

Waltham Public Library

Waltham, Massachusetts

Trustees' Meeting

Tuesday, February 12, 2013

Present: Ms. Joan Garniss, Ms. Marie McKenzie, Mr. Alan Humbert, Ms. Jacquelyn Mawhinney, Mr. Steven Mann, Ms. Maureen Taddeo (arrived at 6:45), Ms. Kate Tranquada, Library Director

The February 2013 Trustees' Meeting of the Waltham Public Library was called to order by Ms. Garniss at 6:07 p.m. in the Trustees' Room of the Library.

Minutes:

The Minutes of the January 8, 2013 Trustees' Meeting were presented. Mr. Humbert moved to approve the January Minutes. Mr. Mann seconded the motion and the Trustees voted to approve.

Financial Report

Monthly Budget Statement

Ms. Tranquada presented the Budget Statement through January 2013. Mr. Humbert made the motion to place the January Budget Statement on file. Mr. Mann seconded the motion and the action was approved unanimously.

Capital Improvement Fund

For purposes of information only, Ms. Tranquada shared two items related to Capital Improvement – one outlined Mayor McCarthy's recommendations for the Library for FY 13-18 and the other outlined the Mayor's recommendations for the Building Department, which included items related to renovations to the library building, i.e. roof repair, walkway.

Report on Library Operations

Library Use Statistics

Circulation Statistics by Category for January 2013 were shared.

Ms. Tranquada updated the Trustees on the use of and the teen behavior in the Young Adults' Room. Issues related to appropriate behavior are being addressed, both through direct contact with the teen(s) and through a very positive roundtable

discussion that Ms. Tranquada had with some young patrons lately. She also updated the Trustees on two recent incidents/altercations involving two young adults and on several No Trespassing incidents involving adults.

Special thanks and kudos are sent to Gary Smith and Bob Shanley for taking great care of the grounds, brick walkway, and fire exits during the recent blizzard. They braved the elements to check on safety conditions during the storm.

Ms. Tranquada updated the Trustees on Facebook likes and Twitter followers.

Library Staffing

Ms. Tranquada informed the Trustees that the current contract for library staff, which ends in June 2013, is currently under discussion.

New Business

Ms. Tranquada requested that the library be closed on Friday, May 3, 2013 and Friday, November 1, 2013 for staff meetings. Such daylong staff meetings have been held in previous years. A tentative agenda for the May meeting will involve a scavenger hunt that will support team building and educate staff members about bibliographic resources and safety issues not directly related to their own area of expertise. Additionally, the agenda will include addressing customer service issues. Mr. Humbert made the motion to support Ms. Tranquada's request. Ms. Mawhinney seconded the motion and the action was approved unanimously.

Unfinished Business

Branch Libraries – Declaration of Surplus

Ms. Garniss reported that the letter related to the surplus of the former branch libraries had been received by the Mayor.

Patron Confidentiality and Library Card Policies

There was discussion about the latest draft of the Patron Confidentiality and Library Card policies that Ms. Tranquada had prepared and forwarded to the Trustees prior to the Trustees' Meeting. These policies will be refined again at the next Trustees' Meeting.

Adjournment: Ms. McKenzie made the motion to adjourn the February meeting at 7:02 p.m. Mr. Humbert seconded the motion and the Trustees voted to approve. The next scheduled Trustees' Meeting will be on Tuesday, March 12, 2013

Submitted by Marie J. McKenzie, Secretary/Clerk

Announcements:

Library will be closed Monday, February 18 for Presidents' Day

The Trustees' Annual Meeting for the election of officers will be held on Tuesday March 12 at 6:00 p.m.