

Waltham Public Library

Waltham, Massachusetts

Trustees' Meeting

Tuesday, October 21, 2014

Present:

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

The October 2014 Trustees' Meeting of the Waltham Public Library was called to order by Ms. Garniss at 6:30 p.m. in the Trustees' Room of the Library.

Minutes:

The Minutes of the September 9, 2014 Trustees' Meeting were presented. Mr. Humbert moved to approve the September Minutes. Ms. Mawhinney seconded the motion and the Trustees voted to approve.

Financial Report

Monthly Budget Statement

Ms. Fasulo presented the Budget Statement through September 2014. It was again noted that the full time staff line item was underspent and the part time staff line item was overspent. As has been the case in past Budget Statements, this was not unexpected. Funds will be used for training once new staff members are hired. It appears staff has been able to address expanding the collection, as Collections is overspent to date. Ms. Fasulo reported briefly on some positives in Tech Services.

Mr. Mann made the motion to place the September Budget Statement on file. Mr. Humbert seconded the motion and the action was approved unanimously.

Report on Library Operations

Statistical Reports

Statistical Reports will now be presented quarterly.

Unfinished Business

Hiring a Library Director

The Trustees reviewed the process of hiring the library director, which is almost concluded. Additionally, several areas of concern seem to have arisen during the process and the Trustees reviewed them – e.g. the “autonomy” (or not) of the budget process, the transparency related to library operations (which Ms. Tranquada excelled at), feedback from staff, and potential plans for introducing the new director to key constituents, such as staff, Friends of the Library, Mayor’s Office, City Council.

The new director will also be guided by a planning document for routine tasks, required reports, and annual events that Ms. Tranquada had developed for her successor, still having an eye on what is best for the Waltham Public Library. This document had been forwarded to Ms. Fasulo who will work with the new director toward thoughtful implementation.

Ms. Garniss shared with the Trustees ideas for an outline for the presentation to department heads on October 23, 2014 related to the process. The emphases will be 1) the hiring process has nothing to do with union issues, 2) the steps and responsibilities of the process will be reviewed, and 3) the transition needs everyone’s enthusiastic support.

New Business

November Meeting Date

Due to the Veterans’ Day holiday falling on the second Tuesday of the month (regularly scheduled day of month for Trustees’ Meetings) the November Trustees’ Meeting will be on Thursday, November 20. (This date seemed to mesh with the schedules of the Trustees present.)

October 24th Library Hours 9:00-11:00

Ms. Garniss (and other Trustees) will meet informally with members of the staff at the upcoming Staff Development Day, October 24. Ms. Garniss will meet staff in the Lecture Hall at 10:30. The main topic will be the library director.

FY2014-2015 Calendar

The draft of the calendar for 2015 will be discussed with the new director before the end of the calendar year.

Items for future agendas

Ms. Garniss requested that, over the next few months, the Trustees investigate and develop an evaluation instrument for a library director. Resources including those from the Personnel Department and Massachusetts Board of Library Commissioners will be helpful in this process.

Additionally, Ms. Garniss noted that it might be time to update the Trustees' bylaws from 2001 in consideration of any new state and/or local ordinances.

Adjournment: Ms. Mawhinney made the motion to adjourn the October meeting at 7:40. Mr. Mann seconded the motion and the Trustees voted to approve. The next Trustees' Meeting will be Thursday, November 20, 2014

Submitted by Marie J. McKenzie, Secretary/Clerk