

**Waltham Public Library**  
Waltham, Massachusetts  
Trustees' Meeting  
Monday April 12, 2010

The April 2010 Trustees' Meeting of the Waltham Public Library was called to order by Ms. Garniss at 6:04 p.m. in the Trustees' Room of the Library.

**Present:**, Ms. Joan Garniss, Ms. Marie McKenzie, Mr. Alan Humbert, Mr. Steven Mann, Ms. Kate Tranquada, Library Director, Ms. Deborah Fasulo, Assistant Director

**Minutes:** The Minutes of the March 2010 Trustees' Meeting were presented. Mr. Mann moved to approve the Minutes. Mr. Humbert seconded the motion and the Trustees voted to approve.

## **Financial Report**

The current Budget Statement was presented by Ms. Tranquada and discussed. Ms. Fasulo discussed the recent purchase of licenses for downloadable books. Use of this new resource will be tracked.

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

## **Report on Library Operations**

### **Circulation and Use Statistics**

Ms. Tranquada shared Circulation Statistics. It was again noted that, while lending rates are down, more people are using library services and spaces. Lending pattern data will be disaggregated for Waltham residents and "others" in the future to gather information about Waltham residents' borrowing patterns at other locations.

The library functions as a successful community center. The job search and computer classes have been most successful and well attended. There was discussion around the following: Is the future of a library to be a community center with library services or a library with community services? Reference was made to a survey about 18 months ago and it appeared that many respondents were not fully aware of the wide range of activities, programs, and services available at the library. Additionally, some residents may feel the library, as a building, is too imposing and/or intimidating. The existence of a free public library may not be part of some residents' cultural background.

Recent Healthy Waltham programs for parents at the Library have been successful with a childcare provider on site. This, however, does raise CORI issues.

There was also discussion about demographics, socio-economic issues, literacy rates and library usage. Statistics on circulation and use will be obtained from Minuteman Network communities with similar demographics, socio-economic issues, and literacy rates.

Several ideas for increasing circulation were introduced: 1) a two for one night related to borrowing DVDs and 2) “Since you requested this book, we thought you might like this one as well!”

## **New Business**

### **Changes to Open Meeting and Public Records Law**

Ms. Tranquada distributed a document she had received from the Mayor’s Office related to changes in the Open Meeting Law and Public Records Law. There was a brief discussion of past practice related to Executive Session protocols.

### **Study Room Policy**

Ms. Tranquada shared a draft of the Study Room Policy. This issue needed to be addressed due to recent issues of tutors unable to communicate with students in the case of absence. Due to the popularity of the library as a meeting area for various pairs and small groups, Ms. Tranquada said that there might be a need to slightly renovate some of the library areas to create more meeting spaces.

After some additional clarifying language was inserted in the draft, Ms. Garniss called for a motion to adopt. Ms. McKenzie moved to adopt the Study Room Policy. Mr. Mann seconded the motion and the Trustees voted unanimously to adopt the revised Study Room Policy.

## **Unfinished Business**

### **Art Acquisition and Loan Policy**

The issue of who owns unrestricted items donated or bequeathed to the Library still needs clarification. Could the library ultimately sell the item and use the proceeds for its own use or would the funds go to the city side? Could a donated item be owned by the Friends of the Waltham Public Library? These questions will be sent to the Law Department for clarification.

Ms. Tranquada discussed her meeting with Judy Goldman, the art appraiser identified through the research of Mr. Humbert. Ms. Goldman may appraise approximately 18 pieces of art currently held by the Library. This appraisal work may be funded by the Friends.

Ms. Tranquada had learned, since last month’s Trustees meeting, that any art that may be loaned to be exhibited at another library or museum must have a documented provenance and be insured by the lender.

The issue of whether the Art Review Task Force should be in place before or after the establishment of a policy was adopted was discussed. It was agreed that the policy should come first but that the Art Review Task Force could forward suggestions to amend the policy when it is actually being implemented for the first time. Mr. Mann made the motion to approve the Art Acquisition and Loan Policy. Mr. Humbert seconded the motion and it was approved unanimously.

## **Miscellaneous**

Ms. Tranquada updated the Trustees about the status of the walkway easement issue that had been forwarded to the Law Department.

Ms. Tranquada updated the Trustees about the budget presentation to the Mayor.

Ms. Tranquada and Ms. Fasulo summarized the Staff Long Range Planning Meeting that was held on March 19. It was well received and quite productive. Such a staff retreat, but not specific to long range planning, may be an annual event.

**Adjournment:** Mr. Humbert made the motion to adjourn and Mr. Mann seconded the motion to adjourn the March meeting at 7:30 p.m.

Submitted by Marie J. McKenzie, Secretary/Clerk

noticed on March minutes

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