

WALTHAM PUBLIC LIBRARY

Waltham, Massachusetts

Trustees' Meeting
Tuesday, September 16, 2008

The September 16, 2008 Trustees' meeting for 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. Alan Humbert, Mr. Paul Powers, and Ms. Kate Tranquada.

Minutes: The Minutes of the June 10, 2008 Trustees' Meeting were presented. Joan Garniss MOVED to APPROVE the MINUTES. Paul Powers SECONDED the MOTION and the TRUSTEES VOTED UNANIMOUSLY to APPROVE.

The Minutes of the July 1, 2008 Special Trustees' Meeting and Executive Session were presented. Joan Garniss MOVED to APPROVE the MINUTES, WHICH INCLUDE THE CONFIDENTIAL MINUTES OF THE EXECUTIVE SESSION. Paul Powers SECONDED the MOTION and the TRUSTEES VOTED UNANIMOUSLY to APPROVE.

The Minutes of the July 17, 2008 Special Trustees' Meeting and Executive Session were presented. Joan Garniss MOVED to APPROVE the MINUTES, WHICH INCLUDE THE CONFIDENTIAL MINUTES OF THE EXECUTIVE SESSION. Paul Powers SECONDED the MOTION and the TRUSTEES VOTED UNANIMOUSLY to APPROVE.

The Minutes of the July 18, 2008 Special Trustees' Meeting and Executive Session were presented. Joan Garniss MOVED to APPROVE the MINUTES, WHICH INCLUDE THE CONFIDENTIAL MINUTES OF THE EXECUTIVE SESSION. Paul Powers SECONDED the MOTION and the TRUSTEES VOTED UNANIMOUSLY to APPROVE.

The Minutes of the July 23, 2008 Special Trustees' Meeting and Executive Session were presented. Joan Garniss MOVED to APPROVE the MINUTES, WHICH INCLUDE THE CONFIDENTIAL MINUTES OF THE EXECUTIVE SESSION. Paul Powers SECONDED the MOTION and the TRUSTEES VOTED UNANIMOUSLY to APPROVE.

The Minutes of the July 25, 2008 Special Trustees' Meeting and Executive Session were presented. Joan Garniss MOVED to APPROVE the MINUTES, WHICH INCLUDE THE CONFIDENTIAL MINUTES OF THE EXECUTIVE SESSION. Paul Powers SECONDED the MOTION and the TRUSTEES VOTED UNANIMOUSLY to APPROVE.

The Minutes of the July 28, 2008 Special Trustees' Meeting and Executive Session were presented. Joan Garniss MOVED to APPROVE the MINUTES, WHICH INCLUDE THE CONFIDENTIAL MINUTES OF THE EXECUTIVE SESSION. Paul Powers SECONDED the MOTION and the TRUSTEES VOTED UNANIMOUSLY to APPROVE.

The Minutes of the August 6, 2008 Special Trustees' Meeting and Executive Session were presented. Joan Garniss MOVED to APPROVE the MINUTES, WHICH INCLUDE THE CONFIDENTIAL MINUTES OF THE EXECUTIVE SESSION. Paul Powers SECONDED the MOTION and the TRUSTEES VOTED UNANIMOUSLY to APPROVE.

Financial Report: The Financial Report for FY 2008 through 6/30/08 was presented. Paul Powers MOVED to PLACE the FINANCIAL REPORT on FILE. Joan Garniss SECONDED and the TRUSTEES VOTED UNANIMOUS APPROVAL of the MOTION.

The Financial Report for FY 2009 through August 31, 2008 was presented. Paul Powers MOVED to PLACE the FINANCIAL REPORT on FILE. Joan Garniss SECONDED and the TRUSTEES VOTED UNANIMOUS APPROVAL of the MOTION.

Library Operations:

The operating budget was approved essentially as Tom Jewell had reported at the regular June Meeting. However, the capital budget was frozen, so the requested carpeting, and lighting upgrades, and annual replacement of outdated computers, are on hold.

After discussion regarding the capital budget, Joan Garniss MOVED to AUTHORIZE KATE TRANQUADA TO WRITE A LETTER TO THE MAYOR REQUESTING THAT THE BUDGET LINE ITEM FOR THE ANNUAL REPLACEMENT OF 5 COMPUTERS FOR INTERNET ACCESS BE RESTORED. Paul Powers SECONDED and the TRUSTEES VOTED UNANIMOUS APPROVAL.

