

Waltham Public Library
Waltham, Massachusetts
Trustees' Meeting
Tuesday, February 9, 2016

Present

Ms. Joan Garniss, Mr. Alan Humbert, Ms. Marie McKenzie, Ms. Jacquelyn Mawhinney, Mr. Steven Mann, Ms. Maureen Taddeo (arrived at 6:55), Ms. Kelly Linehan, Library Director

The February 2016 Trustees' Meeting of the Waltham Public Library was called to order by Ms. Garniss at 6:03 p.m. in the Trustees' Room in the Library.

Minutes of previous meeting

The Minutes of the regular Trustees' Meeting, held on January 12, 2016, were presented. A punctuation correction was made. Mr. Humbert moved to approve the January Minutes (as amended) and Mr. Mann seconded the motion and the Trustees voted to approve.

Financial Report

Monthly Budget Statement

Ms. Linehan presented the Budget Statement through January 2016. It was noted that the Collections line item was on target. There was some discussion as to whether money in the Full and Part Time Staff & Pages line items might be used for professional development. (Both of these line items indicate expenditures-to-date less than what had been budgeted, due to the staffing freeze earlier in the fiscal year.)

Mr. Mann moved to place the January 2016 Budget Statement on file. Mr. Humbert seconded the motion and the action was approved unanimously.

Report on Library Operations

Statistical Reports

Ms. Linehan noted that the Circulation Statistics for January were not available (staff absence and/or snow days) but would be ready for the next Trustees' Meeting.

There was substantial discussion related to study room use. Ms. Linehan noted that, under the new policy, study room use reflects more use by the general public versus a room or rooms being reserved by the month for use by a single person. These rooms are most often in use throughout every day. The specifics of gathering these statistics will be reviewed in the near future by the new reference librarian. The person who has reserved a room or who is a "walk up" must check in at the Reference Desk.

Personnel

- ◆ Ms. Linehan updated the Trustees on some of the work being done by Ms. Stephanie Zabriskie, the new part-time Audio Visual Department Head and Mr. Luke Kirkland, the new Young Adult Librarian in their respective departments. This included weeding the collection, updating the ordering system, and selecting new materials in both departments and designing some new programming for Young Adults.

- ◆ Ms. Linehan informed the Trustees that contract negotiations would soon be underway to replace the current contract that expires in June 2016. She shared a few areas that she wishes to address in the negotiation talks.
- ◆ Ms. Linehan plans to request additional personnel (full and part-time positions) in the upcoming budget. These would be in Audio Visual, Tech Services, and Children's departments.

MLN

The Minuteman Library Network is working on a five-year strategic plan. Additionally, a mobile app is in testing and should facilitate the use of the databases by patrons.

New Business

The Trustees welcomed Ms. Linehan back from her maternity leave.

Unfinished Business

Long range Planning/Space Plan

Ms. Linehan had examined the Library Space Plan that had been compiled in November 2011. She noted that some of the suggestions had already been implemented.

There was discussion about the benefits of moveable stacks, particularly in the Young Adults area, which would facilitate the creation of temporary community spaces.

Reference was made to a recent report on the changing role of libraries in the community that had recently aired on Chronicle.

www.wcvb.com/chronicle/new-life-for-libraries/37807566

Art Ownership

Knowing that the art cannot be sold according to the provisions of a will, the discussion continued as to whether space is available in the Browsing Room, whether the paintings in question are framed, and whether they are insured under current policy or a new rider would be necessary. Security questions arose. Ms. Linehan agreed to consult the security camera company about current and/or additional cameras and motion detectors. Ms. Linehan also noted, that, in relationship to security issues, she is having the doors on the offices of Director, Assistant Director, and Executive Secretary rekeyed.

Library Director Evaluation

The evaluation of the library director is an item for public session and not for an executive session.

While it is still somewhat unclear as to whether an individual trustee has the knowledge to evaluate the director on each indicator, the Trustees agreed to use the instrument on a trial basis. The individual evaluations will be submitted to the Chair who will appoint a subcommittee at the March Meeting to review and summarize.

Trustee Evaluation

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

Announcements

Ms. Garniss has received a letter from the Massachusetts Board of Library Commissioners indicating that state aid of \$35, 217.35 has been forwarded. The Waltham City Council must formally accept the money. These funds are added to the Collections Account and must be used for materials that circulate.

The library will be closed Monday, February 15 for Presidents' Day.

Adjournment

Mr. Mann made the motion to adjourn the February meeting at 7:25. Ms. Taddeo seconded the motion and the Trustees approved the action unanimously.

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

Submitted by Marie J. McKenzie, Secretary/Clerk