

Waltham Public Library

Waltham, Massachusetts

Trustees' Meeting

Tuesday, April 8, 2014

Present: Ms. Joan Garniss, Ms. Marie McKenzie, Mr. Steven Mann, Mr. Alan Humbert, Ms. Jacquelyn Mawhinney, Ms. Kate Tranquada, Library Director, Ms. Deborah Fasulo, Assistant Director

The April 2014 Trustees' Meeting of the Waltham Public Library was called to order by Ms. Garniss at 6:00 p.m. in the Trustees' Room of the Library.

Minutes: The Minutes of the March 2014 Trustees' Meeting were presented. A few punctuation and/or usage corrections were suggested. Ms. Mawhinney moved to approve the March Minutes as amended. Mr. Humbert seconded the motion and the Trustees voted to approve.

The Minutes of the Annual Meeting held on March 11, 2014 were presented. Mr. Humbert moved to approve the Minutes as amended. Ms. Mawhinney seconded the motion and the Trustees voted to approve.

Financial Report

Monthly Budget Statement

Ms. Tranquada presented the Budget Statement through March 2014. It was noted that the line items for full time staff and part time staff were underspent at this time. Ms. Tranquada indicated that there had been no resolution of this ongoing contractual issue. The letter to Mayor McCarthy (draft discussed at March meeting) had been forwarded.

Although the Collection line item is underspent as well, Ms. Tranquada expects several substantial purchases in the near future, i.e. periodicals renewals, data base subscriptions.

Mr. Mann made the motion to place the March Budget Statement on file. Ms. Mawhinney seconded the motion and the action was approved unanimously.

FY2015 Budget Proposal - Update

Ms. Tranquada shared a copy of the budget that she, along with Ms. Fasulo and Ms. Garniss, will be presenting to Mayor McCarthy on Tuesday, April 15 at 9:00 a.m. Ms. Tranquada has already worked with Laura Doane in the Auditor's Office on aspects of the budget. A draft had been presented at the March Trustees' Meeting.

The focus of the presentation to the Mayor will be on Goal #1 - "The Library will be adequately staffed. Staff will have the resources, knowledge, and skills to provide essential service to all library users, working in an environment that promotes high

levels of performance.”

After the Mayor has made her budget recommendations, Ms. Tranquada will present the budget request narrative, goals and comparative statistics to the Finance Committee.

Report on Library Operations

Library Use Statistics

Ms. Tranquada shared Circulation Statistics by Category for the First Quarter of Year 2014 and 2013. Children’s Print Material has been positive. There was discussion about Periodicals. Ms. Tranquada and Ms.Fasulo believe periodicals are used/browsed in the library while not necessarily borrowed. Additionally, changes in technology, such as tablets and smartphones, may be making the traditional format of periodicals less desirable.

Ms. Tranquada also shared the graphs for Monthly Study Room Use, Monthly Meeting Room Use, and Average Hourly Visits.

Ms. Tranquada shared comparative statistics, done in bar graphs, for 20 public libraries in Massachusetts cities with a population of 50,000-99,999. Waltham is third highest in loans per hour open, fourth highest in loans per capita and visits per hour, and eleventh in professional full time equivalent per capita. Other statistics showed that the majority of all libraries in the Minuteman Network are showing downward trends in circulations.

Personnel

There was a discussion of the appearance of a potential conflict of interest that had arisen at a recent City Council meeting.

Due to the current staff shortages, it appears that the library might be closed on Sundays in July and August, as was the situation in 2013. Ms.Fasulo will survey the staff about their availability and the scheduling of personnel for July and August, all with contractual issues in mind.

On March 19, Ms. Tranquada was informed by the library union field representative that a request has been made for mediation on the ongoing contractual issue. At this time, it is unclear what the timeframe will be.

The process for hiring a full-time Children’s Librarian has begun. This is being done through an internal posting.

There seems to be some confusion over the terms of office for Trustees, as identified in the March meeting, and the information on file in the City Clerk’s Office.

Ms. McKenzie will contact the Mayor's Office and/or City Clerk's Office for further clarification.

Emergency Planning

Ms. Tranquada has sent a copy of the Library's Emergency Plan to Mayor McCarthy. Additionally, Ms. Tranquada has spoken with Bernard Mullin of the Emergency Management Department who had some suggestions and recommendations for making the plan more consistent with the format and length used by other city departments.

The ALICE program (emergency preparedness training) will take place during the Staff Development Day on May 2.

150th Anniversary Committee

The Sponsorship Information sheet has been updated using the suggestions made at the March Trustees' Meeting. The next meeting of the 150th Anniversary Committee will be Tuesday, April 15.

New Business

Hiring a Library Director

Ms. Garniss updated the Trustees on her recent meeting with Personnel Director Kristin Murphy about hiring procedures.

- A request should be made to the Mayor for an earlier posting in order to expedite the process quickly.
- There are options related to benefits that can be determined at the discretion of the supervisor.
- The Personnel Department will oversee the job posting, will receive (and subsequently forward) all applications, and will check references for viability.
- Kristin Murphy will participate in all interviews.
- Once the Trustees select a finalist, the Personnel Department will follow up with references, forward information to the Mayor, who will then contact the Trustees
- The Mayor is requiring that the new director have an orientation in contract negotiations and procedures.

The Trustees reviewed the current job posting and job descriptions for the purpose of updating. Several Internet resources for hiring a library director were used as references. Suggestions were made and a "final" draft will be forwarded to Ms. Fasulo by April 12. She will then work with Personnel.

The Trustees established initial timelines.

April 23 Job opening posted
May 30 Applications due in Personnel Department
June 2 Application materials to Trustees
June 6 Screening of applications (4:00p.m.)
July 10-20 Interviews

Adjournment: Mr. Humbert made the motion to adjourn the April meeting at 7:42 p.m. Ms. Mawhinney seconded the motion and the Trustees voted to approve. The next scheduled Trustees' Meeting will be on Tuesday, May 13, 2014.

Submitted by Marie J. McKenzie, Secretary/Clerk

Announcements:

FWPL Board Meeting – June 12th