

**Waltham Public Library**  
Waltham, Massachusetts  
Trustees' Meeting  
September 16, 2010

The September 2010 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.

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

**Minutes:** The Minutes of the June 2010 Trustees' Meeting were presented. Mr. Mann moved to approve the Minutes as amended. Mr. Humbert seconded the motion and the Trustees voted to approve.

## **Financial Report**

The current Budget Statement was presented by Ms. Tranquada and briefly discussed. The surplus in the Substitutes line item will be used to cover for regular staff members during training sessions and other absences. Mr. Humbert moved to place the Budget Statement on file. Mr. Mann seconded the motion and the Trustees voted the action unanimously.

## **Report on Library Operations**

### **Circulation and Use Statistics**

Ms. Tranquada shared Circulation Statistics for June, July, and August. Positive trends were noted for August in the Children's AV and Young Adults' categories, and in August overall. The addition of two study rooms contributed to higher usage numbers in July and August.

Ms. Tranquada shared a document entitled *Database Usage at the Waltham Public Library FY 2010 and FY 2011* prepared by Laura Bernheim, Head Reference Library. In an effort to increase patron awareness of the large number of databases available at the library, the library staff will highlight one database a month.

Ms. Tranquada shared her informal research about what might be making other libraries more popular. While more parking was often cited, other factors, at specific libraries, included: nice displays, more computers, better rest rooms, "delightful" staff person, specific librarian's knowledge base. Waltham patrons are pleased with the changes in loan rules, which began on August 1, 2010, specifically,

1) loan for three weeks with two renewals instead of the former policy of a loan of three weeks with one renewal and 2) increase holdshelf time of seven days instead of the former policy of holdshelf time of four days. Ms. Tranquada will continue to collect and share informal and formal data related to patron satisfaction, for example, Library Checkouts and Staff-placed Holds, Door Counts, Circulation Trends for others in MLN.

There was discussion about the need to look at book drop procedures. This will be pursued with the library staff.

A desk bell to indicate a patron's need for assistance has been in use by the Audio-Visual staff.

The new scanner is up and running. This is a free service for patrons.

An intern from Simmons will be digitizing approximately 100 historic Waltham postcards.

Residents of Rediscovery House, a program for youth leaving state custody, painted the library fence this summer.

Contract negotiations have begun between the union and the City Auditor. The contract expired on June 30, 2010.

### **Roof Repairs**

Repairs have been made to the roof over the Browsing Room and the Main Street entryway. The major repair of the roof will be requested under Capital Improvement in the Building Department.

### **Part-time Custodian**

A part-time custodian has been hired. Rony Fong Flores is highly recommended, experienced, and bilingual. He is expected to begin the week of September 19 and will work Monday and Friday nights and all day Saturdays.

### **Student Library Card project**

The Library staff is seeking to ensure that every student in Waltham has a library card.

Ms. Tranquada updated the Trustees on efforts to date. Library personnel will be attending Back-to-School nights at Stanley, Whittemore, and MacArthur.

The Grade 6 tours will be revived, with cooperation from the schools. The Friends of the Waltham Public Library have received a grant from TD Banknorth. This grant will help defray the cost of transportation.

## **New Business**

### **Meeting Room Policy update**

Ms. Tranquada shared a draft of a Meeting Rooms and Library Grounds Policy. After some refinement of the hours and equipment fees, Ms. Garniss requested action on the amended draft of the policy. Mr. Humbert moved to accept the amended draft. Mr. Mann seconded the motion and the Trustees voted the action unanimously.

### **Library Card Policy update**

Ms. Tranquada informed the Trustees of the history of the proposed changes, particularly related to temporary residents. Ms. Tranquada shared a draft of a Library Card Policy, outlining guidelines for getting a card (valid identification) and for various age groups, short-term residents, and out-of-state residents. Ms. Garniss requested action

on the draft of the policy. Ms. McKenzie moved to accept the draft. Mr. Humbert seconded the motion and the Trustees voted the action unanimously.

### **Study Room Policy update**

Ms. Tranquada informed the Trustees of the need to amend the current policy, specifically related to additional study rooms and occupancy limits. Ms. Tranquada shared a draft of a Study Room Policy. Ms. Garniss requested action on the draft of the policy. Mr. Mann moved to accept the draft. Mr. Humbert seconded the motion and the Trustees voted the action unanimously.

### **Key Control Policy update**

Ms. Tranquada informed the Trustees of the need for a Key Control Policy due to the new security system. Ms. Tranquada shared a draft of a Key Control Policy, outlining who has access and whose approval is required. The policy also includes a signed agreement from all key holders. Ms. Garniss requested action on the draft of the policy. Mr. Mann moved to accept the draft. Mr. Humbert seconded the motion and the Trustees voted the action unanimously.

### **Children's Room Computer Use Policy**

Ms. Tranquada informed the Trustees of the need for more specificity in the current Children's Room Computer Use policy. Ms. Tranquada shared a draft for Internet Game Computer Use and for Internet Reference Use. This policy, outlining procedures and appropriate behavior, would apply to children 11 and under. (Additionally, children under age 9 must be accompanied by an adult.) Ms. Garniss requested action on the draft of the policy. Mr. Mann moved to accept the draft. Mr. Humbert seconded the motion and the Trustees voted the action unanimously.

Ms. Garniss requested that the above policies as amended and/or updated and approved be distributed to the Trustees at the October meeting.

## **Unfinished Business**

### **Parking lot entrance walkway progress report**

Ms. Tranquada has begun discussions with Steven Casazza, city engineer, related to extending the walkway to Spring Street. The first action will be to clarify the actual property lines.

**Adjournment:** Mr. Humbert made the motion and Mr. Mann seconded the motion to adjourn the September meeting at 7:50 p.m. The next Trustees' Meeting will be Tuesday, October 12, 2010.

Submitted by Marie J. McKenzie, Secretary/Clerk