

**Waltham Public Library**  
Trustees' Meeting  
April 12, 2011

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

The April 2011 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.

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

## **Financial Report**

### **Budget Statement**

Ms. Tranquada presented the March Budget Statement. It was noted that there was again a surplus in the line item for part time staff and pages. Some new hiring was initiated in the fall, but the paperwork has been held up in spite of multiple inquiries. The "surplus" noted in the Books line item will be decreased when the costs for purchases such as magazine subscriptions and online databases are encumbered.

Mr. Humbert moved to place the Budget Statement on file. Mr. Mann 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 March 2011 and for March 2010. Circulation statistics for the two months are similar. The appearance of an increase in certain areas may be related to poor weather conditions in March 2010 and a decrease in Young Adult circulation may be related to the current absence of a hugely popular crossover book. The increase in the use of study rooms has continued.

## **New Business**

### **Library Legislative Day**

Ms. Garniss reported on the events of Library Legislative Day, held March 28, 2011 at the State House. She had attended with library staff members - Ms. Louise Goldstein, Head of Circulation and Mr. Todd Strauss, Computer/Reference Specialist.

Representative Thomas Stanley had a conversation with them and was interested in the comparative data about library staffing and library budgets from like communities. This data, compiled by Ms. Tranquada, had been shared at the Trustees' Meeting in February.

Senator Susan Fargo also met with the group and expressed a personal interest in presenting a civics lesson to the ESL groups that are meeting in the library.

Ms. Garniss referenced a document from the Massachusetts Board of Library Commissioners that outlined budget cuts since 2001. Ms. Tranquada noted that state cuts have already affected Waltham in several ways, including the added cost and time of packaging and mailing interlibrary loans (beyond the Minuteman Library Network). These expenses used to be part of the statewide service.

On a very positive note, Ms. Garniss also noted a presentation given by Ms. Judith Paradis, library teacher at Plympton School, and the support given to funding and professional staffing for libraries in Waltham Public Schools.

### **New Parking Payment system**

The new municipal system will be going into effect at the end of April or early May. This is being done on a pilot basis and the library has been designated for the pilot due to its having a smaller municipal parking area.

### **Staff Day - May 6, 2011**

Ms. Tranquada outlined the presentation topics that were tentatively planned for a full day staff day. The topics include training for greater facility with downloadable book procedures, greater familiarity with Credo, which provides access to reference materials, and follow-up to initial training related to dealing with violence and with the mentally ill, as may be evidenced in interactions in the library.

Mr. Mann moved to approve the request to close the library on May 6 for this Staff Development Day. Mr. Humbert seconded the motion and the Trustees voted the action unanimously

## **Computer Use Policy Updates**

Policy changes were required due to the new time limit of one hour per login for all public desktops. All desktops are now controlled by the same queuing station. A draft had been forwarded via email to the Trustees.

Mr. Humbert moved to approve the policy update. Mr. Mann seconded the motion and the Trustees voted to approve. Ms. Tranquada will present the final and edited version at the May Trustees meeting.

## **Unfinished Business**

### **Space planning**

Ms. Traquada is continuing to evaluate recommendations for consultants to advise on the topic of space planning. She is currently evaluating five consultants with an emphasis on positive recommendations from area librarians, experience, and currency in the field.

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

Ms. Tranquada met with Diane LeBlanc related to the identification and storage of some documents. The items may be identified as of historical value for city, state, or federal archives.

The items previously identified as falling into the categories of a grant do not meet the criteria of the grant as Joseph Pedulla, Chief Procurement Officer for the City of Waltham, had originally hoped.

### **Fencing and Walkway**

Cost estimates have been given for replacing the fence and these estimates will help inform future budget requests

An independent architect sent by the Purchasing Department determined that the ice issues related to the walkway are the result of southern exposure and shade from the building and are not related to faulty construction or materials. Their recommendation was to install heating elements under the walkway.

## **Announcements**

- ◆ Ms. Tranquada informed the Trustees of activities in the Library for National Library Week (April 10-16) and Library Snapshot Day (April 13).
- ◆ Ms. Tranquada informed the Trustees of the Friends of the Library Annual Meeting on April 14.
- ◆ Ms. Tranquada shared a flier on the Mass Memories Road Show Day on July 16, which is a joint sponsorship project of the Friends of the Library,

Waltham Historical Society, National Archives, The Waltham-West Suburban Chamber of Commerce Foundation, UMASS Boston, and Mass Humanities.

**Adjournment:** Mr. Humbert made the motion to adjourn the March meeting at 7:19 p.m. Mr. Mann seconded the motion and the Trustees voted the action unanimously. The next Trustees' Meeting will be Tuesday, May 10, 2011 at 6:00 p.m.

Submitted by Marie J. McKenzie, Secretary/Clerk