

Waltham Public Library
Waltham, Massachusetts
Trustees Meeting
Tuesday, December 13, 2016

Present

Ms. Joan Garniss, Mr. Alan Humbert, Ms. Marie McKenzie, Mr. Steven Mann,
Ms. Maureen Taddeo, Ms. Kelly Linehan, Library Director

The December 2016 Trustees' Meeting of the Waltham Public Library was called to order by Ms. Garniss at 6:04 p.m. in the Trustee Room in the Library.

Minutes of previous meeting

The Minutes of the regular Trustees' Meeting, held on November 15, 2016, were presented. Mr. Mann moved to approve the November Minutes (as amended with a verb change). Ms. Taddeo seconded the motion and the Trustees voted to approve.

Financial Report

Expenditure Report (*formerly the Monthly Budget Statement*)

Ms. Linehan presented the Expenditure Report for the period from July 1, 2016 through November 30, 2016. The new format is used in all other city departments. A clarification was given for "Educational Supplies," which is essentially the category for books purchased.

Mr. Humbert moved to place the July 1, 2016 through November 30, 2016 Expenditure Report on file. Mr. Mann seconded the motion and the action was approved unanimously.

Report on Library Operations

Statistical Reports

Ms. Linehan noted that the circulation rate in Audio Visual was down. This may be due to that fact that Waltham has charged for rentals but this is a free service in other libraries in the Minuteman Network.

The positive trend in Teens continues. Ms. Linehan gave examples of what is available to teens in the way of "equipment."

Count Internal Use is a new statistic being maintained in the Waltham Public Library, although this data has been commonly collected in other libraries. While listed under "Adult", this figure counts the use of library materials in house, instead of materials checked out and used at home, both in Children's and Adults.

Personnel

Ms. Linehan updated the Trustees about the status of the hiring of a Children's professional librarian, a programming coordinator, and pages.

MLN

There are no updates on this item at this time.

Friends Report

Membership renewal forms are to be sent out this week.

Watch! Read! Listen!

Ms. Linehan updated the Trustees on this initiative. Substantive planning will take place in January with a kick-off on June 16, 2017.

New Business

Unfinished Business

Long Range Plan

Ms. Linehan updated the Trustees on the reorganizing of collections and the shifting of furniture that has taken place and/or is planned for the near future.

- ◆ New nonfiction will be on the second floor.
- ◆ New fiction will be in the Fiction Room. (New titles had previously been located in the Browsing Room).
- ◆ Large print books will move to the Annex, more easily accessible to clients with vision and/or mobility issues.
- ◆ The Young Adult and Audio Visual Rooms will switch locations. This move will place the Children's and Young Adult in somewhat proximity and both will be near an exit. Also, all AV materials will now be housed together (instead of two separate rooms).
- ◆ Reference and computers will move to the Browsing Room, also near an exit.

The library staff is seeking patron feedback on these changes, both as we make the changes, and this Spring during our Long Range planning process.

Ms. Linehan envisions a greater role for reference librarians as research librarians. There will be one at the Main Desk who will have a very active role appearing frequently in the Browsing Room, where the Reference materials will be shelved.

It was noted that a long-range plan must be on file if and when Ms. Linehan seeks a construction grant.

She reported that the city, through the outside bid process, would be taking responsibility for sealing of the roof and a new boiler.

Trustees' Meeting Schedule

Ms. Linehan will prepare a tentative schedule for 2017 for the January meeting. While Trustees' meetings have traditionally been held on the second Tuesday of the month, this does present some conflict issues with the personal schedules of some trustees. These conflicts will be taken into consideration by Ms. Linehan as she prepares the schedule for 2017.

Art Work

The change in the use of the Browsing Room will not affect the planned placement of some of the art. Art will be hung after the roof has been repaired.

The Law Department is still working on researching the provenance of other artwork.

Trustee Evaluation

The final draft of the Trustee Evaluation will be addressed at the January 2017 Trustees' Meeting.

Announcements

Ms. Linehan shared three stories of unsolicited and positive feedback about library operations. She was greatly pleased by the Storytime event at the Paine Estate.

Adjournment

Ms. Taddeo made the motion to adjourn the December meeting at 7:15p.m. Mr. Humbert seconded the motion and the Trustees approved the action unanimously.

The next Trustees' Meeting will be held on Thursday, January 12, 2017 at 6:00 p.m.

Submitted by Marie J. McKenzie, Secretary/Clerk