

# Waltham Public Library

Waltham, Massachusetts

Trustees' Meeting

Tuesday, January 12, 2016

## **Present**

Ms. Joan Garniss, Mr. Alan Humbert, Ms. Marie McKenzie, Ms. Jacquelyn Mawhinney, Mr. Steven Mann, (arrived at 6:25), Ms. Deborah Fasulo, Assistant Director, Mr. Luke Kirkland, Young Adult Librarian

The January 2016 Trustees' Meeting of the Waltham Public Library was called to order by Ms. Garniss at 6:12 p.m. in the Trustees' Room in the Library.

## **Minutes of previous meeting**

The Minutes of the regular Trustees' Meeting, held on December 8, 2015, were presented. Mr. Humbert moved to approve the December Minutes and Ms. Mawhinney seconded the motion and the Trustees voted to approve.

## **Financial Report**

### *Monthly Budget Statement*

Ms. Fasulo presented the Budget Statement through December 2015. Clarification would be needed on the Trustees line item and Ms. Fasulo said she would follow up but believed the specific accounting on this item was related to the posting of "Spent" through November and not December.

Ms. McKenzie moved to place the December 2015 Budget Statement on file. Mr. Humbert seconded the motion and the action was approved unanimously.

## **Report on Library Operations**

### *Personnel*

- ◆ Ms. Fasulo introduced Mr. Luke Kirkland, the new (and long awaited!) Young Adult Librarian. Several Trustees noted the positive article about Mr. Kirkland that had been published recently in *The News Tribune*. Mr. Kirkland's resume includes a musical, writing, and technology background. Questions from the Trustees focused on long-range plans, the feasibility of a MakerSpace, the logistics of future programming, and the best location for the Young Adult area. Mr. Kirkland has already connected with the Waltham High School library teacher and will be co-chairing the teen book discussion group. He also has plans to connect with the library teachers at the two middle schools. The focus, at this time, of the Young Adult/Teen Librarian seems to be students in Grades 8 and above. Early response from teens to Mr. Kirkland's first initiative had been positive.
- ◆ There was discussion about a part-time tech services position, which may be addressed in a future budget.
- ◆ Ms. Linehan should be returning from maternity leave in early February.

### *Statistical Reports*

Ms. Fasulo noted that the positive Circulation Statistics for Childrens is a reflection of new programming (Bedtime Story Hour), additional personnel, as well as the ability of all staff to now devote time to weeding/updating the collection and to focus on patrons' needs and interests.

**MLN**

Ms. Fasulo will be attending the meeting next week.

## **Unfinished Business**

### ***Space Plan***

#### ***Long range Planning***

These items will be carefully examined when Ms. Linehan returns. The items will remain on the Trustees' Agenda under Unfinished Business.

#### ***Art Ownership***

Provisions of the Sears Will dictate that the identified paintings be displayed. There was discussion as to whether space is available in the Browsing Room or in the Waltham Room. Information about and a celebration of the artist must be gathered prior to any exhibition. Art Ownership will remain on future agendas under Unfinished Business.

#### ***Library Director Evaluation***

At the December Meeting, it was unclear to the Trustees whether this evaluation which a personnel and a private matter, i.e. the discussion is of and/or final evaluation of an employee, can or should be considered public according to the Open Meeting Law. Ms. Garniss shared the written communication she had received from the Ms. Kristen Murphy, Personnel Director, and the oral communication she had with Ms. Mary Rose Quinn, from the Massachusetts Board of Library Commissioners. There is also information on this topic in the *Trustees' Handbook*, published by MBLC. The issue around what must be public process will be presented to Ms. Linehan when she returns.

Additionally, the indicators still need to be reviewed once again in light of whether a Trustee could actually assess it and/or whether all the categories can be assessed at this time, as the director was appointed barely one year ago. Additionally, there was sentiment expressed that the draft of the Director's Evaluation might be reconsidered with the focus on the individual descriptors under each category as the basis for a narrative and not to be numerically considered. The evaluation form must also include a provision for goal setting, by the Trustees and by the Director.

#### ***Trustee Evaluation***

Any action on this will take place once the document and process for the Library Director Evaluation has been formalized.

Ms. Fasulo reminded the Trustees to complete the Conflict of Interest form.

#### ***Announcements***

The library will be closed Monday, January 18 for Martin Luther King Day.

## **Adjournment**

Mr. Humbert made the motion to adjourn the January meeting at 7:25. Mr. Mann seconded the motion and the Trustees approved the action unanimously.

The next Trustees' Meeting will be held on February 9 at 6:00 p.m.

Submitted by Marie J. McKenzie, Secretary/Clerk