

## **Waltham Public Library**

Waltham, Massachusetts

Trustees' Meeting

Monday, September 14, 2009

The September 2009 Trustees' Meeting of the Waltham Public Library was called to order by Rev. Mawhinney at 6:00 p.m. in the Trustees' Room of the Library.

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

**Minutes:** The Minutes of the June 2009 Trustees' Meeting were presented. Ms. Garniss moved to approve the Minutes. Mr. Humbert seconded the motion and the Trustees voted to unanimously to approve.

**Financial Report and FY2010 Budget:** The Financial Report was presented by Ms. Tranquada and discussed. Specific and potential plans around the \$75,000 budget shortfall are being negotiated between the union and the Mayor's representative. Given the hiring freeze, the resignation of a staff member in June brings about a \$23,000 savings. Additionally, the conservative use of substitutes and internal coverage will affect the situation. Specific scenarios, i.e. staff reductions, may or may not occur pending the above negotiations.

Ms. Garniss asked about the line item for books, which appears to be unusually low. Ms. Tranquada explained that state aid awarded last fiscal year will be transferred to the Library account after approval by the City Council this week. Those funds will bring the book budget up to planned levels. Ms. Garniss moved to place the Financial Report on file. Ms. Taddeo seconded and the Trustees voted to unanimously to approve.

**Circulation Statistics:** The circulation rate of AV is down and the circulation in YA is up. There is currently some discussion around a two-for-one day promotion in the AV Department. Commendations were made for library staff appearances on two episodes of Barbara Peterson's WCAC show, "Inside Waltham;" kudos to Laura Bernheim, Deborah Fasulo, Nancy Rea and Kate.

**Book Sale from Friends of Library:** A flier was distributed. Sale begins on September 26.

**Personnel:** Ms. Tranquada updated the trustees on recent long term absences due to illness and injury.

**Online services:** Ms Tranquada updated the trustees on Morningstar (investment information) and Mango Languages, now provided online by the library, available from home with a Waltham Public Library card.

**Library Security:** Ms. Tranquada updated the Trustees about several incidents over the summer. Ways that security is being addressed are: police officers walking through the library, additional lighting added to the staff parking area, inquiries around the cost of adding security cameras to the book drop area and main entrance are being made, and staff members will attend a Violence Awareness workshop.

### **Programs and Grants:**

Summer reading: There were 80 registered participants in the Young Adults summer reading program, over 530 in the Children's program. Participants contributed book reviews online. Information from weekly raffle entries shows that participation in the Children's program was significantly higher than the official tally indicates; next year will bring improvements to the new online registration procedures.

Job search: There were approximately 20 participants at each of the 5 sessions.

Computer class: Following the success of the spring and summer programs, Computer Literacy classes are scheduled for October. These classes are taught by volunteers from Saheli, a group dedicated to helping South Asian women in the Boston area. Classes are free and open to all.

Evening with Poe: A Friends of the Library fundraising event on October 30 at 6:30 at the Library, featuring performances by the Hovey Players.

Gates Grant: Computers were purchased for the Children's Room from a Gates Foundation Grant. Todd Strauss is working with the Wires Department to complete the installation.

Childhood Literacy: Children's Librarian Nancy Rea successfully applied for a \$7,500 Federal Library Services and Technology Act (LSTA) grant through the Institute of Museum and Library Services to develop a "Mother Goose on the Loose" program in Waltham. Staff will receive training in this highly structured early childhood literacy program. Sessions will be offered in Spanish and in English.

The Handicapped Commission is funding work on the entrance to the "pocket park" off Exchange Street. The curb will be removed, allowing access to all.

### **Unfinished Business:**

- A list of trustees and contact information will be sent to all Trustees.
  
- Meeting dates: Dates for Trustees Meetings were established. These are the second Tuesday of each month: October 13, November 10 and December 8 in 2009; January 12, February 9, March 9, April 13, May 11 and June 8 in 2010.
  
- Holiday Schedule and Calendar: The calendar for library hours was presented. Additional closing dates of Sunday, October 11 and Saturday, December 26 were

added to the 2009 calendar. Mr. Mann made a motion to accept the above calendar, Mr. Humbert seconded and the Trustees voted to unanimously to approve.

- Tucker Library Interiors, as a result of a FWPL proposal, will install custom slat-wall panels in the Fiction Room. Ms. Garniss moved that this work be done, Ms. Taddeo seconded the motion, and the Trustees voted unanimously to approve.

**Long range planning:**

Mr. Humbert called attention to the potential for three dedicated spaces to be included in the special permit for the development at One Moody Street. He and Ms. Tranquada discussed the difficulty of enforcing reservations for library use. Dedicated library staff parking spaces would be more practical. Many staff members must find parking on the street or in nearby lots.

Ms. Tranquada presented some logistics of the 5 year plan required by the MBLC to qualify for LSTA grants. Help would be available from the Metrowest Region. The plan is due in Fall 2010. Mr. Mann volunteered to chair the long range planning committee.

**Adjournment:** Mr. Humbert moved, Ms. Taddeo seconded, and the Trustees voted to approve a motion to adjourn the June meeting at 7:15 p.m.

Submitted by Marie J. McKenzie, Secretary/Clerk