

# **Waltham Public Library**

Waltham, Massachusetts

## **Trustees' Meeting**

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

The June 2012 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 Trustees' Meeting were presented. Mr. Humbert moved to approve the May Minutes. Ms. Mawhinney seconded the motion and the Trustees voted to approve.

## **Financial Report**

### **Budget Statement**

Ms. Tranquada presented the FY2012 Budget Statement through May 2012. It was noted that the Books Account was under spent at this time. Ms. Tranquada informed the Trustees that the purchase of Credo, Language Learning, the Oxford English Dictionary and Consumer Reports (online) would be reflected in the next statement.

Additionally, differences between budgeted and spent amounts in the staff accounts are related to the way salaries are calculated, based on payroll periods and not on the calendar.

Mr. Humbert moved to place the May Budget Statement on file. Ms. Mawhinney seconded the motion and the Trustees approved the action unanimously.

## **Report on Library Operations**

### **Circulation and Use Statistics**

Ms. Tranquada shared Circulation Statistics by Category for May 2012 and May 2011. The acquisition of new puppets is most likely the cause of the increase in circulation in that line item. Circulation is up in eBooks. Study room use and meeting room use, as usual, show positive trends. Average visits have remained steady.

### **Part time AV Department Head**

An increase in the budget for FY2013 has been approved. Ms. Tranquada is

confident that a part time AV department head will be hired by September. This is a professional position. The newly hired professional will also be involved in collection development and planning. The duties this person will assume will allow for some shifting of responsibilities from Ms. Tranquada and Ms. Fasulo. The schedule for this new hire will be coordinated with the schedules of other staff members to maximize coverage.

### **Space/Weeding Project**

This project is continuing. To date, weeding has taken place in the fiction, nonfiction, and mysteries collection. The criteria for removing fiction titles include that the particular title has not circulated among patrons in two years, but is still available through the Minuteman Network. Worn or damaged volumes are identified for replacement.

### **Priorities for July/August**

- 1) Weeding will continue.
- 2) Actions will be taken to provide an updated space for the Young Adult section. (Suggestions have been received from the Young Adult Advisory Committee, organized by Aileen Sanchez.) It is hoped that funding for furniture, shelving, and paint will be received from the Friends of the Library. A plaque in the area will note their contribution. Mr. Humbert made a motion to accept the gift from the Friends to refurbish the Young Adult room. Ms. Mawhinney seconded the motion and the Trustees voted unanimously in favor of the motion.
- 3) A special location will be identified for oversized books.
- 4) Changes will continue, as needed, on the website, to address patrons' concerns about teen and children access to links for mature titles.
- 5) Ms. Tranquada updated the Trustees about positive community policing actions in the library and about the condition of the walkway. She also updated the Trustees on the status of the investigation regarding a recent theft of a laptop. These issues will continue to be addressed over the summer.
- 6) Ms. Tranquada informed the Trustees of the library being a pilot site for a touch screen technology developed by Dr. Michael Bennett, a Waltham resident and Boston College professor who focuses on Science Education and Technology.

### **New Business**

There was discussion about the purpose of the library's display cases and the line between promoting local cultural and civic groups and individuals versus commercialization and personal promotion. Ms. Tranquada shared Waltham's,

Newton's, and Cambridge's documents on Display Cases. These will be used as reference points as Ms. Tranquada prepares a draft policy for the next Trustees' meeting.

## **Unfinished Business**

### **Sears bequest**

Information was shared regarding the use of trust funds established according to the wills of two members of the Sears family. The art identified in the will will be appraised for insurance purposes, restoration work required, while optimal display arrangements are made.

Additionally, it was mentioned that provision for an artist display gallery was cited in the original long range plans for the library (at the time of the renovation)

### **100<sup>th</sup> Anniversary**

The first meeting to begin brainstorming of ideas will be held on July 17.

**Adjournment:** Ms. Mawhinney made the motion to adjourn the June meeting at 7:40 p.m. Ms. Taddeo seconded the motion and the Trustees voted to approve. The next Trustees' Meeting will be on Tuesday, September 11, 2012

Submitted by Marie J. McKenzie, Secretary/Clerk