

Waltham Public Library

Waltham, Massachusetts

Trustees' Meeting

Tuesday, April 9, 2013

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

The April 2013 Trustees' Meeting of the Waltham Public Library was called to order by Mr. Humbert at 6:12 p.m. in the Trustees' Room of the Library.

Minutes: The Minutes of the March Trustees' Meeting were presented. Several clarifying questions were addressed and adjustments would be reflected in amended minutes. Mr. Mann moved to approve the amended March Minutes. Ms. Mawhinney seconded the motion and the Trustees voted to approve.

Financial Report

Monthly Budget Statement

Ms. Tranquada presented the Budget Statement through March 2013. Several line items were discussed.

- ◆ The amounts in Equipment/Automation reflect fees associated with the Minuteman Library Network.
- ◆ Funds for staff attendance at the library conference, to be held in Cambridge, would be taken from the Dues/Subs account.
- ◆ As in previous monthly meetings of the Trustees, there was discussion around the Full time and Part time Staff & Pages accounts.

Mr. Mann moved to place the March Budget Statement on file. Ms. Jacquelyn Mawhinney seconded the motion and the Trustees voted to approve.

FY2014 Operating Budget Request

Ms. Tranquada informed the Trustees that she, Ms. Garniss (Trustee), and Ms. Fasulo (Assistant Director) would be presenting the Operating Budget Request proposal to Mayor McCarthy in the Mayor's Office on April 16, 2013. Ms. Tranquada highlighted the explanation about Personnel as found on page 3 of the Budget Request. The request includes funds to cover the most costly possible outcome of current talks on library staffing. The budget proposal includes requests for additional part-time staff members, substitutes, and a young adult librarian. The request is for slightly less than a 5% increase over the FY2013 budget.

Mr. Humbert called for a motion of support for this budget proposal.

Ms. Mawhinney made a motion to indicate the support of the Trustees for the Operating Budget Request. Mr. Mann seconded the motion and the Trustees approved the motion unanimously.

Report on Library Operations

Library Use Statistics

Circulation Statistics by Category for March 2013 were shared. Meeting Room Use and Hourly Visits remain steady. Study Room Use is at its highest rate since such statistics were gathered.

Personnel

There is now a full time custodian, two part time custodians and one substitute custodian.

Enhanced Security Measures

Changes have been made in money handling procedures due to recent break-ins at the Waltham Library and at the Newton Library.

“Panic buttons” will be installed at the five service desks. When a button is pressed, the alarm company receives the message and forwards it to the Waltham Police Department. These buttons are for the unlikely event of a threat during which a staff member judges it would be unsafe to be seen dialing for help.

Ms. Tranquada noted that there has been a good police presence in the Library.

Research continues related to acquiring additional video cameras that produce a good image quality at a reasonable price.

Teens in the Library - Update

Ms. Tranquada reported meetings with the Boys and Girls Club program and operations managers have proven helpful. They are supplying library staff with day passes to the Boys and Girls Club to offer teens who need a place to be active.

Ms. Tranquada reported a library visit from the Parks and Recreation Chill Zone coordinator and the Head Reference Librarian’s visit to the Chill Zone for further exchange of ideas.

A meeting between Ms. Tranquada and the schools’ (high school and middle schools) School Resource Officers is upcoming.

Overall, the situation in the Young Adult area seems calmer for the moment, as young patrons looking for a more animated environment are finding alternative “places to be.”

May Staff Meeting

Ms. Tranquada reported that Maria Gonzales-Soto, a colleague of Kenya Rutland, whose previous presentation had been extremely well received, would address the topic of interpreting and displaying body language and conflict resolution.

Miscellaneous

Ms. Tranquada has sent a request to the Building Department related to painting

the window trim.

Ms. Tranquada has met with a member of a family who wishes to make a community-focused and low-tech donation to the library in memory of a deceased relative.

Issues related to plans for the 150th Anniversary are still to be addressed, specifically, key point person and possible capital funding initiative.

New Business

Ms. Tranquada requested that the approved Holiday Calendar be amended to note the correct dates for the 2013 Thanksgiving Holidays. Mr. Mann moved to approve the amended calendar. Ms. Mawhinney seconded the motion and the Trustees voted to approve.

Unfinished Business

Privacy and Confidentially Policy

The discussion on Privacy and Confidentially Policy was tabled.

Conflict of Interest

Trustees were reminded to complete Conflict of Interest review. This is required of all City Employees

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

Adjournment: Mr. Mann made the motion to adjourn the April meeting at 7:04 p.m. Ms. Mawhinney seconded the motion and the Trustees voted to approve.

Submitted by Marie J. McKenzie, Secretary/Clerk

Announcements:

Library will be closed, Patriots' Day, Monday, April 15.

Art Exhibition & Reception for Donna Laswell, illustrator of Library note cards,
Tuesday, April 16.