

Waltham Public Library
Waltham, Massachusetts
Trustees' Meeting
Tuesday, May 18, 2010

The May 2010 Trustees' Meeting of the Waltham Public Library was called to order by Ms. Garniss at 5:40 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

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

Financial Report

The current Budget Statement was presented by Ms. Tranquada and briefly discussed. Ms. McKenzie moved to place the Budget Statement on file. Mr. Humbert seconded the motion and the Trustees voted the action unanimously.

Report on Library Operations

Circulation and Use Statistics

Ms. Tranquada shared Circulation Statistics by Category for April 2010, which compares statistics to those of April 2009. Additionally, as requested at the April 2010 Trustees meeting, Ms. Tranquada shared disaggregated lending data about Waltham residents borrowing at area libraries and area residents borrowing at the Waltham library. Patterns were noted - generally, Waltham residents are going elsewhere more often and area residents are coming to Waltham less often. Reasons for such patterns were suggested, such as: inadequate parking, charging for movie rental, limited restrooms, lack of a café, fewer computers, changing commuter patterns due to downturn in economy, changing demographics, and newer libraries, (especially Watertown). Trustees requested that Ms. Tranquada attempt to gather borrowing patterns in similar communities. Ms. Garniss suggested that in the past Waltham has been compared to Medford, Malden and Weymouth based on size, socio-economic status, and industrial and/or commercial mix.

Mr. Humbert reported on conversations he had with School Committee member Margaret Donnelly about ensuring that all students have a library card. In past years, there had been outreach to the School Department related to such a program for Grade 6 students.

Ms. Tranquada reported that the 2 for the price of 1 video rental program has been well received by patrons.

New Business

Landscaping

Ms. Tranquada reported on initial conversations she has had with the city arborist regarding the removal of a tree in the Exchange Street area. Further contact must be made with the Law Department.

Unfinished Business

Long Range Plan Draft

Ms. Tranquada shared the work-in-progress of the Long Range Planning Committee. The *Executive Summary*, *Vision for Waltham*, *Library Vision*, and *Library Mission* are almost final. These differ somewhat from the current statements. Additionally a draft report summarizing the *Needs Assessment*, prepared by Ms. Deborah Fasulo, was distributed, as was a summary of the Strengths, Weaknesses, Opportunities, and Threats.

Five goals have been identified.

1. The library will be adequately staffed. Library staff will have the resources, knowledge, and skills to provide excellent service to all library users, working in an environment that promotes high levels of performance and productivity.
2. Patrons and staff will find the library welcoming, safe, clean, accessible, convenient and easy to use, with adequate space for collections, equipment, meetings, displays, quiet reading and study.
3. Patrons will have access to current technology and assistance in using it.
4. Patrons will enjoy outstanding print, non-print and digital collections, with sufficient access to popular content, and sufficient subject coverage of high demand topics.
5. Library staff will improve awareness, use and support of the library through effective outreach, communications, programs and partnerships that reflect community needs and interests.

For the actual Long Range Plan, the committee has divided each of these five goals into more discrete objectives with action steps and timelines from 2011 to 2015. Ms. Tranquada asked that Trustees review the documents, i.e. *Executive Summary*, *Vision for Waltham*, *Library Vision*, and *Library Mission* and *Long Range Plan* and forward feedback by May 29th.

Miscellaneous

Mr. Humbert left at 6:45

Ms. Tranquada updated the Trustees about the status of the walkway easement issue and her conversations with Michelle Learned in the Law Department.

Ms. Tranquada updated the Trustees about the budget presentation to the Finance Committee of the City Council on May 18.

There was additional information shared about the underlying conditions for the payment of the cost of the appraisal for artwork by the Friends of the Library.

Ms. Tranquada and Ms. Garniss will attempt to meet with the Mayor related to the art possessions, the walkway/easement issues, and restoring Trustees Board to full membership.

Adjournment: Ms. McKenzie made the motion and Mr. Mann seconded the motion to adjourn the May meeting at 7:00 p.m.

Submitted by Marie J. McKenzie, Secretary/Clerk

noticed on April minutes

It was written

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

It should have been written

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