

Waltham Public Library

Waltham, Massachusetts

Trustees' Meeting

September 10, 2013

Present: Ms. Joan Garniss, Mr. Steven Mann, Ms. Jacquelyn Mawhinney, Mr. Alan Humbert, Ms. Marie McKenzie, Ms. Maureen Taddeo (6:15) Ms. Kate Tranquada, Library Director, Officer Ann Frassica, Waltham Police Department

The September 2013 Trustees' Meeting of the Waltham Public Library was called to order by Ms. Garniss at 6:08 p.m. in the Trustees' Room of the Library.

Unfinished Business

Building Safety and Security

Officer Frassica updated the Trustees on the ALICE program (Alert, Lockdown, Inform, Counter, Evacuate) with a PowerPoint presentation. This national program is designed to address the possibility of an active shooter or violent intruder into various public buildings, i.e. community centers, schools, libraries. The goal of this program is to help the affected overcome the initial reaction of "I can't believe this is happening" and to move from a passive to a proactive response in the face of such a horrendous situation.

The ALICE program coordinates well with the library's Emergency Planning already in place. Officer Frassica and Ms. Tranquada have tentative plans to present the key elements to the library staff in November, providing them with skills, training, and response options. (Staff in the Waltham Public Schools are also receiving this training.)

There was discussion as to the involvement of library patrons in any ALICE drills. Additionally, Ms. Tranquada answered questions from some Trustees about current procedures for fire drills and alarms.

Before leaving after the overview, Officer Frassica was open to questions and to further contact via phone or email.

(Other Unfinished Business was addressed later in the meeting.)

Minutes: The Minutes of the regular June 11 Trustees' Meeting were presented. Mr. Humbert moved to approve the June Minutes (as amended due to typographical error). Ms. Mawhinney seconded the motion and the Trustees voted to approve.

The Minutes of the Special Trustees' Meeting of the June 11, 2013 were presented. Mr. Humbert moved to approve the Minutes of the June Special Meeting. Ms. Mawhinney seconded the motion and the Trustees voted to approve.

The Minutes of the Executive Session of the Special Trustees' Meeting of the June 11, 2013 were presented. Mr. Humbert moved to approve the Minutes of the June Special Meeting Executive Session. Mr. Mann seconded the motion and the Trustees voted to approve.

There was further discussion (from June meeting) of the frequency of the necessary review of the minutes of an Executive Session to determine the continued timeliness or obsolescence of the content. Ms. Tranquada had recently forwarded guidelines for review and/or release of such minutes in a document entitled *Open Meeting Law Guide* prepared by Attorney General Martha Coakley's Office and published 8/1/13. It was generally agreed that such minutes would be reviewed at each Annual Meeting.

Financial Report

Monthly Budget Statement

Ms. Tranquada presented the Budget Statement through June 2013, (end of fiscal year). Ms. Mawhinney made the motion to place the June Budget Statement on file. Ms. Taddeo seconded the motion and the action was approved unanimously.

Ms. Tranquada presented the Budget Statement through August 2013. The large expense in Equipment/ Automation is common at the beginning of the new fiscal year. Mr. Mann made the motion to place the August Budget Statement on file. Mr. Humbert seconded the motion and the action was approved unanimously.

Report on Library Operations

Library use statistics

Ms. Tranquada shared comparative data for Waltham with other libraries in the Minuteman Network, assessing how Waltham's statistics compare, specifically to see if other libraries are experiencing similar downward trends in certain categories. Circulation trends (downward) were common at 31 of the libraries. Only 3 libraries experienced a positive trend in FY2012-2013.

Charts for monthly use of Waltham's Study Room Use, Meeting Room Use and Hourly Visits show consistency.

State Aid Annual Report

Ms. Tranquada shared the *Annual Report Information Survey*, one of two required (the other being a financial report) that must be submitted to the Board of Library Commissioners for state aid. Ms. Tranquada asked the Trustees to review.

Personnel Update

Three high school pages have been hired.

Six new part-time substitutes have been hired and two will be assigned mainly to Reference. The new staff members are currently being trained. Such training is going very well as they already have experience in the Minuteman Network. There remain four budgeted, empty, and permanent positions - Young Adult, Audio Visual, Reference and Children's. Filling those positions still depends on the outcome of the current contract negotiations. Contract negotiations are ongoing.

Facilities Update

- Window frame painting began on September 9.
- Installation of new security cameras has occurred. This doubled the number previously in place. (The new cameras were helpful in locating the cause of a recent fire set in the dumpster.)
- The self-checking stations are up and running.

New Business

Library Building Planning and Design Grant Opportunity

Ms Tranquada shared a copy of the *Program Notice for the Massachusetts Public Library Construction Program* as well as a copy of an email, dated 8/30/13, that she sent to Mayor McCarthy outlining key points in the letter of intent she plans to file by the due date of September 13. Ms. Tranquada informed the Trustees on the community outreach she had made with a grant consultant, architect, city councilors, and city planning director to identify and/or confirm realistic and needed elements (and not just a wish list) for the design process. Additionally, there is a match between what is outlined in this letter of intent and recently developed long range plans. Ms. Tranquada intends to ask the Friends of the Library to provide the matching funds for the planning grant.

A motion was made by Mr. Humbert and seconded by Ms. Taddeo to support the letter of intent and the Trustees voted to approve.

Columbus Day Weekend Hours

Ms. Tranquada requested that the Trustees vote to close the library on Sunday,

October 13, due to limited staffing issues. (The library is already scheduled to be closed on Monday, October 14 for Columbus Day.) Weekend staffing is in place through January.

A motion was made by Mr. Mann to close the library on October 13 and seconded by Ms. Mawhinney and the Trustees voted to approve.

Unfinished Business (continued)

Fine Art collection

Ms. Tranquada updated the Trustees on issues related to items in the library's collection. This update included researching the provenance, insurance, and legal issues related to provisions in the wills of the donors.

Adjournment: Ms. Mawhinney made the motion to adjourn the September meeting at 7:49 p.m. Mr. Humbert seconded the motion and the Trustees voted to approve. The next scheduled Trustees' Meeting will be on Tuesday, October 8, 2013.

Submitted by Marie J. McKenzie, Secretary/Clerk

Announcements:

Friends Annual Book Sale; Preview Friday, 9/20, Sale 9/21-10/2