

# Waltham Public Library

Waltham, Massachusetts

Trustees' Meeting

Thursday, May 11, 2017

## **Present**

Ms. Joan Garniss, Mr. Steven Mann, Ms. Marie McKenzie, Ms. Martha Creedon, Mr. Alan Humbert (arrived at 6:18), Ms. Kelly Linehan, Library Director

The May 2017 Trustees' Meeting of the Waltham Public Library was called to order by Ms. Garniss at 6:11 p.m. in the Trustees' Room in the Library. The Trustees are pleased to welcome Ms. Creedon as a new trustee.

## **Minutes of previous meeting**

The Minutes of the regular Trustees' Meeting, held on April 13, 2017, were presented. Mr. Mann moved to approve the April Minutes. Ms. McKenzie seconded the motion and the Trustees voted to approve.

## **Financial Report**

### **Expenditure Report**

Ms. Linehan presented the Expenditure Report for the period from July 1, 2016 through April 30, 2017.

Ms. Linehan stated that the library was awaiting the release of \$34,000 from state aid funds for Library Materials. The full state aid amount received for FY17 is \$70,863.62. She expects this issue to be addressed at the City Council meeting, to be held on May 15.

The amount of unencumbered funds for personnel is the result of earlier staffing shortages and retirements. These funds cannot be carried into the next fiscal year.

New computers have been ordered but the bills have not arrived so that expenditure is not reflected in this report.

Mr. Humbert moved to place the July 1, 2016 through April 30, 2017 Expenditure Report on file. Mr. Mann seconded the motion and the action was approved unanimously.

## **Report on Library Operations**

### ***Statistical Reports***

Ms. Linehan shared Circulation Statistics for April 2017.

She noted that

- Circulation rate in Audio Visual was down, but will improve once fees are no longer charged.

- Circulation in Children's was up. The weeding in Children's has opened up space, making the overall space more attractive and inviting to patrons
- Circulation in Teens was up.

Ms. Linehan explained the calculation for the "internal use" statistic.

The Trustees recommended that congratulations from the Board should be given to the staff of Teens and Children's.

Meeting room use for February, March, and April 2017 far exceeded use in those three months during 2016.

### *Personnel*

Ms. Linehan updated the Trustees on the status of several open positions, recent retirements, and the pending approval of several new positions. For FY18 Ms. Linehan hopes to have a Literacy Librarian who will oversee basic computer and ESL classes. Interviews are underway for several part-time positions. Moving forward, new staff are scheduled to work two nights and two weekends year round.

### *MLN*

There are no updates on this item at this time. Ms. Linehan did inform the Trustees of issues arising from proposed federal funding cuts, which may cause the closing of some libraries across the country, and funding consequences for the Massachusetts Board of Library Commissioners. Some issues do not directly affect MLN at this time as this is funded by the member communities. Ms. Linehan shared a document from MBLC outlining the databases that will and will no longer be available.

### *Friends Report*

Ms. Linehan reported the Friends fund raising plans for Watch! Read! Listen!

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

Ms. Linehan enthusiastically reported on the planning for this program around the book, Frankenstein, which will be conducted between June 24 and August 19, with a kickoff/fundraiser on June 16. All programs for this initiative have been booked. Trustees received a sample of the postcard notification that will be mailed shortly. A brochure is currently being prepared and will be distributed to all K-12 students in Waltham.

## **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 6:40 in the Trustees' Room of the Library. Mr. Mann proposed to continue the current slate of officers,

Joan Garniss - Chair

Alan Humbert - Vice-chair

Marie McKenzie- Secretary

and the motion was seconded by Mr. Humbert.

Ms. Garniss declined to be considered for the position of chair, which, according to the bylaws of the Board, is a position held by the most senior member, and the vice-chair by the next senior person. Ms. Garniss noted that she would be resigning from the Board as of next month. Therefore, that position should be held by Alan Humbert.

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

Alan Humbert- Chair

Maureen Taddeo- Vice-chair

Marie McKenzie- Secretary

Steven Mann - Representative on the Investment Committee

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

There was a discussion about the release of the June 21, 2013 meeting since part of the Executive Session addressed a grievance. Since the grievance has been settled, it was determined that a summary of the minutes could be released with the specific names redacted.

Mr. Mann made the motion to release the minutes of the June 21, 2013 Executive Session. Mr. Humbert seconded the motion. Ms. Creedon abstained, citing that she was not a member of the Board at that time. Trustees approved the motion.

Mr. Humbert made the motion to adjourn the Annual Meeting. Ms. Creedon seconded the motion and the Trustees approved the motion unanimously.

The Annual Meeting was adjourned at 7:00.

The May 2017 Trustees' Meeting of the Waltham Public Library was again called to order by Ms. Garniss at 7:01 p.m.

## **New Business**

Ms. Linehan was pleased to announce that the Waltham Public Library will be awarded five public relations awards as the Massachusetts Library Association conference, which will be held on May 22 and 23 in Hyannis. The library won an award in every category for which the library submitted an entry.

- Best community reading program for Watch! Read! Listen!
- Best logo for Watch! Read! Listen!
- Best social media for Watch City Teens
- Best program for Maker Monday
- Best flyer for Beast Mode Poetry

It was suggested that perhaps these achievement could be further celebrated with a luncheon, noted at the upcoming fundraiser, or through outreach to local media outlets.

## **New Business**

Ms. Linehan outlined several proposals that might involve drawing funds from state aid, if not authorized by usual city practices regarding such proposals.

1. Attendance by a library staff member at Internet Librarian Conference, in California, which will be highly valuable toward the redesign of the library website.
2. attendance by 6-7 library staff members at local Library Leadership Conference, organized by a subset of MLN members
3. furnishing the new Teen Room
4. purchasing of carpet squares to replace areas now exposed due to moving of shelving

The funds currently exist within the state aid budget. These state funds can also be carried over to the next fiscal year.

Mr. Humbert moved to support and approve these requests. Mr. Mann seconded the motion and the action was approved unanimously.

## **Unfinished Business**

The opening of the “branch library” at Stonehurst, with an open house and children’s events, on May 6, was a success, in spite of somewhat inclement weather. There were approximately 100 participants. Ms. Linehan was pleased that the Mayor was an enthusiastic attendee. All enjoyed meeting Annette Leblanc Cate, a Waltham native, and author of *The Magic Rabbit* (ages 4-8) and *Look Up: Bird Watching in Your Own Backyard* (ages 8-12) will participate. In conjunction with Stonehurst, a press release will be issue to the press about the success of the debut.

## ***Long Range Plan***

Ms. Linehan informed the Trustees that the long range planning process is on track and on time. She expects a draft to be ready by July, in anticipation of filing for a construction grant in October. To date, 400 online surveys have been forwarded and there are additional paper responses.

## ***Art Work***

The roof is fixed and the artwork should be on the walls shortly.

## **Adjournment**

Mr. Mann made the motion to adjourn the April meeting at 7:40 p.m. Ms. Creedon seconded the motion and the Trustees approved the action unanimously.

The next Trustees’ Meeting will be held on Thursday, June 9 at 6:00 p.m.

Submitted by Marie J. McKenzie, Secretary/Clerk