

# **Waltham Public Library**

Waltham, Massachusetts

## **Trustees' Meeting**

Tuesday, February 17, 2015

*(Originally scheduled meeting postponed due to inclement weather)*

### **Present:**

Mr. Alan Humbert, Ms. Maureen Taddeo, Ms. Marie McKenzie, Mr. Steven Mann, Ms. Jacquelyn Mawhinney, Ms. Kelly Linehan, Director

The February 2015 Trustees' Meeting of the Waltham Public Library was called to order by Mr. Humbert at 6:05 p.m. in the Trustees' Room in the Library.

### **Minutes:**

The Minutes of the regular Trustees' Meeting held on January 13, 2015 were presented. Clarifications were made on dates. Ms. Mawhinney moved to approve the January Minutes as amended and Ms. Taddeo seconded the motion and the Trustees voted to approve.

## **Financial Report**

### **Monthly Budget Statement**

Ms. Linehan presented the Budget Statement through January 2015. There was a brief discussion on the Full Time Staff and Part Time Staff line items. Ms. Linehan also identified a few spending and procedure issues related to Collections. Ms. McKenzie moved to place the January Budget Statement on file. Mr. Mann seconded the motion and the action was approved unanimously.

## **Report on Library Operations**

### **Statistical Reports**

Ms. Linehan presented Circulation Statistics for December 2014 and for January 2015. Several ideas related to increasing circulation will be targeted for March. She also cited a current problem with the "patron counter" which is being addressed.

### **Personnel**

There is a posting for new positions in Audio Visual, Children's, Circulation, and Reference. The inclement weather has delayed this process a bit.

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

### **MLN**

Ms. Linehan reported that MLN voted to increase its overdrive budget to \$475,000, an increase of \$75,000 over the current budget. Waltham funds its share out of Equipment/Automation. Ms.

Linehan would contact the Trustees later in the week to give specifics about Waltham's exact contribution and the funding formula.

UPDATE: The cost for OverDrive for Waltham for FY16 will be approximately \$16,300. This is based on Waltham usage for FY14 (13,625) x \$1.16 plus the \$500 base that all Minuteman libraries pay. It appears that Waltham paid \$15209 for Overdrive in FY15 - so not a huge jump for us.

## **New Business**

### **Update on Union Contract**

A number of new grievances have been received and initially reviewed by library management. Library management is in conversation with Paul Centofanti, Auditor, and Bernadette Sewall, City Attorney, about these issues.

### **Collection Development Update**

Ms. Linehan hopes that a new process will be in place by April to increase the acquisition of new titles and to speed up the processing of these titles. It appears that Waltham is slow in getting new and/or popular titles on the shelves and to its patrons. Our goal is for 90% of Circulation to come from browsers. One way of expediting the ordering process is to use the services of Ingram, a major bookseller to libraries. A processing fee of 1.50 per book will get new titles on the shelves faster. Ms. Linehan believes a similar plan is available from Baker and Taylor, another major bookseller to libraries.

Ms. Linehan is also investigating Edelweiss, a software program from Ingram, which is designed to analyze patron and city usage.

### **Internship Program with Simmons**

The intern will be available 12 hours per week. She will work mostly in Young Adult and Children's, and will be assigned non-professional tasks as appropriate for her experience.

## **Unfinished Business**

### **Evaluation the Library Director**

This item will be addressed at a future meeting when chair is able to attend.

### **Trustees Self-evaluation**

This item will be addressed at a future meeting when chair is able to attend.

### **Policy Changes**

Ms. Linehan reiterated that all policy changes (Food and Drink Policy, Computer/Internet Policy Access, Study Room Use) are focused on improving customer service and ensuring consistency of implementation. The staff is most positive about the upcoming changes.

The policy changes are having a soft opening in February with an eye toward full implementation in March. Repurposing of the chairs in the Fiction Room will begin on March 1.

There has been community outreach to Jerry Kaufman as part of the updating of social agencies

to inform their clients about these policies changes. Patrons may receive a library card with an id from a shelter versus the current practice of a guest card.

**Adjournment:**

Mr. Mann made the motion to adjourn the February meeting at 7:06. Ms. Taddeo seconded the motion and the Trustees voted to approve.

The March Trustees' Meeting and Annual Meeting will be held on March 10, 2015.

Submitted by Marie J. McKenzie, Secretary/Clerk