

Waltham Public Library

Waltham, Massachusetts

Trustees' Meeting

September 11, 2012

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

The September 2012 Trustees' Meeting of the Waltham Public Library was called to order by Ms. Garniss at 6:15 p.m. in the Trustees' Room of the Library.

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

Financial Report

Budget Statement

Ms. Tranquada presented the FY2012 Budget Statements through June 2012 and through August 2012. It was noted that the budget reflects the 12% requirement for certification by the Board of Library Commissioners. As there were questions related to the budgeted and spent figures in the Books line item, it was decided to table the financial reports to allow time for updates.

Report on Library Operations

Circulation and Use Statistics

Ms. Tranquada shared Circulation Statistics by Category for June 2012, July 2012, August 2012, and for the 2012 Fiscal Year. She also shared bar graphs for Study Room Use, Meeting Room Use, and Average Hourly Visits denoting monthly and yearly rates. As has been noted before, study room use is up (25% from FY11) and meeting room use is up (15% from FY11). Average visits have remained steady.

Personnel Update

Ms. Tranquada updated the Trustees on the status of the position for a part time AV department head, outlining the advertising and interview process. Ms. Tranquada is hoping to hire a candidate with some management experience.

Personnel changes will include the hiring of a new part-time custodian.

Ms. Tranquada noted that, due to the long-term illnesses of two staff members, the library is currently short staffed.

Ms. Tranquada informed the Trustees of a recent legal opinion regarding part-time library staff members who often work in excess of 19 hours a week, a practice that cannot continue. Ms. Tranquada, Ms. Fasulo, Ms. Sewall (City Attorney's Office), and Mr. Centofanti (Auditor) will be meeting on September 18 to discuss the legal opinion its consequences for the library. If there is any updating needed for the Trustees, there will be a meeting on Thursday, September 27 at 6:00.

FY 2013 Annual Report Information Survey - MBLC

Ms. Tranquada distributed this document that had been submitted to Board of Library Commissioners. This document includes statistical information on library personnel (salaries, education), holdings (books, subscriptions, databases), circulation information, services, and facilities.

Space/Weeding Project

This project is continuing. Shelving for the Young Adult section is expected within the week. Final decisions about furniture will occur shortly.

Ms. Tranquada informed the Trustees that discussions had just begun about new shelving and adjusted seating arrangements for the Reference Room.

New Business

Open Meeting Law

Ms. Tranquada distributed Office Solutions' Quick Guide to the Massachusetts Open Meeting Law, provided by the Mayor's office. The self-assessment for Trustees will be coming in the near future. At this time the Mayor has not authorized any "telemeetings."

Readers Advisory Staff Training Grant - MBLC

This grant has been received from the state and has been accepted by the City Council. The funding associated with this grant will provide professional development for staff to match books to readers, to fund guest speakers, and for staff members to participate in a genre study related to mystery.

Ms. Tranquada noted that the need for staff training on new digital resources, injury prevention, and the above Readers Advisory topics. She asked that the Trustees approve the closing of the library for a full day, on the already scheduled half-day closing, of November 2 to address these topics. The motion to close the library on November 2 and to give adequate advance notice to patrons was made by Ms. Mawhinney and seconded by Mr. Humbert. The Trustees approved the motion unanimously.

Additional Security Cameras

Ms. Tranquada reported that there had been 17 incidents over the summer involving misbehavior, theft, or vandalism. The Waltham Police Department has been actively involved in patrolling the library and responding to calls from staff. The current security cameras have aided in identifying suspects. The Police have also requested that signs be posted outlining prohibited behaviors, loitering and consequences.

While there are currently 18 security cameras, there are needs to acquire 2 or 3 more, to replace others, and to install a new computer monitoring system. Ms. Tranquada has approached the Friends of the Library for assistance in funding these purchases. She will bring forward detailed proposals/options in the near future. It was noted that is quite positive to hear of such proactive steps regarding the safety and security of staff and patrons.

Unfinished Business

Display case policy

Ms. Tranquada shared and received feedback on a draft of the Display Case Policy. (There had been a discussion about the purpose of the library's display cases and the line between promoting local cultural and civic groups and individuals versus commercialization and personal promotion at the June Trustees' Meeting.) As the policy needs to align with the Materials Selection Policy, which has recently changed, action on adopting the draft was tabled until the October meeting.

Adjournment: Ms. Mawhinney made the motion to adjourn the September meeting at 8:01p.m. Mr. Humbert seconded the motion and the Trustees voted to approve. The next scheduled Trustees' Meeting will be on Tuesday, October 7, 2012

Submitted by Marie J. McKenzie, Secretary/Clerk

Announcements

Library will be closed for Columbus Day – Monday, Oct. 6

Friends of the Library Annual Book Sale – Friday, Sept. 21-Wednesday, Oct. 3

REACH/FWPL Fall Festival on the lawn – Saturday, September 29 1:00-4:00