

Waltham Public Library

Waltham, Massachusetts

Trustees' Meeting

Thursday, December 9, 2014

Present:

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

The December 2014 Trustees' Meeting of the Waltham Public Library was called to order by Ms. Garniss at 6:05 p.m. in the Trustees' Room in the Library.

Minutes:

The Minutes of the regular Trustees' Meeting held on November 20, 2014 were presented. A few punctuation and/or word omissions were noted. Mr. Humbert moved to approve the November Minutes as amended. Ms. Mawhinney seconded the motion and the Trustees voted to approve.

The Minutes of the Executive Session held on November 20, 2014 were presented. A clarification regarding roll call votes was needed. Ms. Mawhinney moved to approve the Executive Session Minutes as amended. Mr. Mann. seconded the motion and the Trustees voted to approve.

Financial Report

Monthly Budget Statement

Ms. Linehan presented the Budget Statement through November. It was noted that the Equipment line item now reflected the appropriate amounts, addressing the issue noted last month regarding this line item

Mr. Mann made the motion to place the October Budget Statement on file. Ms. Taddeo seconded the motion and the action was approved unanimously.

Report on Library Operations

Statistical Reports

Ms. Linehan noted that it would take just fourteen more books /items checked out each day to erase a negative statistic of the Circulation Statistics by Category (Adults - 5.8%). She has been encouraging staff members to suggest additional items to patrons! She feels this is a measurable and achievable goal that can be met through the above mentioned enhanced customer service and attractive displays.

Children's has shown a positive change from 2013 to 2014 of 14.7% for the month.

Ms. Linehan also shared a new spreadsheet of funds spent on collections by department. The document notes annual budget allocation, as well as the dollar amount and percentage of that allocation has been encumbered as of December 9, 2014. Collection Development will be a focus of Ms. Linehan's over the next few months. She offered to make a presentation to the Trustees in January or February on the process of evaluating materials.

Information about average hourly visits was not available as there has been a problem with the "people counter" software.

Ms. Linehan reported orally on Meeting Room and Study Room Use. The template used by the previous director has not been located as of this date.

Personnel

Ms. Garniss has not yet been able to schedule a meeting with the Mayor to address the issues identified in the November Trustees' meeting

Ms. Fasulo will file a request of the Mayor's Office to fill the most recently vacated (due to retirement) of a part-time employee.

At this time, it is believed that the scheduled meeting of the union and their attorney on December 15 is still on.

There was some discussion about union and collective bargaining procedures and processes. A suggestion was made that perhaps some of the basic principles of union rights and responsibilities, bylaws, elections, and communications between a negotiating team and union members be reviewed during a staff development day. Opinions about such a workshop will be solicited from Ms. Bernadette Sewall, Assistant City Solicitor, and/or Mr. Shawn Flood, the attorney currently working with the union's bargaining team.

MLN

The Minuteman Library Network is now offering streaming videos of approximately one hundred movies owned by the Network.

Ms. Linehan will undertake the marketing of this new service, readily available to clients who have quite up-to-date technological capacity. If this is a high demand product, Waltham could purchase its own movies, in addition to those available through the network.

Capital Budget

Ms. Linehan presented the Capital Budget she submitted to the Mayor. As the budget was due very shortly after she became director, the budget was developed with information from Ms. Tranquada and Ms. Fasulo, from the Gilchrist space study, as well as Ms. Linehan's own compilation of patron input. Additionally, the specific requests were cross-referenced with Massachusetts library standards, particularly related to technology.

The funds for needed replacement lighting in the Fiction Room have been approved and are awaiting action by Mayor and City Council.

Ms. Garniss updated Ms. Linehan on funds available for renovations of study rooms and on the current status and costs of a potential parking lot.

Director meetings with staff

Ms. Linehan updated the Trustees on her meetings with staff members, in these first thirteen days, in order to formulate immediate and long-term plans. Her interactions have been extremely positive and heartfelt. Staff members enjoy working with their respected colleagues, enjoy the diversity of patrons and the access to new books. Staff members articulated positive job satisfaction.

Based on the input from staff and from her personal experience of "walking through" the many areas and aspects of the library, Ms. Linehan will be submitting several modifications to current policies.

These changes will be proposed to address certain conditions and behaviors of certain patron populations, which may be affecting other patrons' enjoyment and/or access to library services and areas.

- 1) Food and Drink Policy - restricting food to ground floor and all beverages having a sealed cover
- 2) Computer Access - allowing only one patron at a computer at any time and restricting use to two hours (This can be monitored by specific software.)
- 3) Fiction Room - addressing the lighting issue as soon as possible and removing chairs in corners which are out of the sight line of staff members

Ms. Linehan will have draft of these policies at the next Trustees' Meeting and will talk to community agencies, i.e. social services and police, to give a heads up as to the changes. She believes it will take about one month in order to solidify these procedures among all patrons.

New Business

Trustees Self-Evaluation

Mr. Humbert distributed materials, such as Trustees' Report Cards, professional resources for the Trustees, and an outline of relationships among the Library Director, Trustees and Friends to review prior to the January meeting when action will be taken to develop a self-evaluation.

Unfinished Business

Evaluating the Library Director

The Trustees had reviewed materials received last month from the Personnel Office and materials available online from the Massachusetts Board of Library Commissioners. The Massachusetts Library Directors evaluation form and one from Rochester Hill, Michigan seemed to address Waltham's library best. These two forms will serve as the basis for one to be developed in the January meeting.

There was a brief discussion about a rating scale, using specific words, i.e. outstanding, needs improvement or a numerical scale.

Announcements:

The library will be closing at 1 pm on Thursday, December 24 and will be closed all day on December 25, 2014.

The library will be closing at 5 pm on Thursday, December 31 and will be closed all day on January 1, 2015.

Adjournment:

Mr. Mawhinney made the motion to adjourn the December meeting at 8:00. Ms. Taddeo seconded the motion and the Trustees voted to approve.

The next Trustees' Meeting will be Tuesday, January 13, 2015. The February meeting will be held on February 3, 2015, instead of the second Tuesday of the month.

Submitted by Marie J. McKenzie, Secretary/Clerk