

Waltham Public Library

Waltham, Massachusetts

Trustees' Meeting

Tuesday, March 12, 2013

Minutes as amended 4/9/2013

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

The March 2013 Trustees' Meeting of the Waltham Public Library was called to order by Ms. Garniss at 6:05 p.m. in the Trustees' Room of the Library.

Minutes: The Minutes of the February Trustees' Meeting were presented. Mr. Mann moved to approve the February Minutes. Mr. Humbert seconded the motion and the Trustees voted to approve.

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

ANNUAL MEETING

The Annual Meeting was convened at 6:07 in the Trustees' Room of the Library. Ms. Mawhinney proposed a slate of officers and the motion was seconded by Mr. Mann. There were no other nominations from the floor.

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

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

The Annual Meeting was adjourned at 6:10.

The March 2012 Trustees' Meeting of the Waltham Public Library was again called to order by Ms. Garniss at 6:11 p.m.

Financial Report

Monthly Budget Statement

Ms. Tranquada presented the Budget Statement through February 2013. It was noted that the line item for full time staff was overspent at this time. Ms. Tranquada indicated that this was related to overtime for full time custodian, required to cover for the vacant part-time positions.

It was also noted that the change in the line item title from "Books" to "Collections" more accurately reflected the purchases in that account.

Mr. Mann made the motion to place the February Budget Statement on file. Ms. Mawhinney seconded the motion and the action was approved unanimously.

Ms. Tranquada shared strategic ideas around planning for the annual budget preparation. While there are still some current contract issues that need to be resolved, the upcoming budget request will reflect the ongoing requests for additional part-time staff members, substitutes, a young adult librarian, and an audio/visual staff member.

Report on Library Operations

Library Use Statistics

Circulation Statistics by Category for February 2013 were shared.

Personnel

The new part time custodian will begin working on March 14.

The return of a staff member, who has been out due to illness, is expected shortly.

The retirement of a staff member is expected in May.

Ms. Tranquada shared an incident report citing over thirty documented incidents of health emergencies and inappropriate behavior involving library patrons. Such incidents, which occurred from December 27, 2012 to March 6, 2013, included medical emergencies, disorderly and/or uncooperative behavior, minor assault, theft and verbal threats. This number of incidents is equal to what is usually seen over the course of a whole year. Six patrons had to be banned from the library in this three month period, more than were banned in all of 2012.

Due to:

1) the amount of time it takes library staff and the library director to address these and like incidents in the short and long term,

- 2) unresolved contract issues, and
- 3) staff absences and vacancies,

other library projects have been delayed and some community involvement has been curtailed. The current priority is to keep the library safe. In February, Ms. Tranquada had updated the Trustees on large groups of teens making use of the Young Adults' Room. Ms. Tranquada is reaching out to the Boys and Girls Club, Parks and Recreation, and the School Resource Officers, and young adults who are frequenting the library, to encourage appropriate behavior and to prevent further problems. There is a recognized need for adult supervision in the Young Adult area, but this is rarely possible, given the staff levels.

150th Anniversary Organizing Committee

Ms. Tranquada shared a draft of a letter to the Waltham Community announcing tentative plans for the 150th anniversary of the library and inviting participation and collaboration. Most events will occur between April and October 2015.

Crisis Plan

Ms. Tranquada is working with the School Safety Officer Ann Frassica to develop an Employee Emergency Plan, using a template developed by the Massachusetts Library System. Once the plan is finalized there will be staff training.

New Business

Trespass Notice Appeal

A library patron had appealed a notice of No Trespassing due to inappropriate behavior/threat to staff. Ms. Garniss will inform the patron that the appeal is denied.

Conflict of Interest

Trustees were reminded to complete the appropriate form to indicate notification of Conflict of Interest Summary Document. This is required of all City Employees

<http://www.mass.gov/ethics/education-and-training-resources/implementation-procedures/municipal-employee-summary.html>

Reappointments

Trustees were reminded to update the City Clerk office, per City Council Rule 35, with the requested information related to appointments/reappointments. This information should be submitted by April 1, 2013.

Unfinished Business

Privacy and Confidentiality Policy

The discussion on Privacy and Confidentiality Policy was tabled.

Adjournment: Ms. Mawhinney made the motion to adjourn the March meeting at 7:10 p.m. Mr. Mann seconded the motion and the Trustees voted to approve. The next scheduled Trustees' Meeting will be on Tuesday, April 9, 2013

Submitted by Marie J. McKenzie, Secretary/Clerk

Announcements:

Library will be closed, Easter Sunday, March 31.