

# **Waltham Public Library**

Waltham, Massachusetts

## **Trustees' Meeting**

Tuesday, March 10, 2015

### **Present:**

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

The March 2015 Trustees' Meeting of the Waltham Public Library was called to order by

Ms. Garniss at 6:15 p.m. in the Trustees' Room in the Library.

### **Minutes:**

The Minutes of the regular Trustees' Meeting held on February 17 were presented.

A correction was noted that the meeting was held in the Director's Office. Mr.

Mann moved to approve the February Minutes as amended. Ms. Taddeo seconded the motion and the Trustees voted to approve.

### **Financial Report**

#### **Monthly Budget Statement**

Ms. Fasulo presented the Budget Statement through February 2015. It was noted that the Trustees line item was over budget.

Ms. Fasulo noted that there would be a correction in the Overdrive Budget. Monies for that account come out of Materials.

Mr. Humbert moved to place the budget on file. Ms. Garniss seconded the motion and the action was approved unanimously.

### **Report on Library Operations**

#### **Statistical Reports**

Ms. Fasulo noted that total Circulation was down for the month of February due to the number of days (6) that the Library was closed for snow emergencies.

### **Personnel**

Ms. Fasulo noted that paperwork has been prepared and submitted for 4 positions. Authorization has been requested to post these positions. The process is going forward.

### **MLN**

Ms. Fasulo stated "There is nothing new to report"

### **Possible Policy Changes**

Ms. Garniss questioned the possibility of devising a library closure policy for snow emergencies to be in concert with School Closures.

### **Unfinished Business**

Ms. Garniss reported that several policy changes need to be tabled due to other matters taking precedence in this short month. They are: the Donation Policy,

The Computer Policy, and matters in the Unfinished Business category, namely: Evaluating the Library Director, and Trustees Evaluation.

Ms. Garniss stated she had heard that there had been a leak from the roof. Ms. Fasulo noted that snow removal from the roof was a huge concern. Snow Blowers were used to remove as much snow as possible.

### **New Business**

Mr. Humbert made the motion to suspend the regular meeting, seconded by Ms. Mawhinney. Trustees unanimously approved. Mr. Mann and Ms. Taddeo moved and seconded (respectively) to open the Annual Meeting, unanimously approved.

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**Waltham Public Library**  
Waltham, Massachusetts  
**Annual Meeting of the Trustees**  
March 10, 2015

### **Present:**

*Ms. Garniss, Chair, Ms. Maureen Taddeo, Mr. Steven Mann, Mr. Alan Humbert, Ms. Jacquelyn Mawhinney.*

*The Annual Meeting of 2015 was called to order by Ms. Garniss at 7:10 p.m.*

### **Election of Officers:**

*Ms. Taddeo proposed that one ballot be cast for the slate of officers, Mr. Humbert seconded the motion and it was approved unanimously.*

**Joan Garniss, Chair**

**Alan Humbert, Vice-Chair**

**Maureen Taddeo, Liaison to Board of Directors of the Friends of the Waltham Public Library**

**Steven Mann, Representative to the Friends of the Waltham Public Library**

**Investment Committee**

**Jacquelyn Mawhinney, Liaison to the Friends 150<sup>th</sup> Anniversary Celebration**

**Adjournment:** *Mr. Mann made a motion to close the Annual Meeting, seconded by Ms. Taddeo. All approved. The Annual Meeting was closed at 7:15 p.m.*

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### **Reopening and Closing of the Regular Meeting:**

Mrs. Mawhinney made a motion seconded by Mr. Humbert to reopen and subsequently close the Regular Meeting. There was approval from all and thanks to all for their service. The Regular meeting was closed at 7:17 p.m.

Submitted by Jacquelyn Mawhinney