

Trustees Meeting

November 15, 2016

Trustees Room, Waltham Public Library

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

6:10 PM Joan called the meeting to order.

Brief discussion about changing the meeting date, possible to Monday (not great for Steve) or Thursday. Alan cannot do Wednesday)

Minutes of previous meeting

- Motion to approve the September Trustees Minutes from Steve. Seconded by Alan. 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.
- Motion to place the Financial Report on file by Steve, seconded by Alan. Motion passed.

Report on Library Operations:

Statistical Reports

Personnel

- Discussed progress on the filing on vacant positions. Kelly informed the Trustees that we are very close to announcing the new Children's Librarian.

FWPL

- Kelly introduced the idea of not charging a rental fee for DVDs, and incorporating them as part of our municipal budget. Some reasons for doing so include the library serves a portion of the community who cannot afford the rental fees, staff efficiency, cannibalization by our neighboring libraries where patrons can go to get DVDs for free, and staying on top of the digital trends.
- Kelly is finessing a plan that she will present to the Board at the January meeting. Steve agreed to come to a meeting TBD (after the Trustees meeting) in January with the FWPL Board to further discuss implementing the plan. Steve pointed out that the FWPL purpose is to enhance the library, and the library serves the public. If we cut out the fees, we believe our circulation will greatly increase.
- FWPL sending out a membership renewal form within the next month or so.

WRL

- The 2017 title will be Frankenstein, still secret to the public, and staff are already working to come up with programming for the summer. The FWPL will be supporting us again with a fundraiser on Friday, June 16.

New Business

- The Trustees voted to pass the 2017 Holiday Closing Schedule, revised to follow the union contract, motion made by Steve, seconded by Alan. Motion passed.

- Kelly presented a series of plans for the library for 2017, including moving to Open Holds, where all the holds will be in one spot, to improve service and efficiency for the public (and staff time and efficiency as well). Holds will now be in the Annex.
- In addition to Open Holds, in conjunction with the staff, and various planning meetings (including our spring staff day), the staff have come up with some exciting new layouts and changes that involve shifting some of the collections and the rooms. Trustees voiced their support of these changes (all of which can be reverted back if they do not work). See Addendum.
- Kelly suggested that a needle container be purchased for the public restrooms, as an add-on service from our custodial supply company. This is useful for medical reasons, but also due to the opioid epidemic and the need for safe disposal of needles, to protect staff cleaning the restrooms. Trustees are in agreement to add this service.

Unfinished Business:

Kelly still waiting to hear back about the Bierstadt painting insurance.

Adjournment

Meeting ended at 7:55PM, motion made by Steve, seconded by Alan.