

Waltham Public Library
Waltham, Massachusetts
Trustees' Meeting
Tuesday May 10, 2011

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

The May 2011 Trustees' Meeting of the Waltham Public Library was called to order by Ms. Garniss at 6:15p.m. in the Trustees' Room of the Library.

Remembering Father Bill

Trustees shared memories of Reverend William Mawhinney, a long-time Trustee and President of the Board of Trustees, who had died since the last Trustees' Meeting. The Library has received a significant number of donations in his memory.

Minutes

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

Financial Report

Budget Statement

Ms. Tranquada presented the April Budget Statement. It was noted that the surplus in the line item for part time staff and pages would not be so great in future statements as these funds would be used for compensation for the needed bar coding, for staff development costs, and for CPR training.

Mr. Mann moved to place the Budget Statement on file. Ms. Taddeo seconded the motion and the Trustees approved the action unanimously.

Ms. Tranquada updated the Trustees on the Mayor's FY 2012 Budget for the Library. Increases from the FY2011 Budget address the requests for a part-time custodian, for compensation for weekend staff, and for general expenses. This increase is sufficient to eliminate the need to request a waiver from the Massachusetts Board of Library Commissioners.

The Library Budget will be presented to the Finance Committee on Tuesday, May 17 at 2: 15.

Report on Library Operations

Circulation & Use Statistics

Ms. Tranquada shared Circulation and Use Statistics for April 2011 and for April 2010. Positive trends were noted in Childrens . The increase in the use of study rooms has continued. Access to downloadable books has dramatically increased. Ms. Tranquada noted that the library would no longer subscribe to Recorded Books online, but will purchase all eBooks and eAudio Books through Overdrive.

Ms. Tranquada shared the final copy of the Computer Use Policy.

Updates were given related to Library Snapshot Day, which was held on April 15, and on the Staff Development Day, which was held on May 6, 2011 and included training for greater facility with downloadable book procedures, greater familiarity with Credo, which provides access to reference materials, follow-up from REACH to initial training related to dealing with violence and from the Edinburg Center, related to dealing with the mentally ill, as may be evidenced in interactions with patrons in the library.

Security Issues

Ms. Tranquada reviewed some of the security issues that had arisen over the past month. She also noted that staff members had defused some situations using strategies they had learned at the recent staff development day. Camera footage from the security cameras also proved helpful in several other cases.

Collection Changes

Staff members will be reviewing and/or eliminating reference materials (i.e. dictionaries and encyclopedias) and some fiction that are no longer being used. Adult and Young Adult graphic novels will be moving to the then vacant space in Reference. There will be some simplification of the procedures used for displaying new and older paperbacks.

Unfinished Business

Facility Needs Assessment

Ms. Tranquada is interviewing consultants to address facility needs. There appears to be a need for a two-fold approach: 1) short- term, which would be low cost interior redesign, such as purchasing and/or rearranging furniture and shelving, and 2) long-range, which would develop a vision for the library of the future. This long-range plan would be a proactive approach to access a potential

state grant. Waltham would be eligible for construction costs in 2014. The topic of parking is always an issue and should be addressed in the long-range plan. The Trustees will support Ms. Tranquada as she requests funding for the interior design consultant (up to \$5000) from the Friends of the Library. There might also be some cost matching through the use of Library trust funds. These funds might also be used for art appraisals that did not qualify for a grant suggested by Mr. Joseph Pedulla, Chief Procurement Officer for the City of Waltham earlier in the year.

Announcements

- ◆ Library closed Memorial Day weekend, Sun. – Mon., May 29 – 30
- ◆ Six-Word Memoir program, Sun. – Sat., May 8 – 14
- ◆ Richard Ballo, *Life Without Lisa*, Mon., June 6, 7:30 PM
- ◆ Memoir Writing Workshop, Sun. July 15, 2:00 PM
- ◆ Waltham's Mass Memories Road Show, July 16, 10 AM – 3 PM @ NARA

Adjournment

Mr. Humbert made the motion to adjourn the May meeting at 7:30 p.m. Mr. Mann seconded the motion and the Trustees voted the action unanimously. The next Trustees' Meeting will be Tuesday, June 21, 2011 at 6:00 p.m.

Submitted by Marie J. McKenzie, Secretary/Clerk