

Waltham Public Library

Waltham, Massachusetts

Trustees' Meeting

Tuesday, May 8, 2012

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

The May 2012 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 April Trustees' Meeting were presented. Ms. Mawhinney moved to approve the April Minutes. Ms. Taddeo seconded the motion and the Trustees voted to approve.

A question was posed as to when Minutes are posted for public perusal. Minutes are routinely posted online after they have been approved at the next regularly scheduled meeting. In accordance with the Open Meeting Law, minutes are to be made available within 10 days after a request, whether they have been approved or remain in draft form.

Financial Report

Budget Statement

Ms. Tranquada presented the FY2012 Budget Statement through April 2012. It was noted that the Books Account was underspent at this time. Ms. Tranquada informed the Trustees that some end-of-the-year subscriptions were due and those expenses would be reflected in the next statement.

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

Window Painting, Appraisal, and Training Expenses

Ms. Tranquada updated the Trustees on the quotes for painting the library windows. This work will be done in coordination with the Building Department.

Ms. Tranquada updated the Trustees on the ownership and use status of several paintings that had been willed to the Library. Conversations with Ms. Michelle Learned, from the City Attorney's Office, confirmed the conditions outlined in the original will(s). Ms. Tranquada informed the Trustees that she is talking with the Vose Gallery in Boston about appraising the works in question.

Funds from the 400 Account will be used for staff training on job-related ergonomics and injury prevention. In coordination with City Personnel Director Kristin Murphy, the library has engaged personnel from Mount Auburn Hospital to offer the

training.

Report on Library Operations

Circulation and Use Statistics

Ms. Tranquada shared Circulation Statistics by Category for April 2012 and April 2011. Circulation is up in Children's and eBooks. Study room use and meeting room use, as usual, show positive trends. Average visits have remained steady.

Ms. Tranquada shared several charts noting comparisons with "like communities" - Newton, Brookline, Peabody, Chicopee, Quincy, Plymouth, New Bedford, Framingham, Somerville, Taunton, Malden, Brockton, Medford, Haverhill, Weymouth, Lawrence, Fall River, Lynn, and Revere. Data was for FY 2011 and had been prepared by the Massachusetts Board of Library Commissioners. (The number in bold italics indicates Waltham's position among the twenty communities.)

These charts noted:

- circulation activity per hour open **2/20**
- visits per hour **4/20**
- circulation per capita **4/20**
- professional full time equivalent per capita **14/20**
- total salary expenditures **4/20**
- salaries as a percent of total operating expenditures **5/20**
- appropriated municipal income per capita **4/20**

Ms. Tranquada will meet with the City Council's Finance Committee in June. According to Mr. Paul Centofanti, City Auditor, the Mayor's recommended budget will be finalized shortly.

MLN eBooks Update

The 3-person MLN Task Force will present a Digital Content Selection Procedure document to MLN Membership for approval on May 10. (Ms. Tranquada is a member of this Task Force.) Ms. Tranquada noted that one suggestion under consideration would involve having one MLN Headquarters staff member dedicated to support for digital resources.

New Business

Materials Selection Policy Draft

Ms. Tranquada presented the Materials Selection Policy which incorporated changes to the draft that were suggested at the April Trustees' Meeting. Ms. Mawhinney moved to approve the Materials Selection Policy. Ms. Taddeo seconded the

motion and the Trustees voted to approve.

Library 100th Anniversary: 2014-2015

The library's official opening was in 1915. The original town library opened in 1865. Ms. Garniss volunteered to be on the Anniversary Committee. Ms. Tranquada said she was open to all suggestions regarding the celebrations.

Unfinished Business

FY2013 Operating Budget Request

Ms. Tranquada noted her latest request to fill the vacant full-time audiovisual department head position. After meeting with the Mayor, she and Assistant Director Deb Fasulo drafted an alternative proposal reflecting the current difficulty of funding benefits for full-time positions.

The second installment of funds from the Board of Library Commissioners has been received, resulting in a total of \$59,544 in state aid for FY2012. There are no restrictions on the use of this money. \$50,000 of the FY2012 aid is budgeted to be expended in FY2013.

Ms. Tranquada informed the Trustees that library staff members Aileen Sanchez, Lisa Aucoin and Laura Bernheim have started an Advisory Group of teens. The group is working on suggestions for the library and the Young Adults Room in particular.

Adjournment: Mr. Mann made the motion to adjourn the May meeting at 7:00 p.m. Mr. Humbert seconded the motion Trustees voted to approve. The next Trustees' Meeting will be on Tuesday, June 12.

Submitted by Marie J. McKenzie, Secretary/Clerk