

Waltham Public Library

Waltham, Massachusetts

Trustees' Meeting

Tuesday, April 12, 2016

Present

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

The April 2016 Trustees' Meeting of the Waltham Public Library was called to order by Ms. Garniss at 6:06 p.m. in the Trustees' Room in the Library.

Minutes of previous meeting

The Minutes of the regular Trustees' Meeting, held on March 8, 2016, were presented. Mr. Mann moved to approve the March Minutes and Mr. Humbert seconded the motion and the Trustees voted to approve.

Financial Report

Monthly Budget Statement

Ms. Linehan presented the Budget Statement through March 2016. It was noted that the statement indicated Materials was under spent. Ms. Linehan said that this did not reflect recently ordered items. She also reported that processes in Tech Services were still being updated and/or fine-tuned.

Mr. Mann moved to place the March 2016 Budget Statement on file. Ms. McKenzie seconded the motion and the action was approved unanimously.

Annual Meeting

A motion was made by Mr. Humbert to suspend the regular meeting and call for the Annual Meeting. The motion was seconded by Mr. Mann and approved unanimously.

ANNUAL MEETING

The Annual Meeting was convened at 6:10 in the Trustees' Room of the Library. Mr. Mann proposed a slate of officers and the motion was seconded by Mr. Humbert. Ms. Garniss called for nominations from the floor and there were none.

The following were to be elected for one-year terms:

Joan Garniss - Chair

Alan Humbert - Vice-chair

Marie McKenzie- Secretary

Steven Mann - Representative on the Investment Committee

Maureen Taddeo - Representative on the Friends of the
Library Board

Mr. Humbert moved acceptance of the slate of officers. Ms. Mawhinney seconded the motion and the Trustees approved the motion unanimously.

Mr. Mann made the motion to release the minutes of the November 20, 2014 Executive Session. Mr. Humbert seconded the motion and the Trustees approved the motion

unanimously.

There was a brief discussion about the release of the June 21, 2013 meeting since part of the Executive Session addressed a collective bargaining issue. Ms. Garniss will consult with Attorney Sewall regarding the release of minutes or the continuation of non-disclosure if the discussions involve grievances and/or negotiations.

Ms. Mawhinney made the motion to adjourn the Annual Meeting. Mr. Humbert seconded the motion and the Trustees approved the motion unanimously by roll call.

The Annual Meeting was adjourned at 6:18.

The April 2016 Trustees' Meeting of the Waltham Public Library was again called to order by Ms. Garniss at 6:19 p.m.

Report on Library Operations

Statistical Reports

Ms. Linehan reported that all March statistics are up. Special mention was made of increased programming and new personnel in Young Adults and in Childrens. Based on feedback about the Adult Coloring Program, adjustments will be made to build community.

Mr. Mann requested some statistics about WiFi logins. There were over 45, 600 logins in FY15. Ms. Linehan reported that the increased bandwidth from Comcast has met with client satisfaction.

Personnel

There have been no new hires in the past month. Ms. Linehan updated the Trustees on her recent communications with the city's personnel director.

MLN

Ms. Linehan has been asked to be on the MLN board for a term of three years. (She had been serving on an interim position this past year.)

Budget

A budget meeting with the Mayor has not been scheduled. Ms. Garniss and Mr. Humbert would like to attend this meeting whenever it occurs. (Some time constraints due to work schedules were shared.)

Budget requests include: 1) the changing of the part-time Audio Visual Department Head to a full-time position, which will need to be reposted, 2) a part-time Tech Services staffer, and 3) a full-time professional Childrens librarian.

Some of the accounts have been reorganized for clarity and specificity, i.e. a more accurate reflection of what is being purchased and where such purchases are actually being used.

Ms. Linehan is being proactive in drafting a summary of the budget for the City Council, based on the questions councilors asked during the budget deliberations for FY15.

Friends of the Library

Ms. Linehan reported that there would be a new Executive Board for the Friends of the Library. Ms. Elizabeth Weir is the new president and has already met with Ms. Linehan to discuss separate roles and responsibilities for the Executive Board and for library personnel. There had been substantive discussion around the issue of programming. It has been agreed that the Programming Chair of the Friends will meet monthly with Ms. Linehan and Ms. D'Inncenzo. Programming should reflect what the library data is showing and what clients desire.

Other issues that the Friends may address are 1) reducing the length of the Book Sale by a few days, 2) reviewing and updating the bylaws, and 3) updating the mailing list.

The Annual Meeting of the Friends will be April 14.

Watch! Read! Listen!

Ms. Linehan shared an in-house document of talking points related to this program based on the theme of The Jungle Book in which participants will "experience the story." This ongoing program for all ages will run from June 4 to August 27. Ms. Linehan shared a few of the exciting aspects of this year's (and debut) of Watch! Read! Listen! which include presentations on Indian dancing, caste system, rain forest, jungle cats, cooking.....

New Business

- ◆ The Staff Day will be April 29. Ms. Linehan reviewed a preliminary agenda that will include a presentation on quality customer service as well as department meetings. Discussions on marketing and branding (or rebranding), strategic planning, reflections on ideas from visit to Boston Public Library, and space planning will be on department agendas. Trustees were invited to attend all or part of the day, including the barbecue lunch.
- ◆ Ms. Garniss has received notification from the Board of Library Commissioners that the second and final State Aid to Public Libraries award has been issued. It will be forwarded by electronic transfer to the treasurer's office shortly. This award is for \$36,886.17 toward the yearly total of \$72,103.52. According to the notification, "These awards are funded by Chapter 46, Acts of 2015, which states that awards should be placed in a separate account to be expended by the public library, without appropriation."
- ◆ A purchase order should be coming shortly for carpet tiles in the Young Adult area.
- ◆ Luke Kirkland, YA librarian, is preparing a proposal for the Friends requesting some equipment and a television.
- ◆ Ms. Linehan reported that seven staff members would be attending the Massachusetts Library Association conference. Several staffers, as well as Ms. Linehan, will be presenting!
- ◆ Ms. Linehan presented information related to a new initiative, Sensory Story Time. Designed specifically for young children with disabilities or with autism, this program uses repetition, sensory

toys and safe environmental considerations. This pilot program may be the first of its kind in the state and is definitely the first in the Minuteman Network.

Unfinished Business

Long-range Plan

Ms. Linehan will be using information from the department meetings held on the Staff Development Day to inform the plan.

Art Ownership

Ms. Linehan has met with a carpenter about hanging pictures in the Browsing Room and in the Fiction Room.

Ms. Linehan is continuing to follow up with issues regarding security. The paintings are covered by insurance

Library Director Evaluation

The evaluations done by the individual trustees have been collected and summarized. The summary will be forwarded to the Trustees and then to Ms. Linehan. Further discussion will occur at the May meeting.

Trustee Evaluation

It was decided that the focus of the Trustee Evaluation document will be on how it functions as a board and not on how individual members within it view their role and/or performance on the board.

Announcements

The Library will be closed Monday, April 18 for Patriots' Day.

Adjournment

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

The next Trustees' Meeting and Annual Meeting will be held on May 10 at 6:00 p.m.

Submitted by Marie J. McKenzie, Secretary/Clerk