

Waltham Public Library
Waltham, Massachusetts
Trustees' Meeting
Tuesday, June 21, 2011

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

The June 2011 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 May 10, 2011 Trustees' Meeting were presented. Ms. Taddeo moved to approve the Minutes. Mr. Mann seconded the motion and the Trustees voted to approve.

Financial Report

Budget Statement

Ms. Tranquada presented the May Budget Statement. It was noted that the surplus in the line item for part time staff and pages was the result of the hiring freeze. The remainder of the book budget would be expended by the end of the fiscal year. Overall, there were few outstanding bills and these would be covered in this year's budget.

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

FY2012 Budget

Ms. Tranquada updated the Trustees on the Mayor's FY 2012 Final Budget for the Library. Increases from the FY2011 Budget address the requests for a part-time custodian, for compensation for weekend staff, and for general expenses. The overall library budget is such that there will not be a need to request a waiver from the Massachusetts Board of Library Commissioners.

Report on Library Operations

Circulation & Use Statistics

Ms. Tranquada shared Circulation and Use Statistics for May 2011 and for May 2010. Positive trends were noted in Children's and in Periodicals. The increase in the use of study rooms has continued. Hourly visits are up slightly. There was a brief discussion related to the Friends' Book Sale statistics.

Annual Report

Ms. Tranquada had distributed copies of the Annual Report via email. Positive comments were made on the overall report.

New Public Printing System

Ms. Tranquada reported that the “honor system” for printing is ending. Users of the printer will be notified of the printing costs via the Pharos system and the user will then proceed (or not) via a “coin box.” Ms. Tranquada will ask the Friends of the Library to provide the coin box. A grant is covering the cost of the printer, and software will be purchased with operating funds. (Additionally, the Friends will be asked to consider the cost for reupholstering and/or replacing certain pieces of furniture which have been in use since the 1994 addition to the library.)

MLN News

Ms. Tranquada informed the Trustees that she is now on the MLN Board for a three-year term. She updated the Trustees on the recent changes in the book delivery systems and in the speed of Internet connections between libraries in the network.

New Business

Ms. Tranquada informed the Trustees that 2014 will mark the 100th anniversary of the library building and that an appropriate celebration will ultimately be planned.

Ms. Tranquada informed the Trustees and shared a press release that noted Representative Stanley’s testimony on behalf of a bill to establish a Municipal Library Facilities Loan Fund. Monies from such a bill could be allocated for the construction or purchase of public parking facilities.

Unfinished Business

Facility Needs Assessment

Ms. Tranquada will be asking the Friends to underwrite the cost of a design consultant (up to \$5,000) to address short-term facility needs, and perhaps with an eye toward long-range planning as well. The impact of meeting those short-term needs on a future grant application for any long-range planning was discussed.

ESL Classes

The presentation of civic issues by Senator Susan Fargo will be scheduled in the fall.

Appraisal of paintings and documents

Ms. Tranquada updated the Trustees on discussions with the Law Department and with the Northeast Document Center and, potentially, the

Museum of Fine Arts, regarding compliance with the terms of certain wills and on preservation and storage issues, respectively.

Announcements

- ◆ Play Ball: A History of Baseball: Thu, June 23, 7:00 PM
- ◆ Death in Shorts: A Panel Discussion of Short Stories with a Murderous Twist - Thu, June 30, 7:00 PM
- ◆ Library Closed Sun - Mon, July 3 - 4
- ◆ Ice Cream Social on the Library Lawn, Wed July 6, 6:30 PM
- ◆ 15 Min. Tech Appointments with Todd, Wed July 12, 10 AM - 12 PM
- ◆ Waltham's Mass Memories Road Show, July 16, 10 AM - 3 PM @ NARA
- ◆ Library Closed Sat - Mon, September 3 - 5

Adjournment

Mr. Mann made the motion to adjourn the June meeting at 7:05 p.m. Ms. Taddeo seconded the motion and the Trustees voted the action unanimously. The next Trustees' Meeting will be Tuesday, September 13, 2011 at 6:00 p.m.

Submitted by Marie J. McKenzie, Secretary/Clerk