

Waltham Public Library  
Waltham, Massachusetts  
Trustees' Meeting  
Tuesday, December 8, 2015

**Present**

Ms. Joan Garniss, Mr. Alan Humbert, Ms. Marie McKenzie, Mr. Steven Mann,  
Ms. Jacquelyn Mawhinney, Ms. Maureen Taddeo (arrived at 6:45)  
Ms. Deborah Fasulo, Assistant Director, Stephanie Zabriskie, Audio Visual Department  
Head

The December 2015 Trustees' Meeting of the Waltham Public Library was called to order by Ms. Garniss at 6:06 p.m. in the Trustees' Room in the Library.

**Minutes of previous meeting**

The Minutes of the regular Trustees' Meeting, held on November 10, 2015, were presented. A clarification was made regarding a more precise verb. Mr. Mann moved to approve the November Minutes (with the above correction) and Mr. Humbert seconded the motion and the Trustees voted to approve.

**Financial Report**

*Monthly Budget Statement*

Ms. Fasulo presented the Budget Statement through November 2015. It was noted that significant funds were being expended in the Collections line item.

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

**Report on Library Operations**

*Personnel*

Ms. Fasulo introduced Ms. Stephanie Zabriskie, the new AV Department Head. Ms. Zabriskie reported that she was impressed with the knowledgeable staff at the library and has felt most welcome. Response to Ms. Zabriskie from patrons and staff has already been positive. Ms. Zabriskie addressed issues raised by the Trustees. She noted that, although the public library's audio visual field is in transition nationwide, changes within that field might not be as rapid as some have predicted. Audio Visual Departments have dealt with, and adapted to, multiple formats over time (i.e. film,

tape, disc). Ms. Zabriskie assured the Trustees that a review of best practices would be imminent. There was some discussion about film rentals (part of the Waltham and not Minuteman collection) and book rental revenue.

There was discussion about a part-time tech services position, which may be addressed in a future budget.

Ms. Fasulo reported that a new Young Adult librarian, Mr. Luke Kirkland, had just started. Everyone is looking forward to increased patron activity in this department.

### ***Statistical Reports***

Ms. Fasulo noted that the statistics on Study Room Use might be more accurate if hours of use were counted, instead of the number of people. She reported that the study rooms are almost constantly used. Hourly Visits fluctuate related to programming.

### ***Contract Negotiations***

Both the library director and the assistant library director have had some initial contact with the City Auditor regarding the upcoming contract negotiations.

### ***Building Maintenance***

Wiring for the enhanced Internet access has begun.

### ***MLN***

Ms. Fasulo reported that, at the November meeting of 60 area librarians, there was much dissatisfaction expressed to a customer service representative about the non-response from the developer of the Minuteman software, specifically slow speed and glitches. It was noted, at that meeting, that some complications might be due to the multiple idiosyncratic options offered by the different members of the network.

## **Unfinished Business**

### ***Space Plan***

Ms. Fasulo had forwarded the Space Plan for the Waltham Public Library that had been completed in 2011. This plan will be carefully examined when Ms. Linehan returns. Included in this examination will be changes that have already occurred, the timeline for various projects identified from the long-range capital planning document, and also the ideas generated from the visit to the Boston Public Library. It may now be useful to plan the library from a blank slate perspective and not from a swapping spaces perspective. Consideration also needs to be given to costs associated with moving equipment, relocating shelving, and carpeting.

### ***Long-range plan***

Mr. Mann made a motion to table the discussion of a long-range plan until Ms. Linehan returns. Ms. Mawhinney seconded the motion and the Trustees approved the motion.

### ***Art Ownership***

Provisions of the Sears Will dictate that the identified paintings be displayed. Ms. Fasulo had forwarded a copy of the opinion on this matter that had been written by the Waltham Law Department in October 2011. This provision needs to be addressed in future strategic/ long-range plans or space planning. This may include security cameras and alarms. Art Ownership should remain on future agendas under Unfinished Business.

### ***Library Director Evaluation***

The Trustees intend to identify the process of the evaluation in January. Additionally, the indicators need to be reviewed once again in light of whether a Trustee could actually assess it or whether a new evaluation category of NA (Not Applicable) or DK (Don't Know) might be added.

It was unclear to the Trustees whether this personnel matter, i.e. the discussion of and/or final evaluation of an employee, can or should be considered public according to the Open Meeting Law. Ms. Garniss will formulate the questions and forward to the Law Department.

### ***Trustee Evaluation***

Any action on this will take place once the document and process for the Library Director Evaluation has been formalized.

### ***Friends of the Library***

Ms. Garniss reported on the Friends of the Library Board meeting she recently attended. There had been some discussion at that meeting about roles and responsibilities and a smaller number of volunteers. Clarification toward some of these items could be facilitated by specific personnel from the Board of Library Commissioners, who are knowledgeable about how Friends groups work effectively now and how these groups are different from when such groups might have been founded. This self-examination would include reviewing committee bylaws.

### ***Adjournment***

Ms. Taddeo made the motion to adjourn the December meeting at 8:25. Mr. Humbert seconded the motion and the Trustees approved the action unanimously. The next Trustees' Meeting will be held on January 12 at 6:00 p.m.

Submitted by Marie J. McKenzie, Secretary/Clerk