

Waltham Public Library

Waltham, Massachusetts

Trustees' Meeting

Tuesday, January 13, 2015

Present:

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

The January 2015 Trustees' Meeting of the Waltham Public Library was called to order by Ms. Garniss at 4:40 p.m. in the Trustees' Room in the Library.

Minutes:

The Minutes of the regular Trustees' Meeting held on December 9 were presented. An incorrect abbreviation and an incorrect day were noted. Mr. Humbert moved to approve the December Minutes as amended. Ms. Mawhinney seconded the motion and the Trustees voted to approve.

Financial Report

Monthly Budget Statement

Ms. Linehan presented the Budget Statement through December 2014. It was noted that the Full time staff line item figure reflected vacation and sick leave buy back of the recently retired director.

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

Ms. Garniss has received notification from the Board of Library Commissioners that the first of two payments of State Aid has been forwarded to the City. (The second payment will be forwarded during the last quarter of FY15.) Ms. Linehan must now request the transfer of said funds (\$35,783.06) from the City to the Library. This money reflects 1) the library incentive grant, 2) the municipal equalization grant, and 3) the non-resident circulation offset.

Report on Library Operations

Statistical Reports

Ms. Linehan reported that Total Circulation for November is up 2.3% from December. This positive trend reflects the extra effort on the part of the staff in their focus to encourage the checking out of 14 more items day -a measurable and achievable goal that is being met through enhanced customer service and attractive displays.

The templates for comparative charts (Study Room Use, Average Daily Visits, Meeting Room Use) have not yet been located among the many documents left by Ms. Tranquada. Ms. Fasulo and Ms. Linehan feel confident that these items will be located in the near future.

Ms. Linehan shared a spreadsheet of funds spent on collections by department and categories within departments. The document notes annual budget allocation, as well as the dollar amount and percentage of that allocation has been encumbered as of January 13, 2015. Updates to this document will be shared quarterly.

Ms. Linehan is beginning to develop some publicity about everyone needing a library card. Additionally, in order to welcome some patrons back, the February school vacation week will be an Amnesty Week, in which all fines will be forgiven if the patron comes in.

Personnel

There was an update by Ms. Garniss, Ms. Linehan, and Ms. Fasulo on contract negotiations. The length of this contract will be 15 months.

Ms. Garniss and Ms. Linehan had met with Mayor McCarthy since the last Trustees' Meeting. They shared a few highlights of the meeting. The issues addressed (roof condition, lighting issues, and hiring of permanent staff) were identified at the November Trustees' Meeting

Ms. Linehan and Ms. Fasulo are beginning the scheduling process. This process will identify the specific schedules (hours, evenings, and days) for newly hired employees.

Ms. Linehan reported that Tech Services will be receiving training from Ingram and Baker and Taylor regarding more efficient ordering and organizing.

MLN

Ms. Linehan will be meeting during the week of January 19 with other the Network members and will gain more information about the new streaming videos and the procedures for marketing this new service which should readily accessible to clients who have quite up-to- date technological capacity.

Possible Policy Changes

Based on the input from staff and from multiple observations in many areas in the library, conditions in the library, and operating procedures, Ms. Linehan submitted several modifications to current policies, as she had advised the Trustees she would be doing at the last Trustees' Meeting. There will be some contact with various social agencies to update the agencies, and, in turn, their clients about the changes.

The guiding principle for the proposed changes is fair and equal and consistent service to all patrons. No preference is to be given to profit over non-profit organizations nor to the affluent over the less affluent.

Ms. Garniss reported that a group from the Boston Symphony recently used the Lecture Hall, yet there was no internal or wider-community advertising. Ms. Linehan and Ms. Fasulo would investigate how this happened.

Food and Drink Policy

The changes restrict food to the ground floor and all beverages must have a sealed cover.

Mr. Humbert made the motion to accept the changes to the Food and Drink Policy.

Mr. Mann seconded the motion and the action was approved unanimously.

Computer/Internet Policy Access

Only one patron can at a computer at any time.

Each patron use is restricted to two 60-minute sessions. (This can be monitored by specific software.)

Laptops can be borrowed by anyone 12 and over. (current policy is age 18)

These three changes will be introduced and consistent implementation will be monitored for the next month.

Library patrons may burn or download to USB Drives. (no longer burn to CDs)

Mr. Humbert made the motion to accept the changes to the Computer /Internet Policy. Mr. Mann seconded the motion and the action was approved unanimously.

Study Room Use

Some rooms will be available on a first-come, first-serve basis. Other rooms will be available by reservation.

Mr. Mann made the motion to accept the changes to the Study Room Use Policy.

Ms. Mawhinney seconded the motion and the action was approved unanimously.

Donation Guidelines

A draft of new guidelines was presented. Some revisions were suggested. Additionally, it was suggested that the guidelines include other community organizations, e.g. More Than Words, local shelters, etc.) that may be better able to take some of the items patrons have traditionally offered to the library or to the Friends for the book sale. Revisions will be made and the new guidelines will be presented at the next Trustees' Meeting.

other

Chairs removed from the ends of the Fiction Room are being repurposed elsewhere. It had been noted by Ms. Linehan and other staff members that the chairs were out of the sight line of staff members and were often occupied for long periods of time by patrons who were not browsing, studying, or reading.

New Business

Unfinished Business

Evaluating the Library Director

Using the Massachusetts Library Directors evaluation form, one from Rochester Hill, Michigan, and the Waltham Library Director job description as springboards, the Trustees determined:

- Purposes of the Annual Performance Evaluation

- Constituencies

- Rating Terms and definitions:

- Indicators for

 - General Administration

 - Preparing and Managing the Budget

 - Managing Personnel

Trustees Self-Evaluation

It seems more feasible to delay the development of this document until the document of the Evaluation of the Library Director has been completed.

Announcements:

The library will be closing for Martin Luther King Day, January 19.

Adjournment:

Ms. Mawhinney made the motion to adjourn the January meeting at 6:48.

Ms. McKenzie 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