

WALTHAM PUBLIC LIBRARY
Waltham, Massachusetts

Trustees' Meeting
Monday, March 9, 2009

The March, 2009 Trustees' meeting for the Waltham Public Library was called to order by Rev. Mawhinney at 6:27 P.M in the Trustees' Room of the Library.

Present: Rev. Mawhinney, Ms. Joan Garniss, Mr. Alan Humbert, and Ms. Kate Tranquada; Guest Laura Bernheim

Minutes: The Minutes of the February, 2009 Trustees' Meeting were presented. Ms. Garniss made a MOTION to APPROVE the MINUTES. Mr. Humbert SECONDED the MOTION and the TRUSTEES VOTED UNANIMOUSLY to APPROVE.

New Business: The New Business item was taken out of order to allow Ms. Bernheim to demonstrate the proposed Waltham Public Library Facebook page. Only administrators can post on the site right now. There was some discussion about the advertising that goes with a page. Having a presence on the web is a valuable means of outreach to new audiences and users. Events at the library will be posted, along with occasional comments. Administrators will check comments before posting to ensure they are appropriate. After discussion, Mr. Humbert MOVED, Ms. Garniss SECONDED and the Trustees VOTED to approve the Facebook page.

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

Library Operations: Ms. Tranquada reported on the meeting with the Mayor, the City Auditor and the staff. Ms. Garniss and Rev. Mawhinney were also present. The situation is difficult fiscally. And to date, even the Mayor isn't sure just how much needs to be eliminated. But she listened to all suggestions, and indicated those areas she intended to cut right now. That included not replacing the AV Department Head, and not providing a full-time Custodian. She did, however, indicate she would consider hiring a part-time Maintenance Person. In addition, she will cut a small amount from the Books and Manuals budget.

The effects of these cuts will be a looser standard of cleanliness and repair and a decrease the quality of the AV collection and service. Without an increase in the personnel budget, we will not be able to continue staffing public desks at the same level for the same number of hours on weekdays and Saturdays. As the number of permanent staff decreases, more and more substitute hours are required to cover desks in the evenings and on Saturdays; with very little staff turnover, earned vacation hours increase every year; the cost of substitute hours continues to increase; however, the substitute budget has remained relatively constant. Ms. Tranquada proposes closing early one evening to alleviate this problem.

Ms. Tranquada, after considerable study of the budget, also suggested several other areas that might be considered if necessary. After considerable discussion, Ms. Garniss MOVED and Mr. Humbert SECONDED and the Trustees VOTED to authorize Ms. Tranquada to represent to the Mayor the following recommendations for potential reduction, if absolutely necessary.

Previously suggested reductions:

Vacancies not filled: Full time Building Maintenance Person (\$42,846), Audio Visual Department Head (\$72,260)
Cut Books and Manuals (\$2,827)

Further suggested reductions if more are necessary were discussed.

The circulation figures were reviewed and discussed.

The first report generated by the new people-traffic counters was also discussed.

Unfinished Business: The Trustees reviewed the several trust funds held by the City for Library purposes.

Announcements: National Library Week is April 12-19 but the Waltham Library will celebrate the entire month of April. Among the events will be the Friends' membership drive. Also, the Children's Department are starting a new series of programs directed to children grades 4-9. This includes game night on the second Tuesday of each month and crafts night on the fourth Tuesday. Curious George will appear. On April 6 there will be a reception to celebrate the recent gift by Phillip Cronin of a complete bound set of the Grover Cronin newsletters.

Also, a long banner will be strung on the Main Street Library face with announcement about Library Month, and Burma-Shave type signs are being created by a staff member to catch the eye of motorists waiting in traffic on Main Street.

Several other events taking place through March were also presented. Duo con Anima will perform March 14. The Saheli Computer classes will begin March 25. Gardens for Kids, Waltham Community Fields will be working with students on March 24 and 31. Celebrate Holi with Khelmel is March 21, "Crime of the Century" with Stephanie Schorow on March 19, Health Benefits programs explained March 19.

Photographers from the Center for Digital Arts at Boston University are giving pictures of people in the Library to the Library for use in publicity.

Adjournment: Mr. Humbert MOVED, Ms. Garniss SECONDED and the TRUSTEES VOTED to ADJOURN the regular March meeting at 8:27 P.M.

Submitted by Joan B. Garniss, Secretary/Clerk pro tem.