

# Waltham Public Library

Waltham, Massachusetts

## Trustees' Meeting

Tuesday, November 10, 2015

### **Present**

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

The November 2015 Trustees' Meeting of the Waltham Public Library was called to order by Ms. Garniss at 6:10 p.m. in the Trustees' Room in the Library.

### **Minutes of previous meeting**

The Minutes of the regular Trustees' Meeting, held on October 13, 2015, were presented. Mr. Humbert moved to approve the October 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 October 2015. The hiring of pages should occur in the near future.

Mr. Mann moved to place the October 2015 Budget Statement on file. Mr. Humbert seconded the motion and the action was approved unanimously.

### **Todd Strauss: Update on Wireless**

Mr. Strauss updated the Trustees on current issues related to bandwidth. (See October Minutes for preliminary information on his research on this topic.) He presented various options and subsequent costs to address changes in the use of the Internet in the library. The current bandwidth (11 megabytes), which is no longer free through Comcast, is equivalent to what is common in individual households where there are many fewer users at any given time than is the typical usage at the library. Mr. Strauss was positive in his opinion of the overall service provided through Comcast.

Mr. Mann made the motion to recommend funding of an upgrade to the 100 megabytes option for a two-year period at a cost of less than \$2000 per year. Mr. Humbert seconded the motion and the Trustees voted for the motion unanimously.

There was some discussion as to whether funds for this could be transferred from other accounts, which seemed feasible in the current budget year, or whether funds in a donation from DCU might be assessed.

# Report on Library Operations

## *Statistical Reports*

Ms. Fasulo presented Circulation Statistics for October 2015. The line item of *Rental Books* has been removed (the rental BOOK collection has been discontinued; DVDs remain) and *Speed Reads* has been added. Mr. Mann requested a tally of wireless use be added to Circulation Statistics.

Additionally, graphs of Monthly Study Room Use, Meeting Room Use, and Average Hourly Visits were presented. There was discussion about reviewing the study room policy. A study room has the capacity of 4 persons. Tutors can sign up for 2 of the 5 rooms for a month following the 20<sup>th</sup> of the month. The other study rooms are on a first come/first serve basis. The carrels can also be used for tutorials.

## *Personnel*

Ms. Fasulo reported that a full-time Young Adult librarian, who will also have some duties at the Reference Desk, would begin in December. This experienced librarian has already shared some exciting programming ideas.

The part time Audio/Visual Department head has just started. This librarian already has experience in Tech Services and as an Audio/Visual Department Head. Ms. Fasulo reported that the Audio/Visual field is a dynamic, and quickly evolving, field in library services.

There was some discussion about the replacement for a part time staff member who had recently retired.

Ms. Fasulo presented several job descriptions originally developed by Olney Associates Inc. in 2001.

- ◆ In light of the maternity leave for the Library Director until February 2016, Mr. Mann made the motion to authorize the Assistant Library Director to perform "Director" duties during that period and to add it to the job description of the Assistant Library Director. Ms. Mawhinney seconded the motion and the Trustees voted to approve.
- ◆ The job description for Librarian II needed clarification when the description applies to a substitute in an on-call position. This description for a substitute, as a certified librarian, will now contain language under Other Job Functions related to not being assigned tasks that may require preparation or follow-through in their entirety. Mr. Mann made the motion to add the clarifying language. Mr. Humbert seconded the motion and the Trustees voted to approve.
- ◆ Likewise, the job description for Library Assistant II needed clarification when the description applies to a substitute in an on-call position. This description for a substitute, who is not a certified librarian, will now contain language under Other Job Functions related to not being assigned tasks that may require preparation or follow-through in their entirety. Ms. Mawhinney made the motion to add the clarifying language. Mr. Humbert seconded the motion and the Trustees voted to approve.

## ***MLN***

Ms. Fasulo will be attending a meeting during the week of November 15.

### ***Future of Friends of the Waltham Public Library***

There has always been a good working relationship among the library personnel, the Board of Trustees, and the Friends of the Library, but clarification of issues around roles, responsibilities, and accountability within a non-profit, and its relationship to library personnel, need to be addressed and updated. Ms. Garniss will be attending the next scheduled Friends of the Library Board Meeting. It is hoped that there will be substantive discussion about responsibility and accountability within a non-profit, a review of bylaws, and programming issues.

Profits from the Book Sale were approximately \$9000. While there were fewer selections overall, the books available for sale were of a better quality than in previous years.

### ***Capital Improvement Budget***

Ms. Fasulo presented a spreadsheet of the Capital Improvements outlined for FY2017-FY2021.

- ◆ The suggestion was made to use the more inclusive term of “technology equipment” in lieu of “computer equipment.” Additional money for this was added for each of the fiscal years instead of just FY17.
- ◆ The dollar figure for the ground floor restroom was moved from FY20 to FY18.
- ◆ The Trustees had a question about the “tbd” in FY2017 for upgrading lighting and wiring. Perhaps it indicates that the work will be done by the Building Department.
- ◆ In order to balance out a large sum for two projects in FY19, one was moved to FY18.
- ◆ Funds (\$30,000) were placed in the new column of FY21 for replacement carpeting.

## **New Business**

Ms. Fasulo presented a draft of the 2016 Holidays Schedule. There was some discussion about the July 4<sup>th</sup> weekend. It was decided that the library would be closed on the weekend before this Monday holiday.

A motion to accept the draft schedule with the change of July 2-4 was made by Mr. Humbert. The motion was seconded by Ms. Mawhinney and the Trustees approved the action unanimously.

## **Unfinished Business**

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

Staff members, based on the professional visit to the Boston Public Library, have some ideas to incorporate into the next long-range plan. Substantive work will be done on the plan when Ms. Linehan returns from maternity leave.

### ***Art Ownership***

Attorney Azadi and Attorney Learned from the City Solicitor's Office continue to work on this. One ongoing question relates to which entity, City or Library, would receive the funds from any sale of the work. Careful examination of bequests in wills should indicate whether the art could even be sold.

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

The draft was reviewed again reviewed and the suggestion was made that a Comments section for both evaluator and director needed to be added.

### ***Trustee Evaluation***

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

### ***All City Read***

The selection for this program will most likely be The Jungle Book by Kipling.

## **Adjournment**

Mr. Mann made the motion to adjourn the November meeting at 7:45. Ms. Mawhinney seconded the motion and the Trustees approved the action unanimously.

The next Trustees' Meeting will be held on December 8 at 6:00 p.m.

Submitted by Marie J. McKenzie, Secretary/Clerk