

## **Waltham Public Library**

Waltham, Massachusetts

Trustees' Meeting

Monday, June 8, 2009

The June 2009 Trustees' Meeting of the Waltham Public Library was called to order by Rev. Mawhinney at 6:10 p.m. in the Trustees' Room of the Library.

**Present:** Rev. Mawhinney, Ms. Joan Garniss, Mr. Steven Mann, Ms. Marie McKenzie, Ms. Kate Tranquada, Ms Deborah Fasulo, and Mr. Alan Humbert (arrived at 6:12)

**Minutes:** The Minutes of the May 2009 Trustees' Meeting were presented. Ms. Tranquada requested a change on the May minutes discussing the FY2010 budget to reflect a corrected amount on the savings for the reduction of one hour on Sundays all year from the \$16,000 listed in the minutes to \$12,800. Ms. McKenzie moved to approve the Minutes. Mr. Mann seconded the motion and the Trustees voted to unanimously to approve.

**Financial Report:** The Financial Report was presented by Ms. Tranquada and discussed. Ms. Garniss moved to place the Financial Report on file. Mr. Humbert seconded and the Trustees voted to unanimously to approve.

**FY2010 Budget:** Ms Tranquada presented updates on the budget based on the presentation of the budget to the City Council Finance Committee. The Council seemed reluctant to cut \$75,000 from the library budget without knowing specifically what the cut would mean.

There was discussion as to whether the Mayor's proposal related to reduced hours for non-union employees in the city would apply since the Library employs union as well as non-union employees.

Ms. Tranquada presented six scenarios reflecting various ways of achieving the required budget cut. The issue of the underfunded budget for substitutes is ongoing. Several of the scenarios would require negotiations. Options include reduced hours during the week, i.e. closing Wednesday night and some part of the weekend, fewer staff members on each desk and fewer off-desk hours for full-time employees. These scenarios will be presented to the City Auditor.

It was agreed that the order of the scenarios, as presented by Ms. Tranquada, did reflect the priority of the Trustees under these economic circumstances. That priority would be to maintain quality of service first over quantity of hours. However, hours needed to be kept in mind for state certification requirements as well as family access and weekend hours, if possible. Ms. Garniss moved to support the alternative scenarios in the

order presented and recommended by the Library Director. Mr. Humbert seconded and the Trustees voted to unanimously to approve. Rev. Mawhinney complimented Ms. Tranquada for her work on organizing the data on the scenarios.

An additional Trustees Meeting is tentatively scheduled for July 13<sup>th</sup> if such a meeting is needed due to budget discussions. The regularly scheduled Trustees' meeting will be Sept.14.

**Library Operations:** The resignation of a part time circulation staff member will have budget and staffing implications. The Library employs 15 full time staff members and 21 part time staff members. This is a significant reduction from 2002's totals of 17 and 24 respectively.

Circulation data was shared. Ms. Tranquada reported that AV circulation rates are down. She is considering adding other statistics in the monthly reports, including inter-library loans, which have skyrocketed in recent years. According to the traffic counters installed in February, there is an average of 100 visits per hour. Ms. Garniss requested information on book sales. This was followed by a brief discussion about whether book resellers should be included in the Friends of the Library sale.

Ms. Tranquada reported that Anne Casey led a reorganization of the Fiction Room. This move better accommodates the large print books. Graphic novels have been relocated to the Audio Visual Annex. Updates were also given regarding the addition of air conditioning to a computer server closet and on furniture in the Trustees Room.

Additional discussion took place around the actual times of meetings in rental areas of the library and about the rental of the piano. There needs to be a clarification on the website about hours of meetings. Mr. Humbert moved and Ms. Garniss seconded the motion to have Ms. Tranquada update the information.

**Unfinished Business:** Ms. Garniss requested that Trustees contact information be updated now that the Board is complete.

**New Business:** Mrs. Garniss moved to close the library from July 3-5 this year. Mr. Mann seconded. It was unanimously approved.

**Announcements:** Ms. Tranquada shared information about the Ice Cream Social on July 15<sup>th</sup> at 6:30 on the lawn.

**Adjournment:** Mr. Humbert moved, Ms. Garniss seconded to approve a motion to adjourn the June meeting at 7:35 p.m.

Submitted by Marie J. McKenzie, Secretary/Clerk