

# **Waltham Public Library**

Waltham, Massachusetts

## **Trustees' Meeting**

Tuesday, May 14, 2013

**Present:** Ms. Joan Garniss, Ms. Marie McKenzie, Mr. Steven Mann (left at 7:25), Mr. Alan Humbert, Ms. Maureen Taddeo, Ms. Kate Tranquada, Library Director

The May 2013 Trustees' Meeting of the Waltham Public Library was called to order by Ms. Garniss at 6:08 p.m. in the Trustees' Room of the Library.

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

## **Financial Report**

### **Monthly Budget Statement**

Ms. Tranquada presented the Budget Statement through April 2013. It was noted that the line item for part-time staff was under spent, as was Collections. Ms. Tranquada informed the Trustees that upcoming subscription renewals would reduce the differential in the Collections line item.

Mr. Humbert made the motion to place the April Budget Statement on file. Ms. Taddeo seconded the motion and the action was approved unanimously.

### **FY2014 Operating Budget - Mayor's Recommendation**

Ms. Tranquada reviewed the summary of changes on page 3 of the budget. The Mayor's recommendation includes funding for a permanent part-time Reference Librarian/Teen Specialist.

Deborah Fasulo, Assistant Library Director, will present the FY2014 Operating Budget to the Finance Committee at 3:15 on May 21, 2013.

Regardless of funding, hiring for all permanent positions is on hold until contractual issues are settled. As of last month, this "hold" will not apply to substitute or page positions.

Without sufficient staff, compliance with the current contract and with Massachusetts General Laws presents a significant challenge. The Trustees discussed possibilities for resolving the problem if hiring does not keep pace with vacancies. Scenarios include 1) closing the Children's Room at 6:00 p.m. Monday through Thursday, reassigning staff to other areas in the library and 2) closing the library on one or both weekend days. Unwelcome cuts in service like these can be averted with the swift resolution of ongoing impact bargaining and contract negotiations and the resumption of stalled hiring plans.

# **Report on Library Operations**

## **Personnel**

Ms. Tranquada reported that 1) a new substitute is being trained, 2) the paperwork for hiring another substitute is in process, and 3) a high school student is being trained as a page.

## **Self-checking stations**

Ms. Tranquada reported that the equipment for the self-checking stations is being delivered. The software licenses are in place. Todd Strauss will be setting up the equipment shortly. It was acknowledged that there would be a need for publicity and training on this new procedure. Other libraries have discovered that for at least the first month of operation, there is a need for staff to one on one with patrons on the self-checking procedure. Ms. Tranquada has already distributed a FAQ document to the staff about the self-checking stations. Self-checking will be an option for patrons. It is not the goal of the library to be exclusively a self-checking facility.

## **New Business**

### **Building security - Executive Session (Purpose 4)**

A motion was made by Mr. Humbert to suspend the regular meeting and enter into Executive Session. Following a roll call vote, the Executive Session began at 6:50.

The regular meeting of the Trustees resumed at 7:17. Ms. Tranquada will meet with Officer Ann Frassica on the topic of safety and building security.

### **Board of Library Commissioners**

Ms. Garniss shared a letter she had received from the Board of Library Commissioners. It noted that the second and final payment of State Aid to Public Libraries has been forwarded to the City Treasurer's Office. This installment of \$29,940.21 (yearly total of \$58,274.17) is of unrestricted funds, specific to use by the library only.

### **State Construction Grant**

Ms. Tranquada informed the Trustees of the existence of a State Construction Grant for libraries. This grant cycle occurs every 8-10 years and would be a significant funding source toward any major reorganization and renovation of the now 20-year-old, pre-World Wide Web, pre-smart phone facilities. The Planning and Design grants are to be awarded in Spring 2014, with a major Construction grant opportunity to follow. It was acknowledged that due to the need for matching local funds, a major public relations effort would be required, specifically outlining the huge changes in the

roles and uses of the municipal library.

Ms. Tranquada will be attending an information/training session on June 26 in Milton.

### **Food and Drink Policy Review**

Ms. Tranquada updated the Trustees on issues related to the current Food and Drink Policy. She has been in contact with 30 Massachusetts libraries on this topic. Additionally, she has surveyed the staff and some patrons. Some of the issues of concern involve additional custodial work and uneven enforcement. Changes suggested include increased speed of communication with the custodial staff and prohibiting food in the Children's Room. A revised policy will be presented at a future Trustees' Meeting.

### **Memorial Donation**

Ms. Tranquada updated the Trustees on conversations she has had with the family of Gene Burkhart, regarding a fitting memorial. The family desires a memorial that is mindful of "community" and "low tech."

### **Unfinished Business**

Ms. Tranquada updated the Trustees on a letter from a library patron that had been forwarded to the Mayor's Office reporting inappropriate behaviors of other library patrons. The report of various incidents has been investigated.

**Adjournment:** Mr. Humbert made the motion to adjourn the May meeting at 7:48 p.m. Ms. Taddeo seconded the motion and the Trustees voted to approve. The next scheduled Trustees' Meeting will be on Tuesday, June 11, 2013

Submitted by Marie J. McKenzie, Secretary/Clerk

### **Announcements:**

Library will be closed for the Memorial Day Holiday, Sunday, May 26 and Monday, May 27.