

**Waltham Public Library**  
Trustees' Meeting  
March 8, 2011

**Present:** Ms. Joan Garniss, Ms. Marie McKenzie, Mr. Steven Mann, Mr. Alan Humbert, Ms. Maureen Taddeo, Ms. Kate Tranquada, Library Director

**ANNUAL MEETING**

The Annual Meeting was convened at 6:10 in the Trustees' Room of the Library. The following were elected for one-year terms:

Joan Garniss - Chair  
Alan Humbert - Vice-chair  
Marie McKenzie- Secretary  
Steven Mann - Representative on the Investment Committee  
Maureen Taddeo - Representative on the Friends of the  
Library Board

Mr. Mann moved acceptance of the Slate of Officers. Ms. Taddeo seconded the motion and the Trustees approved the motion unanimously.

Mr. Humbert moved to adjourn the Annual Meeting. Ms. Taddeo seconded the motion and the Trustees approved the motion unanimously. The Annual Meeting was adjourned at 6:19

The March 2011 Trustees' Meeting of the Waltham Public Library was called to order by Ms. Garniss at 6:20 p.m. in the Trustees' Room of the Library.

**Minutes:** The Minutes of the February Trustees' Meeting were presented. A typographical error was noted (In the section on Statewide Delivery Changes the minutes should read ..."the barcode on the front left cover of *every* book," and not of *very* book.) Mr. Humbert moved to approve the amended Minutes. Mr. Mann seconded the motion and the Trustees voted to approve.

## **Financial Report**

### **Budget Statement**

Ms. Tranquada presented the February Budget Statement. It was noted that, at this current time, there was a surplus in the line item for part time staff and pages. This is a result of hiring freezes due to the current economy. Some of that money may be expended in the near future to compensate part time staff for extra hours to work on replacing bar codes as required for the new state delivery regulations for interlibrary loans. Some funding may also be used for additional training for addressing and/or intervening in instances of violence or abuse should such inappropriate and harmful behavior be displayed by library patrons.

Ms. Tranquada saw many positive aspects to the new bookkeeping system.

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

### **FY2012 Budget Request** (to be submitted to Auditor by March 15, 2011)

Ms. Tranquada shared a document of Comparative Public Library Statistics. Several positives were noted; especially the relatively low ratio of staff to circulation and interlibrary loan volume and the unusually low ratio of full-time to part-time staff in Waltham. The statistics were presented for like communities, specifically, Peabody, Medford, Framingham, and Quincy. This document would serve as support for specific budget requests, particularly related to the funding needed to meet state certification without requesting a waiver from the Board of Library Commissioners. Additional statistics that might support the budget would be 1) the activity in books, both print and electronic, and 2) reports generated by Google analytics related to how the website is being used.

Mr. Humbert made the motion to endorse the budget request as prepared by the Library Director. Ms. Taddeo seconded the motion and the Trustees approved the action unanimously.

## **Report on Library Operations**

### **Circulation and Use Statistics**

Ms. Tranquada shared Circulation and Use Statistics for February 2011 and for February 2010. Circulation statistics for the two months are extremely similar. There has been an increase in the use of study rooms for tutoring, mostly adult learners. There were formerly 3 study rooms and now there are 5, due to relocating some copiers and computers. The drop in the average hourly visits may be related to the snowy weather over the recent month.

## **New Business**

### **Space planning**

Ms. Tranquada reported on some preliminary discussions with the staff on the topic of space planning. Some space needs voiced were:

- reducing shelving in Reference and adding more tables
- improving and updating display areas
- adding shelving and furniture in Young Adult area
- establishing patron self-pick-up of holds
- establishing procedures and space for self-checkout
- improving signage
- identifying more study rooms
- addressing limited restroom issue
- installing a café and/or gift shop

Ms. Tranquada informed the Trustees that she would be contacting consultants used by other libraries about costs and procedures related to a Space Needs Assessment. There might be a possibility of receiving funding for the selected consultant from the Friends of the Library.

### **Solar panels**

Ms. Tranquada reported on very positive interactions with Joseph Pedulla, the recently hired Purchasing Agent. He is interested in pursuing the installation of solar panels on city buildings. Mr. Humbert suggested that a monitor of the use of the solar panels on the library might be the center of an educational display in the library. (Mr. Pedulla is also now aware of the ongoing issues of the walkway and stockade fence. This may have some impact on future Capital Funding requests.)

## **Unfinished Business**

### **Appraisal of paintings and documents**

Ms. Tranquada informed the Trustees that Joseph Pedulla had initiated a conversation about materials that may be in the library that might need to be insured, i.e. nonstandard items such as paintings and documents. He is planning to apply for a grant that would assist in the appraisals of such nonstandard items. There will need to be some research related to some items currently held in the library.

- ◆ Ms. Tranquada informed the Trustees of the Mother Goose on the Loose presentation at the Waltham Family School.
- ◆ Ms. Tranquada informed the Trustees of the English-at-Large training for ESL tutors.
- ◆ Ms. Tranquada informed the Trustees of the Chinese New Year's celebration at the library presented by the Cambridge Chinese Cultural Center, which is located in Waltham.
- ◆ Ms. Tranquada informed the Trustees about the recent Library Legislative Breakfast. A representative from Senator Susan Fargo's office attended.
- ◆ Information was shared about Library Snapshot Day on April 13.
- ◆ Mr. Mann reported on the recognition of and celebration for library volunteers during the City Council meeting of February 28.

**Adjournment:** Mr. Humbert made the motion to adjourn the March meeting at 7:45 p.m. Mr. Mann seconded the motion and the Trustees voted the action unanimously. The next Trustees' Meeting will be Tuesday, April 12, 2011 at 6:00 p.m.

Submitted by Marie J. McKenzie, Secretary/Clerk