

## **Waltham Public Library**

Waltham, Massachusetts

Trustees' Meeting

Tuesday, February 9, 2010

The February 2010 Trustees' Meeting of the Waltham Public Library was called to order by Rev. Mawhinney at 6:12 p.m. in the Trustees' Room of the Library.

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

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

### **Financial Report**

- The current Budget Statement was presented by Ms. Tranquada and discussed. Ms. Tranquada noted that a waiver from the Massachusetts Board of Library Commissioners (MBLC) related to certification had been received. This information had also been forwarded recently to the Trustees via email.
- Ms. Tranquada noted that the usual cap on the number of waivers has been lifted for FY2011. Ms. Tranquada also shared two documents published by the Massachusetts Board of Library Commissioners (*State Aid to Public Libraries: A Guide for Municipal Officials* and *Legislative Agenda*)
- Specific information regarding the formulation of next year's budget (FY11) has yet to be received from the Mayor's Office.
- Mr. Humbert moved to place the Budget Statement on file. Ms. Garniss seconded the motion and the Trustees voted the action unanimously.

### **Report on Library Operations**

#### **Circulation and Use Statistics**

Ms. Tranquada shared several documents –

- Circulation Statistics for 2009 and 2008
- Circulation and Reference Functions comparing the months of July 2008-January 2009 to July 2009-January 2010
- Circulation Statistics by Category for January 2010 and January 2009
- Study Room Use FY08-FY10, through December 2009
- Friends Book Sale FY08-FY10, through January 2010

Discussions included the positive trends in Study Room use and in Book Sales. The need for more meeting room space is apparent. Concern was expressed about the decline in overall circulation from FY08 to FY09 in view of a statewide increase. Staff has encouraged wider use through displays and assisting local book clubs. There are positive trends in wireless use, computer use and laptop rentals. Changes in AV rentals may be the result of changing technologies and the scarcity of new library DVDs. The AV staff has been very accommodating to patrons' needs and requests whenever possible, although the recent 31% cut in staff hours in that department has taken a toll on the collection.

## **Operations**

Ms. Tranquada noted the recent theft of the book drop door at the Main Street entrance. A replacement door is being fabricated by Arc Welding.

## **New Business**

### **Gifts**

The Friends will purchase 6 additional security cameras and a door release system with video intercom at the personnel entrance. There will be signs posted throughout the library noting that surveillance cameras are in use. **Mr. Mann made the motion to accept the gifts. Ms. Garniss seconded the motion and the Trustees voted in favor, noting thanks to the Friends.**

Ms. Tranquada shared a draft of an Art Acquisition and Loan Policy. Ms. Garniss raised the issue of whether the deposition of an asset would be the responsibility of the Trustees. Other additions and changes were suggested. Ms. Tranquada proposed the formation of an Ad Hoc Art Review Committee/Task Force of 3-5 members to make recommendations to the Trustees regarding specific art related gifts. Members of the Task Force may include a member from the Friends of the Library, a representative from the Mill Artists, and representatives from Brandeis and/Bentley. Several trustees mentioned the appropriateness of a sculpture such as the one at Leahy Clinic in Burlington.

### **National Library Week**

Ms. Tranquada shared some initial plans for National Library Week, (April 11-17). Some members of the Friends are planning to hold an Open House on Tuesday evening, April 13, and invite various elected officials. They may hear from patrons who have benefited from library services, be photographed to appear in a READ poster using an American Library Association program, and have tours of the library.

## **Unfinished Business**

### **Long Range Planning**

- The focus group meetings related to the Long Range Planning are completed.
- The first large committee meeting will be held on Thursday.

**Preservation Plan**

Mr. Humbert noted that he might have a potential appraiser to evaluate the work of Charles Woodbury. Trustees viewed the Woodbury paintings at the end of the Trustees meeting.

**Change in Trustees Meeting Date**

Due to the proposed Open House during National Library Week, the Trustees meeting will be held on Monday, April 12 instead of Tuesday, April 13.

**Adjournment:** The February meeting adjourned after the Trustees viewed the Woodbury paintings.

Submitted by Marie J. McKenzie, Secretary/Clerk