

Waltham Public Library

Waltham, Massachusetts

Trustees' Meeting

Tuesday, March 11, 2014

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 2014 Trustees' Meeting were presented. The acronym RFID was clarified, (in the Library Goals and Accomplishment section). Mr. Humbert moved to approve the February Minutes. Ms. Mawhinney 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. McKenzie and approved unanimously.

ANNUAL MEETING

The Annual Meeting was convened at 6:10 in the Trustees' Room of the Library. Ms. Mawhinney proposed a slate of officers and the motion was seconded by Mr. Humbert. 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

Jacquelyn Mawhinney - Representative to the 150th Anniversary
Committee

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

The minutes of Executive Sessions from March 2013-February 2014 were reviewed.

- ◆ Ms. Mawhinney made the motion to release the minutes of the Executive Session of May 14, 2013. Mr. Mann seconded the motion and the Trustees approved the motion unanimously. (See addendum.)
- ◆ Ms. Mawhinney made the motion for continued non-disclosure of the minutes of the Executive Session of June 21, 2013. Mr. Mann seconded the motion and the Trustees approved the motion unanimously.

Mr. Humbert made the motion to adjourn the Annual Meeting. Ms. Mawhinney seconded the motion and the Trustees approved the motion unanimously.

The Annual Meeting was adjourned at 6:21.

The March 2014 Trustees' Meeting of the Waltham Public Library was again called to order by Ms. Garniss at 6:21 p.m.

Financial Report

Monthly Budget Statement

Ms. Tranquada presented the Budget Statement through February 2014. It was noted that the line items for full time staff and part time staff was underspent at this time. Ms. Tranquada indicated that this was related to the ongoing contractual issues.

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

The Trustees then discussed the draft of a letter to Mayor McCarthy that Ms. Tranquada had prepared, outlining the current situation regarding the limited staff situation in the library and requesting permission to post the part-time positions. This letter will be cosigned by Ms. Joan Garniss.

Ms. Tranquada presented a draft of the FY15 budget for the library. Additional information was given regarding key areas of library personnel, equipment repair, office equipment rental and custodial services. Shifts in salary line items are due, in part, to the replacement of staff members by those who are less senior and are at different pay levels.

Mr. Humbert made the motion to ratify the proposed draft budget. Ms. Mawhinney seconded the motion and the Trustees approved the motion unanimously.

Report on Library Operations

Library Use Statistics

Ms. Tranquada shared reports for Monthly Study Room Use, Monthly Meeting Room Use, and Average Hourly Visits. The quarterly Circulation Statistics by Category will be presented at the next Trustees' Meeting.

Goals and Accomplishments, 2nd edition

Trustees had forwarded comments related to these revised documents, which had been received via email. Drafts had been presented and discussed at the February Trustees' Meeting. The Trustees expressed positive support for the revised and final documents.

Personnel

Ms. Tranquada noted the recent death of long time library staff member, head of Audio Visual Department and substitute extraordinaire, Mary Gorman. She will be greatly missed by her many friends at the library. See blog for staff memories - waltham.lib.ma.us/blog/main/

Ms. Tranquada shared the good news of the selection of Aileen Sanchez-Himes as the new Content Manager. In addition to having been a familiar presence in the Children's' Room, she had been a high school page and a recipient of a scholarship from the Friends of the Library.

Building Security

Ms. Tranquada reported that the new security cameras have proved very helpful.

The ALICE program (emergency procedures training) has been rescheduled after having been postponed to the staff development day on May 2.

New Business

150th Anniversary Committee

Ms. Tranquada shared a document prepared by Anne Dugan, the 150th Anniversary Program Manager, outlining Sponsorship Information. The Trustees suggested several changes that Ms. Tranquada will share with Ms. Dugan.

Unfinished Business

Terms of Office

Ms. Tranquada reviewed Trustees terms of office dates for the purpose of identifying two trustees every year for reappointment.

2012-2015	Ms. Marie McKenzie	Ms. Jacquelyn Mawhinney
2013-2016	Ms. Joan Garniss	Ms. Maureen Taddeo
2014-2017	Mr. Steven Mann	Mr. Alan Humbert

It was with great sadness that the Trustees received a heartfelt letter, addressed to Ms. Garniss as chair of the Library Trustees, from Ms. Tranquada announcing her retirement from the position of Library Director as of October 17, 2014. Both Ms. Garniss and Mr. Humbert, speaking of behalf of all the Trustees, expressed sadness at this decision but also wished Ms. Tranquada much happiness as she pursues the next (or revisits a former) interest and/or opportunities.

Adjournment: Ms. Mawhinney made the motion to adjourn the March meeting at 7:42 p.m. Mr. Humbert seconded the motion and the Trustees voted to approve. The next scheduled Trustees' Meeting will be on Tuesday, April 8, 2014.

Submitted by Marie J. McKenzie, Secretary/Clerk

Announcements:

Library Legislative Day: Monday, March 31st
Laura Bernheim will be attending
FWPL Board Meeting: April 9th

EXECUTIVE SESSION

May 14, 2013

(released March 11, 2014)

BUILDING SECURITY AND SECURITY DEVICES

The Executive Session was convened at 6:50 in the Trustees' Room of the Library. Ms. Tranquada informed the Trustees that Officer Ann Frassica had surveyed the library facility and was aware of the security issues.

Ms. Tranquada, in collaboration with Officer Frassica, has been working on adapting a template from the Massachusetts Library System regarding Employee Emergency Procedures. Examples of procedures that have been or need to be identified are: the identification of lockdown areas (completed), identification of evacuation assembly areas, identification of a public relations spokesperson, and responses to a variety of threats. Basic Fire Alarm Procedures are already in place.

Ms. Tranquada has been in communication with library directors in Boston, Quincy, and Framingham. While none of these libraries have installed metal detectors, Boston and Quincy employ unarmed security guards. These guards evaluate and defuse "situations" that arise. This allows the library staff to focus more on their routine library role. The increased Waltham police presence in the library has had positive effects, as Ms. Tranquada reports that safety issues are somewhat better.

A more formal study needs to be conducted to determine high need security issues, for example, in the evening when fewer staff are in place. The use and misuse of the Snack Room needs to be addressed. Ms. Tranquada has coordinated efforts on young adult behavior/misbehavior with schools' (high and middle) School Resource Officers.

A final quote for security cameras will be available shortly. The present plan is to install more cameras instead of fewer cameras of higher quality.

The Trustees asked Ms. Tranquada to consult further with Officer Frassica regarding her expert opinion and availability to be the building's safety consultant.

Mr. Humbert moved to conclude the Executive Session. Mr. Mann seconded the motion and the Trustees voted to approve.