

Waltham Public Library
Waltham, Massachusetts
Trustees' Meeting
Tuesday, March 9, 2010

The March 2010 Trustees' Meeting of the Waltham Public Library was called to order by Rev. Mawhinney at 6:06 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 February 2010 Trustees' Meeting were presented. Ms. Garniss 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. Clarification was made regarding "Books" line item. Mr. Mann requested that there be an analysis of what is popular/what is moving.
- Ms. Garniss moved to place the Budget Statement on file. Mr. Humbert seconded the motion and the Trustees voted the action unanimously.
- Ms. Tranquada informed the Trustees that the City Council had approved \$30,000 in the Capital Improvement Budget. These funds will be used to purchase carpeting.

Report on Library Operations

Circulation and Use Statistics

Ms. Tranquada shared Circulation Statistics by Category for February 2010 and February 2009. It was again noted that, while Circulation is down, more people are using library services and spaces.

Operations

- Ms. Tranquada noted a recent theft of a laptop that had been left unattended momentarily by the individual to whom it had been assigned.
- The book drop door has been repaired.
- Security cameras have been installed in four locations, including the Employees' Entrance. The locks should be re-keyed. Ms. Tranquada will approach the Friends of the Library as a potential funding source.
- The Minuteman Library Network has arranged for Comcast to maintain the Internet access lines for the public computers. Separating staff and public lines has made the public connection much faster.

- Ms. Tranquada noted various collaborations between the Library and volunteer /community groups, i.e. Waltham Philharmonic, Healthy Waltham, Jump Start Job Search, English-at-Large, US Census.
- Several ideas related to increasing the amount of parking and making safety changes to the current parking lot were discussed. Some of the ideas would involve special parking permits, easement issues, interfacing with the Law Department, and coordinating with the Handicapped Commission.

New Business

Ms. Tranquada shared a draft of the FY2011 Budget Proposal, which will be presented to the Mayor. There were several documents: Budget Summary Sheet of Proposed Budget Increases, Summary Budget Comparison with FY10, and Budget Narrative. The items in the Budget Proposal correspond to the priorities in the 5-year Action Plan. This budget represents a 6% increase over FY10. There was discussion about specific items and also the ability of proposed staff to multitask. Ms. Tranquada requested that the Trustees read the documents for concise language and accuracy of figures and submit any feedback/suggestions to her in a timely manner for inclusion/consideration for the final draft. Mr. Humbert moved that the Trustees endorse the summary of proposals and budget narrative. Mr. Mann seconded and the Trustees voted unanimously to do so.

Ms. Tranquada will present the Library Budget to the Mayor on April 7 at 2:00 in the Hoover Room. The meeting is open to the public.

Unfinished Business

Art Acquisition and Loan Policy

- Ms. Tranquada distributed the latest draft of the Art Acquisition and Loan Policy and a Deed of Gift form.
- Mr. Humbert shared some of his research about the Charles Woodbury paintings. Additionally, Mr. Humbert made contact with an art appraiser who would connect with Ms. Tranquada.
- There was also discussion on issues related to other library possessions (art).

Long Range Planning

The community committee meeting will be held on Thursday, March 11. Initial feedback/concerns of this group are generally related to the website, facilities and programs. Although the collection issues are a concern of the Trustees, this has not been issue with the Long Range Planning groups.

National Library Week

Ms. Tranquada shared more plans for National Library Week, (April 11-17). A Spanish-speaking mother, a high school student and a newcomer/job seeker will give “testimonials” for

the library. Invitations to the Open House on Tuesday evening, April 13 were distributed to the Trustees. Attendees are being asked to bring a favorite book and be photographed for a personal READ poster.

Annual Meeting

- Ms. Garniss moved, Mr. Humbert seconded and the Trustees voted unanimously to suspend the rules of the March Meeting for the purpose of holding the Annual Meeting of the Trustees.

The Annual Meeting of the Trustees was called to order by Rev. Mawhinney for the purpose of electing officers.

Rev. Mawhinney announced his resignation from the Board of Library Trustees, effective immediately. **The library director and other board members expressed their gratitude and admiration for Father Bill's 36 years of leadership and service to the library.**

Mr. Humbert made a motion to nominate Ms. Joan Garniss as Chairperson. Mr. Mann seconded the motion. The Trustees voted unanimously to elect Ms. Joan Garniss as Chairperson.

Mr. Mann made a motion to nominate Mr. Alan Humbert as Vice-Chairperson. Ms. Garniss seconded the motion. The Trustees voted unanimously to elect Mr. Alan Humbert as Vice-Chairperson.

Mr. Humbert made a motion to nominate Ms. Marie McKenzie as Secretary/Clerk. Ms. Taddeo seconded the motion. The Trustees voted unanimously to elect Ms. Marie McKenzie as Secretary/Clerk.

Mr. Humbert moved and Ms. Taddeo seconded and the Trustess voted to adjourn the Annual Meeting at 7:35 P.M, and the regular March 2010 Meeting resumed.

Announcements

In addition to the announcements on the agenda, Ms. Garniss announced a League of Women Voters event to be held at the library on March 30 with Jerry Rappaport on Fernald School development issues.

Adjournment: Mr. Mann made the motion to adjourn and Ms. Taddeo seconded the motion to adjourn the March meeting at 7:43 p.m.

Submitted by Marie J. McKenzie, Secretary/Clerk