

# Waltham Public Library

Waltham, Massachusetts

## Trustees' Meeting

Tuesday, May 14, 2013

### EXECUTIVE SESSION

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

### BUILDING SECURITY AND SECURITY DEVICES

The Executive Session was convened at 6:50 in the Trustees' Room of the Library. Ms. Tranquada informed the Trustees that Officer Ann Frassica had surveyed the library facility and was aware of the security issues.

Ms. Tranquada, in collaboration with Officer Frassica, has been working on adapting a template from the Massachusetts Library System regarding Employee Emergency Procedures. Examples of procedures that have been or need to be identified are: the identification of lockdown areas, evacuation assembly areas, a public relations spokesperson, and responses to a variety of threats. Basic Fire Alarm Procedures are already in place.

Ms. Tranquada has been in communication with library directors in Boston, Quincy, and Framingham. While none of these libraries have installed metal detectors, Boston and Quincy employ unarmed security guards. These guards prevent, evaluate and defuse "situations" that arise. This allows the library staff to focus on their library service roles. An increased Waltham police presence in the library has had positive effects, as Ms. Tranquada reports that safety issues have improved since March.

More study needs to be conducted to determine high priority security issues, for example, in the evening when fewer staff are in place. The use and misuse of the Snack Room needs to be addressed. Ms. Tranquada has coordinated efforts on young adult behavior/misbehavior with schools' (high and middle) School Resource Officers.

A final quote for security cameras will be available shortly. The present plan is to install more cameras instead of fewer cameras of higher quality.

The Trustees asked Ms. Tranquada to consult further with Officer Frassica regarding her expert opinion and availability to be the building's safety consultant.

Mr. Humbert moved to conclude the Executive Session. Mr. Mann seconded the motion and the Trustees voted to approve. Executive Session came to a close at 7:17pm.