

# **Waltham Public Library**

Waltham, Massachusetts

## **Trustees' Meeting**

Tuesday, April 10, 2012

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

The April 2012 Trustees' Meeting of the Waltham Public Library was called to order by Ms. Garniss at 6:07 p.m. in the Trustees' Room of the Library.

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

Ms. Tranquada will make sure that the corrected minutes of each meeting are posted.

## **Financial Report**

### **Budget Statement**

Ms. Tranquada presented the FY2012 Budget Statement through March 2012.

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

## **Report on Library Operations**

### **Circulation and Use Statistics**

Ms. Tranquada shared Circulation Statistics by Category for March 2012 and March 2011. Circulation is up in adult rental books, eBooks, and children's books, DVDs, and puppets. Decreased numbers for VHS and cassette tapes reflect their ongoing removal from our collections. Laptop loans were slightly down, accounted for by the fact that two of them were out of order for a significant part of the month. They have since been replaced, thanks to the Friends of the Library.

Mr. Mann suggested looking into cooling mats for the laptops on loan. They may increase laptop longevity.

Study room use, meeting room use and average visits per hour show positive trends.

## **Miscellaneous**

Ms. Tranquada reported that the weeding project is proceeding in fiction and non-fiction areas, with the help of extra hours from part-time staff and substitutes.

Ms. Tranquada once again praised the Waltham Police Department for their assistance with a variety of situations, including a few this month involving library patrons in need of personal assistance beyond the capacity and training of library staff.

## **New Business**

The Trustees reviewed and discussed the American Library Association's *Freedom to Read* statement and *Library Bill of Rights*. Ms. Tranquada plans to present for the Trustees' approval an updated version of the library's Materials Selection Policy.

## **Unfinished Business**

### **FY2013 Budget Request**

Ms. Tranquada distributed copies of the FY2013 Operating Budget request and related documents. Her budget meeting with the Mayor is at the end of this week.

## **Announcements**

Library Snapshot Day will be observed in Waltham on April 11<sup>th</sup>, as part of National Library Week.

The Library will be closed on Friday, May 11<sup>th</sup> for staff development.

The next Trustees' meeting will be Tuesday, May 8<sup>th</sup>.

**Adjournment:** Mr. Mann made the motion to adjourn the April meeting at 6:55 p.m. Ms. Taddeo seconded the motion and the Trustees voted to approve.

Submitted by Kate Tranquada, Library Director

(corrected minutes)

## **Waltham Public Library**

Waltham, Massachusetts

### **Trustees' Meeting**

Tuesday, March 13, 2012

#### **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.