetts State House – Monday, Mar. 31