

WALTHAM PUBLIC LIBRARY

Waltham, Massachusetts

Trustees' Meeting
Tuesday, May 13, 2008

The May, 2008 Trustees' meeting for the Waltham Public Library was called to order by Rev. Mawhinney at 6:09 P.M in the Trustees' Room of the Library.

Present: Rev. William Mawhinney, Ms. Joan Garniss, Mr. Alan Humbert, Mr. Paul Powers, Ms. Maureen Taddeo, Ms. Kate Tranquada, and Mr. Thomas Jewell.

Minutes: The Minutes of the April, 2008 Trustees' Meeting were presented. Paul Powers made a MOTION to APPROVE the MINUTES. Maureen Taddeo SECONDED the MOTION and the TRUSTEES VOTED UNANIMOUSLY to APPROVE.

Financial Report: The Financial Report was presented. Joan Garniss MOVED to PLACE the FINANCIAL REPORT on FILE. Alan Humbert SECONDED and the TRUSTEES VOTED UNANIMOUS APPROVAL of the MOTION.

After a discussion regarding the budget for the remainder of the fiscal year, Maureen Taddeo MOVED TO AUTHORIZE THE LIBRARY TO CLOSE FOR UP TO TWO SUNDAYS IN JUNE TO KEEP THE BUDGET BALANCED. Joan Garniss SECONDED, and the TRUSTEES VOTED UNANIMOUS APPROVAL of the MOTION.

Library Operations: Following review and discussion of the proposed job posting for the position of Library Director, Joan Garniss MOVED THE ACCEPTANCE OF THE JOB POSTING FOR THE POSITION OF LIBRARY DIRECTOR. Maureen Taddeo SECONDED and the TRUSTEES VOTED UNANIMOUS APPROVAL.

Kate Tranquada presented the Trustees with a proposed process summary regarding the search process for hiring a new director. After discussion, Joan Garniss MOVED TO ACCEPT THE PROCESS SUMMARY FOR THE SEARCH PROCESS FOR HIRING A NEW DIRECTOR, AS AMENDED. Maureen Taddeo SECONDED, and the TRUSTEES VOTED UNANIMOUS APPROVAL.

On behalf of the Trustees, Rev. Mawhinney, will prepare a communication for the staff outlining the process adopted by the Trustees. The staff will be encouraged to share their suggestions and concerns about the process with the Trustees.

The circulation figures were reviewed and discussed.

Unfinished Business:

Tom Jewell informed the Trustees that the carpet has been received by the installer, and that the installer is ready to schedule the crew when he knows our schedule.

Kate Tranquada reported that the Patron Satisfaction Survey is at the printer. Web versions in English and Spanish are ready to be posted on the Library Web site when the hard copies are mailed out. The results of the survey will be used to assist the Trustees in their next update of the Long Range Plan. To increase participation, the Friends are underwriting the cost of the 4 \$75 prizes that are being offered to survey participants.

New Business:

The childrens room desk continues to get rave reviews from staff and patrons. The Staff kitchen is also being enjoyed by the staff.

Some proposals have been obtained for an upgrade of the Lecture Hall Kitchenette. Additional proposals will be obtained and studied.

Executive Session:

Joan Garniss MOVED THAT THE TRUSTEES GO INTO EXECUTIVE SESSION FOR THE PURPOSE OF CONSIDERING THE DISMISSAL OR DISCIPLINE OF AN EMPLOYEE OR PUBLIC OFFICIAL, and TO CONDUCT FURTHER BUSINESS AFTER THE EXECUTIVE SESSION. Paul Powers SECONDED. A roll call vote on the Motion was taken:

Paul Powers	YES
Maureen Taddeo	YES
Rev. Mawhinney	YES
Joan Garniss	YES
Alan Humbert	YES

The Trustees entered Executive Session at 8:01 PM, and came out of Executive Session at 8:18 PM.

After returning from Executive Session, Joan Garniss MOVED, TO AUTHORIZE TOM JEWEL TO DISCUSS THE EMPLOYMENT HISTORY AND DISCIPLINE RECORD OF A LIBRARY EMPLOYEE WITH THE MAYOR. Paul Powers SECONDED, and the TRUSTESS VOTED UNANIMOUS APPROVAL OF THE MOTION.

Announcements:

Lizzy Borden and the 40 Whacks will be presented on Wed. May 14th at 7:30.

Steve Taddeo Concert, Wed., May 21 at 7:00.

The Library will be closed on Sunday May 25, and Monday May 26th for the observance of Memorial Day.

Mimi Braverman will make a presentation on European Painting on June 9th at 7:30.

Adjournment: Paul Powers MOVED, Joan Garniss SECONDED and the TRUSTEES VOTED to ADJOURN the regular May 2008 meeting at 8:25 P.M.

Submitted by Alan D. Humbert, Secretary/Clerk.