

Waltham Public Library

Waltham, Massachusetts

Trustees' Meeting

Tuesday, June 10, 2014

Present: Ms. Joan Garniss, Ms. Marie McKenzie, Mr. Steven Mann, Mr. Alan Humbert, Ms. Jacquelyn Mawhinney, Ms. Maureen Taddeo (left at 6:58), Ms. Kate Tranquada, Library Director, Ms. Deborah Fasulo, Assistant Director

The June 2014 Trustees' Meeting of the Waltham Public Library was called to order by Ms. Garniss at 6:05 p.m. in the Trustees' Room of the Library.

Minutes: The Minutes of the May 2014 Trustees' Meeting were presented. A clarification was indicated. Mr. Humbert moved to approve the amended May Minutes. Ms. Taddeo seconded the motion and the Trustees voted to approve.

Mr. Mann moved to approve the Minutes of the Executive Session of May 13, 2014. Mr. Humbert seconded the motion and the Trustees voted to approve.

Financial Report

Monthly Budget Statement

Ms. Tranquada presented the Budget Statement through May 2014. It was noted that the Equipment/ Automation account would be fully spent. It was also noted that the Collection line item is underspent. Ms. Tranquada noted that there was over \$25,000 in the bills to be paid this month that would impact the bottom line in this account.

Mr. Humbert made the motion to place the May Budget Statement on file. Ms. Taddeo seconded the motion and the action was approved unanimously.

Ms. Tranquada reported on the positive meeting she and Ms. Garniss had with the Finance Committee of the City Council. Members voiced support for the library. Some counselors had concerns about staffing, particularly related to weekends.

Report on Library Operations

Personnel

Due to the current staff shortages, guidelines for unionized staff and ongoing contract negotiations, summer hours at the library are still to be determined.

A mediation session had been held on May 28 and another is scheduled for June 23.

Ms. Fasulo is continuing her work with hiring more substitutes, although this will not solve the weekend hours staffing issue.

Ms. Fasulo updated the Trustees on the removal of the appearance of a conflict of interest related to a staff member.

Unfinished Business

Terms of Office

Ms. Garniss (2/13), Ms. Mawhinney (2/14), and Ms. McKenzie (2/13) have contacted the Mayor's Office regarding reappointment. Mr. Humbert (2/17) and Mr. Mann (2/15) are up-to-date. Ms. Taddeo (2/13) will be forwarding her information shortly. *(Parenthesis indicates current term expiration date.)*

Hiring a Library Director

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

EXECUTIVE SESSION

The Executive Session was convened at 6:30 p.m. in the Trustees' Room of the Library.

Ms. Garniss reviewed the calendar and procedure related to the hiring of a library director.

The Trustees refined questions and identified questioners for the initial interviews. Ms. Fasulo indicated that candidates would most likely be interviewed on July 14 and 15. Trustees will convene Special Executive Sessions on those days and on July 16 to interview and to process the interviewees' responses.

Second interviews will take place during the week of August 11. Library staff will be involved in those interviews.

Mr. Humbert made the motion to adjourn the Executive Session at 7:05. Ms. Mann seconded the motion and the Trustees approved the motion unanimously by roll call.

The June 2014 Trustees' Meeting of the Waltham Public Library was again called to order by Ms. Garniss at 7:06 p.m. The announcements were reviewed.

Adjournment: Ms. McKenzie made the motion to adjourn the June meeting at 7:12 p.m. Ms. Mawhinney seconded the motion and the Trustees voted to approve. Special Executive Sessions of the Trustees' Meeting will be on July 14, 15, and 16.

Submitted by Marie J. McKenzie, Secretary/Clerk