

Waltham Public Library

Waltham, Massachusetts

Trustees' Meeting

Tuesday, May 13, 2014

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

The May 2014 Trustees' Meeting of the Waltham Public Library was called to order by Ms. Garniss at 6:02 p.m. in the Trustees' Room of the Library.

Minutes: The Minutes of the April 2014 Trustees' Meeting were presented. A few typographical corrections were indicated. Mr. Humbert moved to approve the April Minutes. Ms. Mawhinney seconded the motion and the Trustees voted to approve.

Financial Report

Monthly Budget Statement

Ms. Tranquada presented the Budget Statement through April 2014. It was noted that the Dues/Subs account was underspent. Ms. Tranquada said that this line item did not include the registration costs related to staff members attending a recent Massachusetts Librarians conference. It was also noted that the Collection line item is underspent. Ms. Tranquada expects several substantial purchases from this account in the near future.

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

FY2015 Budget Proposal - Update

Ms. Tranquada reported on a recent meeting with Mayor McCarthy on the FY15 Budget. Also in attendance at that meeting were Auditor Paul Centofanti and Ms. Garniss (Trustees) and Ms. Fasulo, Assistant Library Director. The Mayor had endorsed the requests outlined in the budget.

Report on Library Operations

Personnel

Due to the current staff shortages and contractual agreements, it appears that the library might be closed on Sundays in July and August, as was the situation in 2013. A draft of a letter about this situation addressed to Mayor McCarthy was shared.

Mr. Humbert made a motion to authorize Ms. Garniss to sign this letter related to the need for impact bargaining. Mr. Mann seconded the motion and the Trustees approved the motion unanimously.

As part of continuing contract negotiations, a mediation meeting has been scheduled for May 28. In attendance will be a library union representative, the union committee, the city auditor, a city attorney, Ms. Tranquada and the mediator. If necessary, the next step after mediation would be arbitration.

The process for hiring a full-time Children's Librarian has been completed with the hiring of Lisa Aucoin. The process of hiring substitutes is ongoing.

Capital Projects

The hardware for the front door is coming in the near future.

Ms. Tranquada has worked closely and successfully with the Wires Department to address the ceiling lighting concerns in the Fiction Room. A proposal and estimates have been outlined and the next step would be the release of funds from the Capital Improvement Budget by the City Council.

Library Use Statistics

Ms. Tranquada shared the graphs for Monthly Study Room Use, Monthly Meeting Room Use, and Average Hourly Visits. The hourly visits may be fewer due to fewer programs being offered.

MLN News

New library network software for staff is in use.

Changes for the public catalog will be coming in the near future.

New Business

Board of Library Commissioners grant

Ms. Garniss shared a notification from the Massachusetts Board of Library Commissioners that the second installment of State Aid to Public Libraries is forthcoming. There are no specific restrictions on the use of this money. It may be carried over into other fiscal years. At this time, there is some possibility for using this money for building issues and/or furniture.

Unfinished Business

Terms of Office

There continues to be confusion over the terms of office for Trustees, as identified at recent Trustees' meetings, and the information on file in the City Clerk's Office. The structure for Trustees' appointments is believed to be for 3-year terms (less if one is filling out another's unfinished term) and for two Trustees to be appointed or reappointed every year. Ms. McKenzie has contacted the Mayor's Office and will also contact the City Clerk's Office for further clarifications.

Hiring a Library Director

Ms. Garniss updated the Trustees on the need for a firm calendar, procedure, and tasks related to the hiring of a library director.

- Initial interviews will be in Executive Sessions with the Trustees. Ms Fasulo will facilitate. Each trustee will ask three questions.
- Final interviews will be with Trustees and selected department heads. Each Trustee may ask three questions, based on knowledge gained in the initial interviews, and each department head may ask two questions.
- It is the decision of the Trustees to select a final candidate and to extend an offer.
- Kristin Murphy, from Personnel, will participate in all interviews.
- The Trustees raised some concerns about the salary scale, vacation benefits, and compensatory time guidelines.
- Once the Trustees select a finalist, the Personnel Department will follow up with references and forward information to the Mayor, who will then contact the Trustees.

The calendar for the hiring process is:

May 30 Applications due in Personnel Department

June 2 Application materials to Trustees

June 6 Screening of applications (4:00p.m.)

June 10 Initial candidates determined

week of July 14-18

First round of interviews with Trustees and Kristin Murphy
from Personnel

week of August 11-15

Final round of interviews with Trustees and Kristin Murphy
from Personnel and library department heads.

October 20 Starting date for new director

A motion was made by Mr. Mann to suspend the regular meeting and call for the Executive Session to discuss strategy (purposes 2 and 8 of the Open Meeting Law). The motion was seconded by Ms. Taddeo and approved unanimously.

EXECUTIVE SESSION

The Executive Session was convened at 7:25 p.m. in the Trustees' Room of the Library.

The Trustees identified questions for the initial interviews under the following categories:

Leadership and Administration
Budget and Planning
Community Relations
Collection Development

(Questions and rubrics are attached.)

Mr. Humbert made the motion to adjourn the Executive Session at 8:35.

Ms. Mawhinney seconded the motion and the Trustees approved the motion unanimously.

The May 2014 Trustees' Meeting of the Waltham Public Library was again called to order by Ms. Garniss at 8:36 p.m. The announcements were reviewed.

Adjournment: Mr. Humbert made the motion to adjourn the May meeting at 8:45 p.m. Ms. Mawhinney seconded the motion and the Trustees voted to approve. The next scheduled Trustees' Meeting will be on Tuesday, June 10, 2014.

Submitted by Marie J. McKenzie, Secretary/Clerk

Announcements:

Library will be closed Memorial Day Weekend -
Sunday, May 25 and Monday, May 26

Trustees' Meetings

Executive Session- Friday, June 6 (review of applications)

Monthly - Tuesday, June 10

FWPL Board Meeting - Thursday, June 12