

**Waltham Public Library**  
Waltham, Massachusetts  
**Trustees' Meeting**  
Tuesday, October 13, 2015

**Present**

Ms. Joan Garniss, Mr. Alan Humbert, Ms. Marie McKenzie, Mr. Steven Mann,  
Ms. Jacquelyn Mawhinney, Ms. Maureen Taddeo (arrived at 6:20),  
Ms. Kelly Linehan, Director

The October 2015 Trustees' Meeting of the Waltham Public Library was called to order by Ms. Garniss at 6:14 p.m. in the Trustees' Room in the Library.

**Minutes of previous meeting**

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

**Financial Report**

**Monthly Budget Statement**

Ms. Linehan presented the Budget Statement through September 2015. The Collection line item now reflects a carryover from FY2015. The future plan is to spend down this item by June 1 to avoid the need to carry over funds into another year's budget. Clarification of this line item had been requested in the discussion of the June and August Monthly Budget Statements at the September meeting. Ms. Linehan had also researched how other items had been calculated in the past and she foresees changes in practices in the near future.

Mr. Mann moved to place the September 2015 on file. Ms. Taddeo seconded the motion and the action was approved unanimously.

Mr. Humbert moved to place the June 2015 on file. Ms. Taddeo seconded the motion and the action was approved unanimously.

Mr. Humbert moved to place the August 2015 on file. Ms. Taddeo seconded the motion and the action was approved unanimously.

**Report on Library Operations**

**Statistical Reports**

Ms. Linehan presented Circulation Statistics for August 2015 and September 2015. Additionally, graphs of Monthly Study Room Use, Meeting Room Use, and Average Hourly Visits were presented. Ms. Linehan noted that September is, traditionally, a slow

month in libraries and that Waltham's data trends mirror those of most libraries in the Minuteman Network.

### **Personnel**

Ms. Linehan reported that she is in the process of hiring a Young Adult librarian, who will also have some duties at the Reference Desk. Ms. Linehan is almost finished the hiring process for the part-time AV Department Head.

We anticipate requests in the FY16 budget for a full time professional children's librarian, a full time reference librarian, and several part time positions.

There may be interesting ideas coming from staff after the Professional Day visit to the Boston Public Library on October 23.

In addition to new budgeting procedures (as noted in above under Monthly Budget Statement), Ms. Linehan is exploring new procedures in Auditing and Tech Services.

### **MLN**

Ms. Linehan has been asked to serve on the Board of Directors until June 2016.

The company that designed the circulation software, Sierra, has a new CEO. It is hoped that this management change will work toward a resolution of issues that members of MLN have voiced.

### **New Business**

- ◆ Ms. Linehan has requested maternity leave through February 1.
- ◆ Todd Strauss has documented the need for more bandwidth on the library's wireless network. Additionally, another question to explore would be "Are the current routers sufficient?" The current bandwidth is very similar to what the average home has; yet, the library could have 40-60 connected devices at any given time. Additional bandwidth can be purchased for about \$200 per month and this expense needs to be factored into future budgets.
- ◆ Three boilers need to be replaced. The funding for this (\$85,000) is through the Building Department. The release of this money should be coming before the City Council at its next meeting. The work would ideally be completed before winter.

### **Unfinished Business**

#### **Long-Range Plan**

The current long-range budget/plan on file covered FY11-FY15. Ms. Linehan has had a conversation with key personnel at the Board of Library Commissioners about any requirement for developing another long-range plan, a lengthy and time-consuming process. Ms. Linehan has been assured, and will be receiving some information in

writing, that such a long-range plan is not required unless a library is applying for an LSTA technology grant or is applying for a state funded building grant. Therefore, no action needs to be taken at this time.

It was noted that, in the City's Capital Budget, money has been designated in FY17 for bathroom work at the library.

### **Art Ownership**

Attorney Azadi from the City Solicitor's Office continues to work on this. An archivist will be reviewing the holdings in the near future.

### **Library Director's Evaluation**

The draft was reviewed and the suggestion was made to add a Comments section for both evaluator and director. The Trustees will work with this document at the November meeting.

Ms. McKenzie made the motion to accept this form of the Library Director's evaluation. Ms. Taddeo seconded the motion and the Trustees approved the motion unanimously.

### **Trustee Evaluation**

No discussion or action was taken at this time. This will be an item at future meetings.

### **Announcements:**

- ◆ The 150<sup>th</sup> Celebration/Waltham Symphony Concert was positively reviewed. It is hoped that a copy of the score will be available.
- ◆ Ms. Linehan reported that *Outside the Lines*, a nation-wide, weeklong celebration, September 13-19, to introduce, or reintroduce, the community to the wonders, information, experiences, activities, technology, innovation, creativity and books of the library was a very good public relations event. There was a positive response to the greetings at the rail station.
- ◆ Figures from the Friends of the Library Book Sale were not available. Ms. Linehan will check with other libraries in the network about their figures and about the frequency of sales. The sale involves a great deal of work, more than can be done by overworked volunteers. The feasibility of hiring a professional event planner was discussed.

### **Adjournment**

Mr. Mann made the motion to adjourn the October meeting at 7:36. Mr. Humbert seconded the motion and the Trustees approved the action unanimously.

The next Trustees' Meeting will be held on Tuesday, November 10 at 6:00 p.m.

Submitted by Marie J. McKenzie, Secretary/Clerk