

Waltham Public Library

Waltham, Massachusetts

Trustees' Meeting

Thursday, November 20, 2014

(amended for punctuation and clarification within Exec. Session)

Present:

Ms. Joan Garniss, Ms. Marie McKenzie, Mr. Steven Mann, Mr. Alan Humbert, Ms. Jacquelyn Mawhinney, Ms. Deborah Fasulo, Assistant Director

The November 2014 Trustees' Meeting of the Waltham Public Library was called to order by Ms. Garniss at 6:10 p.m. in the Director's Office in the Library.

A motion was made by Mr. Humbert to suspend the regular meeting and call for an Executive Session to discuss strategy related to a grievance and to resume the regular meeting after the Executive Session. The motion was seconded by Ms. Mawhinney and approved unanimously by roll call.

The November 2014 Trustees' Meeting of the Waltham Public Library was again called to order by Ms. Garniss at 7:10 p.m. Ms. Kelly Linehan, the newly appointed Library Director, joined the Trustees. Ms. Garniss will contact the Mayor's Office to secure an appointment for a formal introduction of the new director.

Minutes:

The Minutes of the October 2014 Trustees' Meeting were presented. Mr. Mann moved to approve the October Minutes. Ms. Mawhinney seconded the motion and the Trustees voted to approve.

Financial Report

Monthly Budget Statement

Ms. Fasulo presented the Budget Statement through October. (An explanatory note accompanied this from Marjorie Hartman.)

It was noted that the full time staff line item reflected the buy back option for unused vacation time/sick time of the retired director. A discrepancy was noted in the equipment line item, most probably a misplaced decimal or missing "0". Ms. Fasulo will follow up on this for the next meeting.

Mr. Mann made the motion to place the October Budget Statement on file. Ms. Mawhinney seconded the motion and the action was approved unanimously.

Report on Library Operations

Personnel

Ms. Fasulo informed the Trustees of a retirement of a part-time staff member. This will bring the total of unfilled permanent part time positions to eight.

There is a scheduled meeting of the union and their attorney on December 15.

Capital Budget

The capital budget process is about to start. Ms. Linehan will receive specific training on this from the Mayor's and/or Auditor's Office.

While major roof repair may need to be included in the Capital Budget, of immediate concern, according to Ms. Fasulo, is the leaking roof of the library. Communications with the Building Department on this issue since initial notification on October 23, 2014 have not resolved the problems.

The funds for lighting in the Fiction Room have been approved. The money needs to be released by the City Council once it is on the Mayor's submitted docket.

Ms. Garniss will follow up with the Mayor on the release of these funds, the issues of the roof repair, and the possible hiring of some permanent part time positions.

New Business

Evaluating the Library Director

Kristin Murphy, Personnel Director, had forwarded several evaluations forms. Ms. Fasulo distributed folders of these. Trustees will review these forms and begin the discussion of developing an evaluation instrument at the next meeting. Additionally, resource links specific to library director evaluations from the Mass Library Trustees Handbook, the American Library Association, and Oak Park Illinois Public Library will be forwarded to the Trustees by Ms. McKenzie.

Mr. Humbert shared information about a possible self-evaluation for Trustees that he received at a recent library Trustees training he attended. (Additionally, he received congratulations from Ms. Linehan's former library system for selecting such a fine director.)

Annual Report

There was discussion about the history of the annual report. It seems to be a useful document for community outreach, but it seems to have been replaced by the budget. Ms. Linehan volunteered to take on the reinstatement of this document.

Unfinished Business

Hiring a Library Director – Public Meet and Greet

Members of the public, elected officials, and city and school personnel will be

invited to the Meet and Greet on December 10 from 3:00-7:00.

FY2014-2015 Calendar

The draft of the calendar for 2015 was presented. At this time, the specific hours for staff development on May 1 and October 23 have not been determined.

Mr. Humbert made the motion to approve the draft. Ms. Mawhinney seconded the motion and the Trustees voted to approve.

Announcements:

Library will be closing at 5 pm on Wednesday, November 26 and will be closed on Thanksgiving Day.

Adjournment:

Mr. Mann made the motion to adjourn the November meeting at 8:05.

Ms. Mawhinney seconded the motion and the Trustees voted to approve.

The next Trustees' Meeting will be Tuesday, December 9, 2015

Submitted by Marie J. McKenzie, Secretary/Clerk