Konstantins J. Guminskis of Waltham, left the Library a generous gift of \$5,000 for general purposes without restriction.

Joan Garniss MOVED the TRUSTEES TO RECOMMEND THE MAYOR APPOINT KATE TRANQUADA TO THE POSITION OF LIBRARY DIRECTOR. Paul Powers SECONDED, and the TRUSTEES MOVED UNANIMOUS APPROVAL.

Alan Humbert MOVED TO AUTHORIZE THE POSTING OF THE POSITION OF ASSISTANT DIRECTOR. Paul Powers SECONDED, and the TRUSTEES VOTED UNANIMOUS APPROVAL.

The \$5,000 equal access grant for Life Long Learners that Laura Bernheim and Louise Goldstein secured on behalf of the Library should arrive in October. A full schedule of programs has been arranged under the name of "Bright Lights".

The preservation grant from the Massachusetts Board of Library Commissioners has been approved. A consultant will be retained to help devise an action plan for digitizing the Waltham Room collection. This is a first step toward any future digitization/preservation of the collection.

Several members of the staff cut a public service announcement through Waltham Community access channel. It may get posted to You Tube, in addition to being on the local station.

The Library had a presence at the Waltham Days picnic on the Common last weekend.

The suggestion box requested a "magazine swap". The staff is working on putting in an area for it near the on-going book sale. It will have a bring-one, take-one format.

A revised library card application form has been prepared and new library cards will be used. They will come in a pair one regular size, one key chain size, and are called combo cards.

A new Union contract has been approved. It clarifies the status of parental leave, among other things. The adult pages are now part of the contract.

The circulation figures were reviewed and discussed.

Unfinished Business:

The patron satisfaction survey is in the process of being tabulated. There were over 975 responses.

The CPA grant for the lights has been approved, but seems to be held up, pending approval by the law department.

New Business:

After due consideration of the Council's request to name the Waltham Room after Harold and Eunice "Kit" Burstein, and mindful of Ms. Burstein's stated intent that rooms not be named after individuals, no matter how deserving they may be, it is the Trustees' recommendation that no room be named for the Bursteins. However, the Trustees further recommend that the Friends of the Waltham Public Library designate their Library Staff scholarship the "Harold and Eunice 'Kit' Burstein Scholarship Fund". The scholarship is made available to staff members pursuing a graduate degree in Library Science.

Joan Garniss moved that the ABOVE SENSE OF THE BOARD BE CONVEYED TO THE CITY COUNCIL, AND THE BURSTEIN FAMILY. Paul Powers SECONDED and the TRUSTEES VOTED UNANIMOUS APPROVAL.

The Trustees discussed the policy for closings due to bad weather. It is the Trustees opinion that no change in the policy is required at this time.

Paul Powers moved to AUTHORIZE KATE TRANQUADA TO SEEK THE MAYOR'S APPROVAL OF A "FOOD FOR FINES" FOOD DRIVE. Joan Garniss SECONDED, and the TRUSTEES VOTED UNANIMOUS APPROVAL.

Kate Tranquada proposed exploring the idea of creating additional exhibition space on the 3rd floor, near the elevators. The staff has also suggested adding additional slat wall displays (similar to the ones in the Childrens room) in the fiction room. The Trustees were interested in having the staff pursue this proposal.

Announcements:

Sept. 19 - (Preview) thru October 4, Friends Book Sale;
Sun. 10/12 - Ruth Harcovitz, Soprano: The Sunny Skies of Italy;
Wed. 10/22 - Dr. Helene Day: 400th Anniversary of Quebec;
Thu. 10/23 - Dr. Matthew Raider, MD: The Meditation Prescription;
Tue 10/28 - Rita Parisi, actress: Gothic Victorian Tales by Candlelight.

Adjournment: Paul Powers MOVED, Joan Garniss SECONDED and the TRUSTEES VOTED to ADJOURN the regular September 2008 meeting at 8:10 P.M.

Submitted by Alan D. Humbert, Secretary/Clerk.