

Waltham Public Library  
Waltham, Massachusetts  
Trustees' Meeting  
Tuesday, May 10, 2016

**Present**

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

The May 2016 Trustees' Meeting of the Waltham Public Library was called to order by Ms. Garniss at 6:10 p.m. in the Trustees' Room in the Library.

**Minutes of previous meeting**

The Minutes of the regular Trustees' Meeting, held on April 12, 2016, were presented. Mr. Mann moved to approve the April Minutes and Ms. Mawhinney seconded the motion and the Trustees voted to approve.

The Minutes of the Annual Meeting, held on April 12, 2016, were presented. A detail error was noted and corrected. Ms. Mawhinney moved to approve the Annual Meeting Minutes, as amended, and Mr. Mann seconded the motion and the Trustees voted to approve. (Minutes of Executive Sessions cannot be released if the discussion is related to contract negotiations.)

**Financial Report**

***Monthly Budget Statement***

Ms. Linehan presented the Budget Statement through April 2016. It was noted that several items appeared to be overspent. Ms. Linehan explained that this was due to the change to including the encumbered in the "spent" figures. Ms. Linehan assured the Trustees that overall spending for the fiscal year would be within the appropriated amounts.

Figures would be reviewed over the next month because it was noted that the "appropriated" amount divided by 12 months and multiplied by the 10 months to date of the fiscal year did not match the "budgeted to date" amount.

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

# Report on Library Operations

## *Statistical Reports*

The increase in Circulation in Children's is most likely due to more staff, outreach, and programming.

There was a great deal of discussion about the *High Demand* line item. Ms. Linehan informed the Trustees that this was largely a MLN collection-building statistic to show how a library is addressing clients' interests in particular books. Clarification was also given regarding procedures for determining *Speed Reads*. It takes approximately 48 hours from ordering to receipt! The goal is to always have something the patron wants to read on the shelf.

Meeting Room Use is up due to additional programming.

Study Room Use has remained steady.

Visits are slightly down from the previous month (March).

At the April Trustees Meeting, Mr. Mann had requested some statistics about WiFi logins. Ms. Linehan reported that there are 25-30 logins every hour for a total of 150-200 users per day. Statistics related to the monthly use of databases, e.g. Freegal and Hoopla, would be coming next month.

## *Personnel*

Ms. Linehan anticipates hiring student pages in the near future.

Potential hiring for the new positions is on hold, awaiting overall budget decisions from the Mayor's Office.

## *MLN*

Ms. Linehan reported that 13 staff members would be attending the Massachusetts Library Association Conference. Of these, 7 are either presenting at the conference or are on a panel. Ms. Linehan will be preparing a press release announcing and celebrating this extensive participation.

Presenters are Kelly Linehan, Luke Kirkland, Laura Bernheim, Pat O'Leary, Louise Goldstein, and Pat Arsenault. Hannah Duggins-Warf from the Reference Department

received the Kay Bader Scholarship to attend, which covers the majority of her attendance for the three day conference. The staff has been willing and able to provide internal coverage at the library.

### ***Friends of the Library***

Ms. Linehan has met with the new Executive Board for the Friends of the Library. There has been agreement on roles and responsibilities. There is a very positive attitude about the future. The Friends will be reviewing their fund-raising procedures, and will be addressing how to increase their membership back to previous levels. Additionally, there will be a bookkeeper assisting the Friends regarding their finances.

### ***Watch! Read! Listen! Update***

Ms. Linehan shared a flyer announcing 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 also shared copies of various documents prepared by the committee related to sponsorship and to the kick-off event on June 3. To date, \$3200 has been raised.

Ms. Linehan shared a few of the exciting aspects of the June 3 events (Indian dancing, henna tattoos, animals) and shared sample of jungle-themed decorations (recycled material), which will adorn the library throughout the summer.

Ms. Linehan believes this is the first time a community is experiencing a story in multiple formats – to watch, to read, to listen, unlike the more common One Community/One Book initiatives where everyone reads the key text.

*The Jungle Book* is available free on digital devices.

## **New Business**

### ***State Aid***

Further clarification was given about the use of state aid. As stated in the award letter, these funds can be spent without appropriation. Additionally, these funds can be used for any library expenditure, other than staffing.

## **Unfinished Business**

### ***Staff Development Day***

Ms. Linehan reported on the recent Staff Development Day. In addition to the presentation on customer service from the general manager of the Bancroft in Burlington, which contained many practical pieces of advice, there were department

level discussions about space planning and marketing and branding as well as department discussions focused on innovative service. The barbecue lunch catered by Blue Ribbon Bar-B-Q was well received!

### ***Long-range Plan***

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

### ***Art Ownership***

Ms. Linehan has discovered that the paintings are not currently insured. She will be obtaining insurance quotes based on different levels of security that may exist. Additionally, she will contact Joseph Pedulla, the Purchasing Agent for the City of Waltham, and the Waltham Historical Society for additional assistance in this endeavor.

### ***Library Director Evaluation***

The summary evaluation has been forwarded to Ms. Linehan. A new format will be forwarded to Ms. Linehan containing the summary scores and the indicators, as the previous "final" evaluation did not list the particular indicators. The Trustees will sign the new document at the June meeting. A copy of the evaluation will also be forwarded to the Personnel Director to be placed in Ms. Linehan's personnel file.

The next evaluation cycle will be from March 2016-April 2017.

### ***Trustee Evaluation***

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. A draft document will be forwarded to the Trustees in preparation for the June meeting.

### ***Sensory Story Time***

This pilot program, for children with autism or developmental delays, ages 3-6, will be tried again for 2 Saturdays in June. Ms. Linehan cited the need for broader outreach and marketing to draw in the appropriate clients.

### **Adjournment**

Ms. Taddeo made the motion to adjourn the May meeting at 7:50. Ms. Mawhinney seconded the motion and the Trustees approved the action unanimously.

The next Trustees' Meeting and Annual Meeting will be held on June 14 at 6:00 p.m.

Submitted by Marie J. McKenzie, Secretary/Clerk