

Trustees Meeting

October 18, 2016

Trustees Room, Waltham Public Library

Kelly Linehan (Director), Joan Garniss, Steve Mann, Alan Humbert

6:02PM Joan called the meeting to order.

Minutes of previous meeting

- Motion to approve the September Trustees Minutes from Alan. Seconded by Steve. Motion passed.

Financial Report

- Review of the budget.
- Reminder that the Trustees will now receive the City of Waltham Expenditure Report Summary page, which is a clearer, more updated look at library spending to date.
- Kelly explained that due to anticipated increases in salaries (i.e. cost of living), we anticipate needing to transfer an additional \$40,000 on materials this fiscal year. Kelly will reassess in January and then have State Aid funds transferred.
- Motion to place the Financial Report on file by Alan, seconded by Steve. Motion passed.

Report on Library Operations:

Statistical Reports

September stats across the board are looking great overall, up 3.2% from last year. Particularly, the Teen Room is up 13.6%. Teen Programming going extremely well.

Personnel

- Discussed progress on the filing on vacant positions.

New Business

- Trust Funds: Kelly will work with the Auditing Department to explore the library's Trust Funds, any rules regarding their expenditure, and what money is readily available to the library.

Unfinished Business:

No new updates to report

Adjournment

Meeting ended at 7:16PM, motion made by Alan, seconded by Steve.