

Waltham Public Library
Waltham, Massachusetts
Trustees' Meeting
Tuesday, June 8, 2010

The June 2010 Trustees' Meeting of the Waltham Public Library was called to order by Ms. Garniss at 6:07 p.m. in the Trustees' Room of the Library.

Present:, Ms. Joan Garniss, Ms. Marie McKenzie, Mr. Alan Humbert, Mr. Steven Mann, Ms. Maureen Taddeo (arrived at 7:00), Ms. Kate Tranquada, Library Director

Minutes: The Minutes of the May 2010 Trustees' Meeting were presented. Mr. Humbert noted the need for a clarification on the May Minutes. Mr. Mann moved to approve the Minutes as amended. Mr. Humbert seconded the motion and the Trustees voted to approve.

Financial Report

The current Budget Statement was presented by Ms. Tranquada and briefly discussed. Mr. Humbert moved to place the Budget Statement on file. Mr. Mann seconded the motion and the Trustees voted the action unanimously. Ms. Tranquada informed the Trustees about her presentation of the Budget for 2010-2011 before the City Council.

Report on Library Operations

Circulation and Use Statistics

Ms. Tranquada shared Circulation Statistics by Category for May 2010, which compared statistics to those of May 2009. Additionally, as requested at the May 2010 Trustees meeting, Ms. Tranquada shared a document highlighting Total Direct Circulation per Capita, FY06-FY09 for similar communities. (Framingham, Watertown, Cambridge, Haverhill, Medford, Somerville, Malden, Taunton, and Revere). Possible reasons for increases in circulation, particularly in Watertown, may be: a new facility, somewhat better parking, a café, and a large bank of computers.

Ms. Tranquada highlighted and complimented the work of Ms. Deborah Fasulo during the recent absence of Ms. Marjorie Hartmann.

The Library staff is generating ideas to ensure that every student in Waltham has a library card. Conversations have begun with the elementary library teachers. Library staff will visit elementary schools. School libraries will be more consistent in posting the public library information. Tours of the Waltham Public Library will be conducted for the target grades, i.e. Grade 3 and 6.

The Mother Goose on the Loose program is again poised to be a success. There are 15 parent/child partners currently enrolled and a second session is planned for the summer.

The Gates Grant will be used to enhance the printing system. This will also include a coin operated system and a scanner. Todd Strauss is overseeing this project, which will be located in the Reference Area.

Ms. Tranquada reported that due to a recent storm the external computer system was down. It was possible to complete basic library operations offline.

Ms. Tranquada thanked the Friends of the Waltham Public Library for the new light illuminating the flagpole. She will also be asking the Friends to consider purchasing an awning for the Employees Entrance area as visitors now wait outside until they enter via the new security/buzzer system.

New Business

Change in Loan Rules

Ms. Tranquada presented a proposal for changes in loan rules to take effect on 8/1/10.

- 1) loan for 3 weeks with 2 renewals (Current loan is for 3 weeks with 1 renewal.) with the following exceptions: rentals, speed reads, museum passes, and equipment
- 2) lift limits on the number of items on loan (This will conform to the number as limited only by Minuteman Library Network policy of 150,) with the following exceptions: new DVDS at 5 per household, teachers borrowing from Children's Room may take no more than half of the items on a subject available on the shelf at the time of the loan, and individual patron borrowing limits as indicated in patron record messages
- 3) increase holdshelf time to 7 days (Current holdshelf time is 4 days.)

Mr. Mann made the motion to accept the proposed changes. Mr. Humbert seconded the motion and the Trustees voted unanimously to accept the proposed changes.

Unfinished Business

Long Range Plan Draft

Ms. Tranquada highlighted some slight changes from the May draft to this final highly comprehensive document. There was additional discussion about community outreach. The entire document will be available online and will be forwarded to the Massachusetts Board of Library Commissioners for approval. Ms. McKenzie made the motion and Mr. Mann seconded the motion to accept the Long Range Plan for 2011-2015. The Trustees voted for the acceptance of the Long Range Plan unanimously.

Adjournment: Mr. Mann made the motion and Mr. Humbert seconded the motion to adjourn the June meeting at 7:04 p.m. The next Trustees Meeting will be Thursday, September 16, 2010.

Submitted by Marie J. McKenzie, Secretary/Clerk