

WALTHAM PUBLIC LIBRARY

Waltham, Massachusetts

Trustees' Meeting
Tuesday, February 12, 2008

The February, 2008 Trustees' meeting for the Waltham Public Library was called to order by Rev. Mawhinney at 6:18 P.M in the Trustees' Room of the Library.

Present: Rev. Mawhinney, Ms. Joan Garniss, Mr. Alan Humbert, Mr. Paul Powers, and Mr. Thomas Jewell.

Minutes: The Minutes of the January 2008 meeting were waived until the next meeting.

Financial Report: The Financial Report was presented. Joan Garniss MOVED to PLACE the FINANCIAL REPORT on FILE. Paul Powers SECONDED and the TRUSTEES VOTED UNANIMOUS APPROVAL of the MOTION.

The Full time and part time staff and pages accounts are back on budget, Kate reported.

Library Operations:

FY '09 preliminary budget request was presented by Tom Jewell for review and discussion. The budget request calls for approximately a 4% increase over FY '08. Joan moved, Paul seconded approval of the budget request, as revised.

The Union contract has not been approved yet.

A grant has been applied from the Mass. Board of Library Commissioners to promote equal access. It would include 4 days of training on life long learning at the Methuen Library.

Another grant is being applied for to assist in assessing and then digitizing the archives collection.

An application is being submitted to the Gates Foundation.

The circulation figures were reviewed and discussed.

Unfinished Business:

The staff kitchen project is coming along. A celebratory cake was baked in the new oven.

Improvements for kitchenette near the lecture hall are being looked at.

The carpet company has been contacted to start putting together a proposal for the 2nd floor. The same carpet that is used in the reference area will probably be used on the 2nd floor, although a boarder will probably not be used, except in the elevator area.

The server project will be going forward. Several bids were obtained, and references were checked with other Minuteman libraries. It may be completed in the next couple of months. The replacement of the Cybrarian software will be coordinated with the installation of the server.

The children's circulation desk will probably arrive in March.

The rear door closures have been replaced.

Further action on the parking situations was deferred until the next meeting.

New Business:

The next meeting of the Trustees will be March 18th.

Announcements:

The library will be closed on February 18th, President's Day.

Sophie Freud Lecture on Thursday February 21, at 7:30 PM.

Adjournment: Paul Powers MOVED, Joan Garniss SECONDED and the TRUSTEES VOTED to ADJOURN the regular February, 2008 meeting at 7:55 P.M.

Submitted by Alan D. Humbert, Secretary/Clerk.