

# **Waltham Public Library**

Waltham, Massachusetts

## **Trustees' Meeting**

February 11, 2014

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

The February 2014 Trustees' Meeting of the Waltham Public Library was called to order by Mr. Humbert at 6:10 p.m. in the Trustees' Room of the Library.

**Minutes:** The Minutes of the January 14, 2014 Trustees' Meeting were presented. A clarification of a name was noted. Ms. Mawhinney moved to approve the January Minutes, as amended. Mr. Mann seconded the motion and the Trustees voted to approve.

## **Financial Report**

### **Operating Budget Statement**

Ms. Tranquada presented the Budget Statement through January 2014. There was a brief discussion around addressing the under spent Collections line item. The Staffing line items are still being addressed in negotiations. Ms. Mawhinney made the motion to place the January Budget Statement on file. Mr. Mann seconded the motion and the action was approved unanimously.

### **Capital Improvement Plan**

Ms. Tranquada informed the Trustees of her continuing conversations with the Wires Department. Tim Kelly, Wires Inspector, is working with her on estimates to rewire the Fiction Room and repair a major switch. This work will result in more efficient lighting using longer lasting bulbs.

Ms. Tranquada briefed the Trustees about the Mayor's January 17, 2014 meeting of department heads. This positive meeting will be followed up with another meeting on February 14. At that time, all department heads will continue their interdepartmental discussions and share each department's accomplishments in 2013 and goals for 2014.

There has been no update on property on Exchange Street.

# Report on Library Operations

## Library use statistics

Ms. Tranquada informed the Trustees that Circulation Statistics by Category will now be prepared quarterly instead of monthly. Monthly statistics for study room use, meeting room use, and visits were presented. Study Room use has shown a very positive trend over the past five years.

## Personnel

Ms. Tranquada updated the Trustees on the status of the “Content Management “ full-time position. Four candidates have been interviewed. The current plan is to invite two of the candidates to be further interviewed with other library department heads and staff. The plan is to make a final decision on a candidate in early March.

## Building Security

Ms. Tranquada reported that the Mayor is aware of her concerns about building security issues. It is a stressful and time-consuming process dealing with incidents, (addressing, reporting, documenting)

Ms. Tranquada again noted that her higher visibility in the areas of concern in the building on Monday evenings seems to be working, not only in terms of fewer incidents but also as a way of positively connecting with staff.

## New Business

### Library Goals and Accomplishments

Ms. Tranquada shared a draft of Library Goals and Accomplishments. This document had been compiled in preparation for the February 14 meeting of city department heads. (See above under Capital Improvement Plan) Connections to the Long Range Plan and Space Plan were highlighted.

There was some discussion about staff, RFID (Radio-Frequency ID tagging), furniture, updating wireless, and outreach on the goals document. Ms. Tranquada highlighted the successes of the training and clientele service according to the Reader’s Advisory program.

**Adjournment:** Mr. Mann made the motion to adjourn the February meeting at 7:05p.m. Ms. Taddeo seconded the motion and the Trustees voted to approve. The next scheduled Trustees’ Meeting will be on Tuesday, March 11.

Submitted by Marie J. McKenzie, Secretary/Clerk

**Announcements:**

The Library will be closed for Presidents Day – Monday, Feb. 17.

Trustees' Annual Meeting Tuesday March 11

(Election of Officers, review of Minutes of Executive Sessions)

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