

Waltham Public Library

Waltham, Massachusetts

Trustees' Meeting

June 11, 2013

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

The June 2013 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.

Minutes: The Minutes of the regular May Trustees' Meeting were presented. Mr. Humbert moved to approve the May Minutes. Mr. Mann seconded the motion and the Trustees voted to approve.

The Minutes of the Executive Session of the May 14, 2013 Trustees' Meeting were presented. Mr. Humbert moved to approve the Minutes of the May Executive Session. Mr. Mann seconded the motion and the Trustees voted to approve.

There was discussion of the frequency of the necessary review of the minutes of the Executive Session to determine the continued timeliness or obsolescence of the content. A suggestion was made that the minutes be reviewed at each Annual Meeting. Ms. Tranquada will investigate the specific regulations related to the review of such minutes.

Financial Report

Monthly Budget Statement

Ms. Tranquada presented the Budget Statement through May 2013. It was noted that a part of the line item for part-time staff is for a vacant position. There was discussion of spending related to the Collections line item. Collection development is challenging due to the current staffing situation. Ms. Tranquada again informed the Trustees that upcoming subscription renewals would reduce the differential in the Collections line item.

Mr. Mann made the motion to place the May Budget Statement on file. Mr. Humbert seconded the motion and the action was approved unanimously.

Report on Library Operations

Operating Budget

Although there was no specific update as to the acceptance of the submitted library budget, it is believed that the budget was discussed and accepted by the City

Council at the meeting of June 10, 2013.

Library use statistics

Ms. Tranquada will compare fiscal year data for Waltham with other libraries in the Minuteman Network to assess how Waltham's statistics compare, specifically to see if other libraries are experiencing similar downward trends in some categories.

Personnel Update

Two new substitutes for Circulation/Children's/AV have begun and two more will begin shortly. Two high school pages have been hired as well. Ms. Tranquada expressed concern about the need for a substitute for Reference for the summer.

Ms. Tranquada reported that any hiring for permanent positions would depend on the outcome of the current contract negotiations.

Trustees were asked to submit their summer schedules to Ms. Tranquada.

Ms. Garniss acknowledged the outstanding presentation of the library budget made by Ms. Deborah Fasulo at a recent City Council Committee meeting.

Walthamreads.org

Ms. Tranquada informed the Trustees of the tentative plans of library staff in support of the school department's One Book One School initiative, supported by the Friends of the Library. This would include several movies and discussion groups connected to Left for Dead.

Facilities Update

- Bids for painting the window trim will be opened on June 13.
- Installation of 15 additional (already 16 in existence) security cameras will occur.
This work is being done for below the budgeted allotment.
- The self-checking stations will be up and running during the summer.
- The library has received(donation) and will purchase paperback bookracks to replace broken and inadequate shelving. Paperbacks are now being published in a significantly taller format.
- Ms. Tranquada and Ms. Garniss will attend the information session for a State Construction Grant for libraries on June 26. This planning grant, of up to \$50,000 with up to \$25,000 city matching grant, would provide the foundation of the larger construction grant. Several members of the Friends of the Library have already offered support and ideas. The current long-range plan extends to 2015. Political and public support for the larger grant would coincide with the 150th anniversary of the Library. Ms. Tranquada has made initial contact with RESERVE, a group of retired and semi-retired development and event planning personnel, who, for a minimal fee, may be used as consultants for this project. Additionally, Ms. Garniss urged the inclusion of the parking issue in the long-range planning process. It was acknowledged that there would be 5 parking

spaces reserved for library staff in the planned development at One Moody Street. However, this is still at least two years away.

New Business

Unfinished Business

Food and Drink Policy Review

Ms. Tranquada updated the Trustees on issues related to the current Food and Drink Policy. She is continuing to work with staff related to the efficacy of and the enforcement of the current policy.

Building security

Ms. Tranquada is continuing to work with Officer Ann Frassica and is still contacting other libraries in the Minuteman Network related to their security issues and strategies.

Adjournment: Ms. Mawhinney made the motion to adjourn the June meeting at 6:50 p.m. Mr. Mann seconded the motion and the Trustees voted to approve. The next scheduled Trustees' Meeting will be on Tuesday, September 10, 2013.

September agenda items should include Long Range Planning and Update on Building Security

Submitted by Marie J. McKenzie, Secretary/Clerk

Announcements:

Library will be closed for the Independence Day – Thursday, July 4

Library will be closed for Labor Day Weekend –

Saturday, August 31- Monday, September 2.