

Waltham Public Library

Waltham, Massachusetts

Trustees' Meeting

Tuesday, March 13, 2012

As corrected.

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

The March 2012 Trustees' Meeting of the Waltham Public Library was called to order by Ms. Garniss at 6:10 p.m. in the Trustees' Room of the Library.

A motion was made by Mr. Humbert to suspend the regular meeting and called for the Annual Meeting. The motion was seconded by Ms. Taddeo and approved unanimously.

ANNUAL MEETING

The Annual Meeting was convened at 6:11 in the Trustees' Room of the Library. Mr. Mann proposed a slate of officers.

The following were to be 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

Ms. Mawhinney moved acceptance of the slate of officers. Mr. Mann seconded the motion and the Trustees approved the motion unanimously.

Ms. Taddeo moved to adjourn the Annual Meeting. Ms. Mawhinney seconded the motion and the Trustees approved the motion unanimously. The Annual Meeting was adjourned at 6:17.

The March 2012 Trustees' Meeting of the Waltham Public Library was again called to order by Ms. Garniss at 6:18 p.m.

Minutes: The Minutes of the February Trustees' Meeting were presented. A one-word correction was necessary. Mr. Humbert moved to approve the February Minutes, as corrected. Ms. Taddeo seconded the motion and the Trustees voted to approve.

Financial Report

Budget Statement

Ms. Tranquada presented the FY2012 Budget Statement through January 2012, which reflected answers to questions raised about this statement at the February Trustees' meeting. The differences were largely due to actual days calculations vs. actual payday schedules.

Mr. Humbert moved to place the January Budget Statement on file. ~~Ms.~~ Mr. Mann seconded the motion and the Trustees approved the action unanimously.

The FY2012 Budget Statement through February 2012 was also presented. Both statements reflect coverage issues for the ongoing weeding process and shift coverage due to long-term illness and vacations.

Mr. Humbert moved to place the February Budget Statement on file. Ms. Mann seconded the motion and the Trustees approved the action unanimously.

Ms. Tranquada updated the Trustees on design issues for the AV Room and AV Annex. She also discussed a plan to consult with a physical therapist to help staff with ergonomics related to their individual jobs.

Report on Library Operations

Circulation and Use Statistics

Ms. Tranquada shared Circulation Statistics by Category for February 2012 and February 2011. Circulation is up in Adult, Young Adult, and Children's. Study room use and meeting room use, as usual, show positive trends. There was some discussion about getting maximum and/or more flexible use of the Children's Story Room. It was understood that the child-sized furniture could hinder its use as an ideal study or meeting room.

Miscellaneous

Ms. Tranquada has not yet met with the Mayor so it is unclear about the status of the walkway repair.

Ms. Tranquada has received Budget worksheets and these are due in the Mayor's

Office on March 30.

The new part-time custodian has been a great asset.

Ms. Tranquada reported on the vandalism of the flagpole and of the recent need for the police to escort a person from the library for whom a No Trespassing order existed.

New Business

Unfinished Business

Minuteman Library Network Overdrive eBooks selection and reconsideration policies

Ms. Tranquada updated the Trustees on the work of the 3-person MLN Task Force on eBooks. (Ms. Tranquada is a member of this Task Force.) There had been two formal challenges to eBooks labeled “erotic literature” in the MLN collection, and significant disagreement among member directors as to the appropriate response. A moratorium on further such purchases is in place until a policy review and rewrite. The task force has surveyed all library directors in the network and all members of the eBook Selection Committee. The essential questions are: What is the new vision for this collection? What should selection criteria be? Issues related to the purchase of eBooks by individual communities vs. the network were also raised.

Changes that are already in place include removal of some book cover images from the eBook home page, separating eBooks by age category, and beginning to design a parents’ guide to eBooks. Additionally, the eBook Selection Committee will report to the MLN Board of Directors on a regular basis.

Ms. Tranquada also mentioned that cultural changes have to be taken into account in a popular materials library. Some magazines, movies and music on our shelves that are now considered mainstream would have been beyond the pale not long ago.

Library Legislative Day

Ms. Tranquada reminded the Trustees of the upcoming Library Legislative Day which will be held at the State House on April 11. Ms. Garniss believed she would be able to attend. Ms. Tranquada suggested that an eclectic/representative group should attend. Ms. Tranquada suggested that since Watertown and Lexington shared the same representatives that these communities could work together.

Announcements

The Library will be closed on Friday, May 4th for staff development.

The next Trustees' meeting will be Tuesday, April 10.

Adjournment: Mr. Humbert made the motion to adjourn the March meeting at 7:07 p.m. Ms. Mawhinney seconded the motion Trustees voted to approve.

Submitted by Marie J. McKenzie, Secretary/Clerk

(corrected minutes)

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Trustees' Meeting

Tuesday, February 14, 2012

Progress on ongoing projects

Weeding in the Children's and Young Adult Rooms is underway. The next weeding project starts in the Fiction Room, which will require scheduling additional shifts.

The Children's staff members are *learning* how to use the recently received iPads (donation in memory of Ronald Aghababian) before they are permanently installed on stands with educational games for preschoolers. Once the iPads are installed, the Aghababian family will be invited to see them in action and have a photo taken. A plaque will be placed nearby when the text has been decided upon.

The elevator issue raised in the January Trustees' Meeting is being addressed by the Building Department.