

Waltham Public Library

Waltham, Massachusetts

Trustees' Meeting

Tuesday, March 8, 2016

Present: Ms. Joan Garniss, Mr. Alan Humbert, Ms. Marie McKenzie, Mr. Steven Mann, Ms. Maureen Taddeo, Ms. Kelly Linehan, Library Director

The March 2016 Trustees' Meeting of the Waltham Public Library was called to order by Ms. Garniss at 6:08 p.m. in the Trustees' Room in the Library.

Meeting Minutes: The Minutes of the regular Trustees' Meeting, held on February 9, 2016, were presented. A word choice error not detected by spell-check was corrected. Mr. Mann moved to approve the February Minutes (as amended) and Mr. Humbert seconded the motion and the Trustees voted to approve.

Financial Report

Monthly Budget Statement

- Ms. Linehan presented the Budget Statement through February 2016. It was noted that the part-time budget was under spent, as there are fewer hours available to fill due to an increase in full-time personnel. There will be budget ramifications, as the filling of shifts should be done by regular staff and not by substitutes and volunteers. This should result in an increase in the quality of service and better use of everyone's time.
- Ms. Linehan noted that more help is needed for Tech Services.
- Several accounting changes will be made based on conversations with the City Auditor. Ms. Linehan mentioned some examples. Antivirus software would be a unique line item separate from "Computers". Paper and toner used by the public should not be categorized under "Office Supplies."
- It was also noted that fines go into the City's general funds.
- Mr. Mann moved to place the February 2016 Budget Statement on file. Ms. Taddeo seconded the motion and the action was approved unanimously.

Annual Meeting

A motion was made by Mr. Humbert to postpone the Annual Meeting until April 12 in order that all Trustees are present. Mr. Mann seconded the motion and the Trustees voted the action unanimously.

Report on Library Operations

Statistical Reports

- Ms. Linehan shared several positive statistics. She noted that the Circulation Statistics for February reflected a 6.3% increase from February 2015 and that the Circulation Statistics for January 2016 (which were not available at the February Trustees' Meeting) reflected a 2.1% increase from January 2015. Meeting Room Use is up, due to new programming. In spite of February being a shorter month with a few snow day closures, hourly visits were good. Such positive statistics will be incorporated into the narrative for the next budget.
- Ms. Linehan has reviewed the kinds of statistics other libraries maintain and has reached out to staff about more meaningful record keeping, e.g. programming and attendance. Ms. Linehan will be working on this plan and hopes to present a draft in May.
- Ms. Linehan reviewed procedures regarding ordering additional copies of popular titles based on the number of holds to be picked up in Waltham and on the usage of Speed Reads and Speed Views. The Audio Visual Department head, Stephanie Zabriskie, is conducting a serious review of the department including weeding and ordering books on CDs and various policies.

Personnel

Ms. Linehan updated the Trustees on the time-consuming grievance process and on the current state of contact language and contract negotiations.

MLN

- The Minuteman Library Network is testing a mobile app that should facilitate the use of the databases by patrons. Ms. Linehan reported that the roll out date would be in April.
- Ms. Linehan updated the Trustees on the recent Library Legislative Day.

New Business

- Two of the three shelving units in the Teen Room have been equipped with wheels. This flexibility will make community space more feasible as new programming develops. The Young Adult librarian, Luke Kirkland, has had some initial success with teen involvement using Maker Space and Google Cardboard.
- Initial inquiries have been made about replacement carpeting. The cost would be approximately \$3000. The plan would be for carpet tiles (similar to what was seen at the Boston Public Library during the Staff Development Day) arranged in a checkerboard pattern.

Unfinished Business

Long-range Plan

Ms. Linehan has involved the department heads in a planning strategy of Keep, Retire, Renovate, and Acquire. The planning process also involves staff and the public. Additionally, she is working with a consultant and other urban libraries about a one-page format of the long-range plan that could be prominently displayed throughout the library. Waltham would be a trendsetter with the one-page document as this is not yet widely used in Massachusetts.

Art Ownership

- It appears that approximately fourteen paintings, donated through the Sarah Pratt Sears will, can be hung in the Browsing Room and in the Fiction Room.
- Issues regarding security and insurance are still being researched.
- Ms. Laura Bernheim and Ms. Shanley D'Inncenzo are conducting research on the artist and potential programming through resources and/or personnel at MIT, Brandeis, and the Portland Art Museum.

Library Director Evaluation

Ms. Garniss and Ms. McKenzie, the Library Director Evaluation Subcommittee, will review and summarize the evaluations completed by the Trustees for the April Meeting.

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. Linehan reported that there would be a new Board of Directors for the Friends of the Library in April. Over the next few months the group will review their bylaws and consider the need to refocus efforts in a new direction.

Announcements: The Library will be closed Easter Sunday, March 27

Adjournment: Mr. Mann made the motion to adjourn the March meeting at 7:30. Ms. Taddeo seconded the motion and the Trustees approved the action unanimously.

The next Trustees' Meeting and Annual Meeting will be held on April 12 at 6:00 p.m.
Submitted by Marie J. McKenzie, Secretary/Clerk