

Waltham Public Library

Waltham, Massachusetts

Trustees' Meeting

Tuesday, February 14, 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 February 2012 Trustees' Meeting of the Waltham Public Library was called to order by Ms. Garniss at 6:06 p.m. in the Trustees' Room of the Library.

Minutes: The Minutes of the January Trustees' Meeting were presented. A correction in sentence structure on the Minutes was necessary. Mr. Humbert moved to approve the January Minutes, as corrected. Ms. Mawhinney seconded the motion and the Trustees voted to approve.

Financial Report

Budget Statement

Ms. Tranquada presented the FY2012 Budget Statement through January 2012. The Library seemed to be underspent in both full time and part time staff. Ms. Tranquada would check into this seeming anomaly, but her initial response was that it might be due to decreased overtime costs.

Ms. Tranquada reported that the new part-time custodian Robert Shanley started on February 14, scheduled to work Tuesday through Friday mornings from 7 - 11 am.

Ms. Tranquada indicated that proceeds from the sale of the video and cassette collections would go to the Friends of the Library, as is the procedure for all Book Sale items.

Mr. Mann moved to place the Budget Statement on file. Ms. Taddeo seconded the motion and the Trustees approved the action unanimously.

FY2013 Operating budget proposal draft

Ms. Tranquada shared a draft document, although it has not yet been requested by the Mayor's Office. While contract negotiations are ongoing, a 3% increase and a fulltime audiovisual librarian have been included.

Ms. Tranquada shared the above-mentioned draft in a spreadsheet and an accompanying narrative.

There was discussion of the 12% municipal appropriation requirement for library certification.

Report on Library Operations

Circulation and Use Statistics

Ms. Tranquada shared Circulation Statistics by Category for January 2012 and January 2011. Positive trends were again noted in study room use. Hourly visits seemed to return to the “average” for a January, when heavy snowfall is not a factor.

Parking lot update

Ms. Tranquada informed the Trustees that there are now two dedicated spaces for 15 minute parking.

Additional adjustments may be made in the spring at the ticket kiosk since, due to its current orientation, the customer line forms in the actual parking lot and lighting is insufficient at night. Due to weather conditions, i.e. rain, a cover may be needed over the kiosk.

MLN updates to catalog and online services

Updates include an improved version of the Encore catalog, which gives book information as well as suggestions for additional online resources on the same or similar topic. Also soon to be released are a version of the catalog designed for smartphones, and optional courtesy notices via text message.

Progress on ongoing projects

Weeding in the Children’s and Young Adult Rooms is underway. The next weeding project starts in the Fiction Room, which will require scheduling additional shifts.

The Children’s staff members are ~~using~~ *learning* how to use the recently received iPads (donation in memory of Ronald Aghababian) before they are permanently installed on stands with educational games for preschoolers. Once the iPads are installed, the Aghababian family will be invited to see them in action and have a photo taken. A plaque will be placed nearby when the text has been decided upon.

The elevator issue raised in the January Trustees’ Meeting is being addressed by the Building Department.

New Business

Minuteman Library Network Overdrive eBooks selection and reconsideration policies

Ms. Tranquada updated the Trustees on the formation of a MLN Task Force in response to complaints about eBooks with mature themes in the MLN catalog. The

network is confronting the thorny question of balancing the requirements of intellectual freedom with the ability of parents to oversee their own children's online activities. This is the first time MLN has selected individual titles as a group; up to this point, the common catalog has included purchases made independently by member libraries. Coming to agreement on the scope of the collection among 42 libraries is a challenge.

The task force will investigate and make recommendations on 1) the digital collection development policy and procedures; 2) the purchase of eBooks by individual libraries vs. the network; 3) the organization of children's, young adult and adult materials on the website; and 4) options for parents overseeing their own children's online reading. The network has already removed book covers of adult material from displays on the main eBook catalog screen.

Decertified Massachusetts libraries

Ms. Tranquada shared a list of decertified Massachusetts libraries. One is in the Minuteman Library Network. Ms. Tranquada also referenced the library policy related to residents of those communities and their inability to borrow materials from the Waltham Public Library until they are certified again.

Unfinished Business

Outdoor digital sign/information board

Further information and a picture were shared of a sample digital community bulletin board sign on library property (Canton library). Ms. Tranquada has been in contact with the library director in Canton. Issues related to costs, coordinating with other agencies, updating, and appropriate messaging would need to be addressed.

Personnel Related Matters

Four staff members have undergone major surgeries in the past month.

Ms. Tranquada informed the Trustees that she has recently been a hearing officer for a personnel issue that involves another department. By doing this, she is more aware of being part of the city's "big picture".

Annual Legislative Breakfast

Ms. Garniss updated the Trustees on the recent breakfast held at Robbins Library in Arlington. Also in attendance were Georgie Hallock, Laura Bernheim, Todd Strauss, Kate Tranquada, and Representative Thomas Stanley,

Announcements

The Library will be closed for Presidents' Day on Monday, February 20.

The next Trustees' meeting will be Tuesday, March 13. This will also be the date of the Annual Meeting for the election of officers.

Adjournment: Mr. Humbert made the motion to adjourn the February meeting at 7:45 p.m. Ms. Taddeo seconded the motion Trustees voted to approve.

Submitted by Marie J. McKenzie, Secretary/Clerk

(corrected minutes)

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Trustees' Meeting

Tuesday, January 10, 2012

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 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.