

**Waltham Public Library**  
Waltham, Massachusetts  
**Trustees' Meeting**  
Wednesday, May 20, 2015  
Director's Office

**Present:**

Mr. Alan Humbert, Mr. Steven Mann, Ms. Maureen Taddeo, Ms. Jacquelyn Mawhinney, Ms. Joan Garniss (arrived at 7pm), Ms. Kelly Linehan, Director.

The May 2015 Trustees' Meeting of the Waltham Public Library was called to order by Mr. Alan Humbert Vice-Chair at 6:15 p.m. in the Director's Office in the Library.

**Minutes:**

The Minutes of the Trustees' Meeting held on April 15, 2015 were presented. Two grammatical corrections were noted. Mr. Mann moved to approve the April Minutes as amended. Ms. Taddeo seconded the motion and the Trustees voted to approve.

**Financial Report:**

**Monthly Budget Statement**

Ms. Linehan reported that in this Fiscal Year the materials budget is higher. Money was moved from the State Aid account which will be used to replace all of the classics, and make improvements in other collections where they are really needed.

A motion was made by Mr. Humbert and seconded by Ms. Mawhinney to place the Financial Report on file.

**Report on Library Operations:**

**Statistical Reports:**

Ms. Linehan addressed the fact that the Statistical Reports are the highest in 5 years. The trend is upwards with regard to Circulation Statistics with an increase of 10 items lent per day. Mr. Mann asked how we compare to the statistics of the MLN. Ms. Linehan will investigate that. Compliments were offered by the Trustees to the Director and staff.

**Personnel:**

Ms. Linehan informed the Trustees that Interviews are being held for 4 positions. She noted that there is a strong Reference candidate at this time, as well as potential for Substitutes.

**MLN:**

MLN recently voted to increase from a 30 items limit to 50 items that Patrons can put "On Hold".

**New Business:**

**Personnel:**

The Mayor has approved funds for a Full-time Young Adult Librarian and a Full-time Custodian.

**Budget:**

The Mayor has allocated \$10,000 as a one-time special amount for computers.

**Staff Continuing Education:**

The recent MLA Conference was well received by 6 staff attendees. In particular, sessions on Immigrant Populations were of high interest, well attended and received.

**150<sup>th</sup> Anniversary Celebration of Waltham Public Library:**

Books in Bloom, sponsored by The Friends of WPL, was an extremely well attended and appreciated event with kudos from many, including Mayor McCarthy. In addition the Friends made a bit of money.

**Evaluation of the Library Director:**

Progress continues on the proposed evaluation tool. Collection Development as well as Public and Community Relations sections were reviewed. At the next Trustees' Meeting we expect to review the sections on: Professional Development/Professional Awareness and Library Board of Trustees Relations. Ms. Linehan noted (with agreement from the Trustees) that doing two sections at a time seems to be a manageable goal.

**New Business:****Potential Donation:**

Ms. Linehan informed the Trustees that a patron wishes to donate a bench in memory of her sister, with a possible location outside of the Children's Room. Ms. Linehan will follow up with them on particulars concerning donations. Ms. Garniss noted that any and all items need to be approved by the Trustees. Mr. Mann suggested it would be beneficial for a Master Plan to be implemented with specifics about what is envisioned, costs that range from low to high. The Trustees could then offer potential donors a list of items based on costs. He noted that this approach would effectively streamline the process.

Ms. Garniss was unable to locate previously written guidelines or a Policy on Donations.

**Welcome News:**

Marsha Benson and her granddaughter sent a nice thank you note for the wonderful children's programs we offer.

Ms. Linehan gave us exciting news! She requests 10-12 weeks of maternity leave which the Trustees are very supportive of! She states that her due date is in question, which or may or may not affect Staff Day on October 23<sup>rd</sup>. The alternate date may be Friday, Sept. 11, 2015. More information will come at a later date.

**Adjournment:**

A motion was made by Joan Garniss and seconded by Steven Mann to adjourn the May meeting at 7:30. Trustees voted to approve. The next Trustees meeting will be held on June 16, 2015

Submitted by Jacquelyn Mawhinney