

Waltham Public Library
Waltham, Massachusetts
Trustees' Meeting
Tuesday, April 14, 2015

Present:

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

The April 2015 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:

The Minutes of the regular Trustees' Meeting held on March 10, 2015 were presented. Mr. Humbert moved to approve the March Minutes and Mr. Mann seconded the motion and the Trustees voted to approve.

Financial Report

Monthly Budget Statement

Ms. Linehan presented the Budget Statement through March 2015. Ms. Garniss solicited questions about the Budget Statement. There were none at this time.

Fees for an upcoming convention would be taken from the 400 Account – Dues/Subs, where there are sufficient funds.

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

All ordering will be completed by June 1 in order that all processing be completed by the end of the fiscal year.

Ms. Garniss shared the information she had received from the Board of Library Commissioners related to state aid to public libraries. This is the second half of the \$71,884.67 total. The monies will be issued and forwarded to the City Treasurer within the next few weeks.

FY2015 Library Incentive Grant	\$ 20,565.51
FY2015 Municipal Equalization Grant	\$ 11,210.43
FY2015 Nonresident Circulation Offset Award	\$ <u>4,325.67</u>
	\$ 36,101.61

Report on Library Operations

Statistical Reports

Ms. Linehan presented Circulation Statistics, Room Use, and Average Hourly Visits for March 2015. Ms. Linehan was quite pleased with the positive statistics:

- ◆ March was the busiest month yet in this fiscal year!
- ◆ 350 new library cards were issued, 107 more than last March!
- ◆ An average of 122 items were checked out each day! This may be due to better items on the shelves and better interaction with customers.
- ◆ Average hourly visits and monthly meeting room usage are the highest since FY11!
- ◆ Positive results have been noted due to some policy changes and rearrangement of furniture!

In terms of interlibrary loans, Waltham is a bigger lender than a receiver, which is a positive. However, Ms. Linehan noted that the Fiction Collection needs to be increased and updated.

Personnel

Ms. Linehan reported that 4 new part-time employees have been approved and will be working by July 1. Postings for 4 additional part-time employees will close on May 30. There will be 1 new employee in each department for each of these two rounds.

(AV head, AV clerk, 2 in Children's, Reference, YA, Circulation, "floater")

Employees who work in Reference must have MLS certification. The responsibilities of the "floater" will include shifts at

the desks, program coordination, and collaboration with Friends of the Library.

Ms. Linehan updated the Trustees on interactions with Personnel about the working status of an employee.

MLN

Ms. Linehan reported, based on the suggestion of Waltham, the network policy about settling overdue accounts by avoiding the threat of legal action was passed by their board. The settling will be done by speaking to a librarian in order to settle the fine situations, with no threat of legal action.

New Business

Donation Policy Revised

Ms. Linehan presented a draft of donation guidelines. The Trustees were concerned that some of the language was ambiguous and that there was a need to distinguish between donations to the library and donations to the Friends of the Library Book Sale. Ms. Linehan will incorporate the suggestions and present a revised draft next month.

Current State of Budget

Ms. Linehan updated the Trustees regarding the budget process. She has worked closely with Laura Donne in the Auditor's Office, The budget has been submitted and a hearing on the budget will be held in City Council Chamber at 2:00 p.m. on April 24. Ms. Garniss and Mr. Humbert hope to attend.

Beyond the current budget, Ms. Linehan has requested a full time custodian position, a full time YA position, (both increases from part time) and \$10,000 for software and computer upgrades. New computers are part of the City's Capital Budget.

Review Executive Sessions

The minutes of Executive Sessions from March 2013-February 2015 were reviewed.

- ◆ Mr. Mann made the motion to release the minutes of the Executive Session of May 13, 2014. Mr. Humbert seconded the motion and the Trustees approved the motion unanimously. (See addendum.)
- ◆ Ms. Mawhinney made the motion to release the minutes of the Executive Session of June 6, 2014. Mr. Mann seconded the motion and the Trustees approved the motion unanimously. (See addendum.)
- ◆ Mr. Humbert made the motion to release the minutes of the Executive Session of June 10, 2014. Mr. Mann seconded the motion and the Trustees approved the motion unanimously. (See addendum.)
- ◆ Ms. Mawhinney made the motion for continued non-disclosure of the minutes of the Executive Session of November 20, 2014. Mr. Mann seconded the motion and the Trustees approved the motion unanimously.
- ◆ Ms. Mawhinney made the motion for continued non-disclosure of the minutes of the Executive Session of June 21, 2013. Mr. Mann seconded the motion and the Trustees approved the motion unanimously.

Unfinished Business

New Policy Implementation

Computer policy feedback

Ms. Linehan shared feedback from a patron concerned about the recent change limiting computer use at the stations. (There has been no change in the use of laptops.) The new policy has been designed to allow equal access to the broadest range of patrons. The new policy has indeed allowed a higher turnover at the computer stations and a wider demographic mix of patrons. Having a "free computer" also contributes to a more open and welcoming climate.

Staff day –

For the morning session, Ms. Linehan has plans to take the permanent full-time staff to the modernized Boston Public Library, where design, innovation, and security have been enhanced. She has been impressed with certain areas there: i.e. lounge, media room, and teen room. She has also been impressed with the level of staff interaction there.

For the afternoon session, she has contracted with Mr. Joseph Perkins, a communications expert and consultant. He will address customer service and professionalism, as well as the relevancy of a library in the 21st century.

Ms. Linehan will be contacting the Friends of the Library to support the cost of the bus to the BPL and of the consultant.

The Trustees expressed unanimous support for this professional day's plans.

Evaluation the Library Director

Mr. Humbert suggested that the performance indicators be further considered in light of whether the director is the supervisor of the activity or the doer of the activity. A second draft has been done for General Administration, Preparing and Managing the Budget/Business and Finance and Personnel/Managing Staff. These indicators will be reviewed again at the next Trustees' Meeting.

During the next month, Trustees will look at the first draft of performance indicators for Collection Development and Public and Community Relations in order to pare down the lists.

Trustees Self-evaluation

This item will be addressed at a future meeting. Mr. Humbert had brought the original document forward to the Trustees after attending a workshop for Boards of Trustees.

Adjournment:

Ms. Mawhinney made the motion to adjourn the April meeting at 7:30. Mr. Humbert seconded the motion and the Trustees voted to approve.

The May Trustees' Meeting will be held on May 12, 2015 at 6:00

Submitted by Marie J. McKenzie, Secretary/Clerk