

Waltham Public Library  
Waltham, Massachusetts  
Trustees' Meeting  
Tuesday, June 14, 2016

**Present**

Ms. Joan Garniss, Mr. Alan Humbert, Ms. Marie McKenzie, Mr. Steven Mann,  
Ms. Jacquelyn Mawhinney (arrived at 6:25), Ms. Kelly Linehan, Library Director

The June 2016 Trustees' Meeting of the Waltham Public Library was called to order by Ms. Garniss at 6:17 p.m. in the Trustees' Room in the Library.

**Minutes of previous meeting**

The Minutes of the regular Trustees' Meeting, held on May 10, 2016, were presented. Mr. Mann moved to approve the May Minutes and Mr. Humbert seconded the motion and the Trustees voted to approve.

**Financial Report**

*Monthly Budget Statement*

Ms. Linehan presented the Budget Statement through May 2016. A clarification had been requested at the May meeting related to the calculation of the Budgeted to Date figures. Ms. Linehan informed the Trustees that it was currently being calculated as the Appropriated divided by 52 for weeks in the year. It was further noted that, although there appeared to be less spent in the Collections line item than has been budgeted to date, Ms. Linehan said that figure did not yet represent about \$30,000 in pending orders.

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

**Report on Library Operations**

*Statistical Reports*

Ms. Linehan reported that May visits were somewhat lower than expected but the Children's and Young Adults figures were up. Ms. Linehan is looking at other models/forms for reporting circulation statistics, which more accurately reflect the statistics in the modern library.

## *Personnel*

There have been no new hires in the past month. Ms. Linehan updated the Trustees about the budget discussions with the Mayor. It appears that the hiring of a Children's professional librarian will be recommended. A reduced substitute budget will be approved as well.

The process of hiring pages is in process. Ms. Fasulo will be involved in this and already reports that there are several good candidates. Several of these candidates have come forward as a result of Mr. Luke Kirkland's mentoring.

Ms. Linehan's additional request for a personnel change is on hold at this time. She plans on addressing this request more formally with the Mayor.

## *MLN*

Ms. Linehan will be attending the board meeting on Wednesday, June 8.

## *Friends Report*

The focus of the Friends at this time is on growing and rebranding and reviewing the dues structure. There are currently fewer than 400 members from a high of 1000 from a body of 5000 unique members over time. The new board is eager to focus energies on this. Toward this end, the Friends will consult with Ms. Anne Dugan, who has been so integral to the efforts around Books in Bloom (2015) and Watch! Read! Listen! fundraiser (2016). There continues to be a concern over responsibilities regarding programming - (Is there enough? Is it meeting the needs of patrons? Which entity has specific responsibility and/or decision-making for specific activities? What about coordination between Friends and the library programming coordinator?) A joint meeting will begin to address these concerns.

## *MLA Conference*

Ms. Linehan reported on the recent MLA conference. She had attended a session on decision-center software which was eye-opening in its presentation of statistics in identifying titles for weeding and titles for purchase and/or replacement. Additionally, she shared a few ideas about a one-desk model (Circulation and Reference), a model currently being piloted in Lexington. Staff members in Waltham are currently brainstorming ideas about such a model in Waltham and how that might factor into a construction grant for the reuse of the library spaces. Tied into those ideas might be a change in Children's where all checkout is done at the Circulation Desk by the entrance on the lower level, thereby freeing up the Children's librarians for increased and uninterrupted personal contact (i.e. conversations, recommendations) with patrons.

There was good feedback on the presentations by staff members. Other attendees are organizing their perceptions to share at a later date.

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

Ms. Linehan updated the Trustees on the success of the kick-off event for Watch! Read! Listen! Not only did everyone enjoy the event and the decorations, but the event raised \$7500 in sponsorships and \$2200 from the silent auction. More exciting events for all ages throughout the summer are eagerly awaited.

### **New Business**

- ◆ The bathrooms on the ground floor and first floor are now unisex. The bathroom in the Children's Room remains for children (and parent/guardian/care-giver) only.
- ◆ Four spots in the new TD Bank parking lot have been allotted for permanent staff members on a first come-first serve basis. There is a placard about this designation for library staff members.
- ◆ Due to some clarification of contract language and a recent arbitration ruling, a change needed to be made to the approved holiday schedule. Ms. Linehan noted that the Labor Day weekend schedule needs to be amended so that the library is open on Saturday and Sunday of the weekend and only closed on Monday, Labor Day. Mr. Humbert made the motion to approve Ms. Linehan's schedule amended and it was seconded by Ms. Mawhinney. The Trustees voted unanimously to approve.

### **Unfinished Business**

#### ***Art Work***

Ms. Linehan informed the Trustees that Mr. Joseph Padullo informed her that the city has paid the insurance on the art work in the library for a value of \$25,000.

The Law Department has been contacted regarding researching the provenance of other artwork.

#### ***Director's Evaluation***

Signatures were written on the final evaluation. One copy will be for Ms. Linehan and another copy will be placed in her City personnel file.

### ***Trustee Evaluation***

Trustees made several additions and deletions to the draft document. The changes will be made into the document and a revised document will be sent to Trustees to be approved at the next Trustees' Meeting.

### **Adjournment**

Mr. Mann made the motion to adjourn the June meeting at 8:35 p.m. Ms. Mawhinney seconded the motion and the Trustees approved the action unanimously.

The next Trustees' Meeting and Annual Meeting will be held on September 13 at 6:00 p.m.

Submitted by Marie J. McKenzie, Secretary/Clerk