

WALTHAM PUBLIC LIBRARY

Waltham, Massachusetts

Trustees' Meeting
Tuesday, September 11, 2007

The September, 2007 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, Mr. Alan Humbert, Ms. Eunice Burstein, Ms. Maureen Taddeo, Mr. Paul Powers, Ms. Joan Garniss and Mr. Thomas Jewell.

Minutes: The Minutes of the May, 2007 Trustees' Meeting were presented. Eunice Burstein made a MOTION to APPROVE the MINUTES, as PRESENTED. Paul Powers SECONDED the MOTION and the TRUSTEES VOTED UNANIMOUSLY to APPROVE.

The Trustees reviewed the notes of the June, 2007 meeting at which there was no quorum present. A copy of the notes were placed on file.

Financial Report: The Financial Report was presented. Eunice Burstein MOVED to PLACE the FINANCIAL REPORT, on FILE. Paul Powers SECONDED and the TRUSTEES VOTED UNANIMOUS APPROVAL of the MOTION.

The library finished FY 2007 within the budget, despite the 300 Account being underfunded. All state required expenditures for materials were met and the library should qualify for State aid in the upcoming year.

Library Operations:

Tom Jewell announced that the carpet installation is going well, and that it may be completed in less than a month, from start to finish. Every attempt is being made to minimize the disruption to patrons. The access to the public computers has been interrupted while the carpet was being installed in that area of the library. However, the carpet in that area is in, and the computers are in the process of being re-installed.

The summer Sunday openings were busy, Tom Jewell reported. The staff reported that patrons were grateful for the Sunday hours and enthusiastic in their usage.

Tom Jewell informed the Trustees that there had been some staffing shortages in the custodial department over the summer.

The family of Margaret A. McCaul has been discussing the creation of a memorial fund in her name with Tom Jewell and the Friends. The Margaret A. McCaul Memorial Fund would be used primarily for the purchase of children's books and materials.

The circulation figures for the summer were reviewed and discussed. The carpet installation in August may have had an impact on circulation for that month.

Unfinished Business: The trustees discussed the methods of analysis to use for quantifying the parking needs of library patrons and staff.

The missing light pole has been replaced.

The Handicap Commission will be installing a new closure system on the rear doors.

Joan Garniss informed the Trustees that the Friends of the Waltham Public Library have voted funds for improving the staff kitchen.

Eunice Burstein made a MOTION to ACCEPT the FRIENDS' GIFT of SUPPORT for the IMPROVEMENT of the STAFF KITCHEN. Paul Powers SECONDED the MOTION and the TRUSTEES VOTED UNANIMOUSLY to APPROVE.

New Business: None

Announcements:

The Friends Annual Book sale will run from Friday, September 28th through October 13th. The sale starts with the "members only" preview on the evening of the 28th.

Historic Waltham Days will run from September 14th through September 23rd.

Adjournment: Paul Powers MOVED, Eunice Burstein SECONDED, and the TRUSTEES VOTED to ADJOURN the regular March 2007 meeting at 8:00 P.M.

Submitted by Alan D. Humbert, Secretary/Clerk.