

**Waltham Public Library**  
Waltham, Massachusetts  
**Trustees' Meeting**  
Tuesday, June 16, 2015

**Present:**

Ms. Joan Garniss, Mr. Alan Humbert Ms. Marie McKenzie, Mr. Steven Mann,  
Ms. Jacquelyn Mawhinney, Ms. Kelly Linehan, Director

The June 2015 Trustees' Meeting of the Waltham Public Library was called to order by Ms. Garniss at 6:16PM in the Trustees' Room in the Library.

**Minutes:**

The Minutes of the regular Trustees' Meeting held on May 20, 2015 were presented. A clarification was made on Personnel and Adjournment. Mr. Humbert moved to approve the May Minutes (as amended) and Mr. Mann seconded the motion and the Trustees voted to approve.

**Financial Report**

**Monthly Budget Statement**

Ms. Linehan presented the Budget Statement through May 2015. She predicted that the \$33,000 "surplus" in the Materials account would be spent by July 1 as staff members have been putting desired materials into a "shopping cart" waiting for funds to be available.

Mr. Mann moved to approve the May Budget Statement on file. Ms. Mawhinney seconded the motion and the Trustees voted to approve.

**Report on Library Operations**

**Statistical Reports**

Ms. Linehan presented Circulation Statistics, Room Use, and Average Hourly Visits for May 2015.

Ms. Linehan was pleased with the some statistics:

- ◆ Visits in May and April averaged 134 per hour.
- ◆ Study room use continues to be excellent.
- ◆ Positive comments have been shared by some clients who noticed that the Fiction Room (without certain pieces of furniture) and the overall collection is looking better with Beach Reads and Best Sellers attractively displayed.

Overall, circulation was a bit down from March and April. There had been some concern about the scarcity of travel books. However, this is due to the removal of out-of-date guides. New materials are being purchased.

**Personnel**

Ms. Linehan reported on the hiring of new personnel. (Reference, Children's, Circulation, AV) and on several more positions to be filled in the near future (AV Head, YA, and Program Coordinator). These hiring's includes internal transfers/promotions/part-to-full time current employees and newly hired. The newly hired employees have slightly different contract terms regarding schedules. Starting dates will all be after July 1, but as soon as possible.

Additionally, she believes that she will be able to hire replacements for current part-time staff members who will be full-time as indicated above as well as new substitutes.

Ms. Linehan is working with City Attorney Bernadette Sewell, Personnel Director Kristin Murphy, and City Auditor Paul Centofanti to expedite all hiring.

#### **MLN**

Ms. Linehan reported that the next meeting would be June 17.

#### **New Business**

##### **Summer Hours**

Ms. Linehan reported on the scheduling issues for summer weekends. Issues that have arisen are related to past practices, contractual constraints, and contractual obligations. She has been in frequent contact with staff through email, surveys, and personal interaction about the summer schedule.

These discussions/interactions have led to identifying issues, which may be subjects in the next contract negotiations.

Both Ms. Linehan and Ms. Fasulo will be picking up weekend shifts. Ms. Linehan noted that the library could remain open if there is a minimum of nine staff members on board. This nine must include experienced staff.

The Trustees noted their appreciation of the current staff members who are assisting in making the summer weekend hours possible for clients. Ms. Linehan reiterated that it is always about Customer Service.

Ms. Linehan will schedule all Saturdays and Sundays in July, and all Saturdays in August and will inform the Mayor of the August Sunday staffing situation.

Mr. Mann made the motion to meet on July 8, 2015 at 5:00PM to determine an opening or a closing action for Sundays in August. Ms. Mawhinney seconded the motion and the Trustees unanimously approved the action. (An additional agenda item for that meeting will be the highlighting of some of the ideas staff members were enthusiastic about after the recent MLA conference.)

Mr. Mann made the motion to close the library on Sunday, July 5. Ms. Mawhinney seconded the motion and the Trustees unanimously approved the action.

##### **Accepting Gifts**

Ms. Linehan has obtained gift donation policies from other libraries. This issue has arisen as a result of a potential donation of a bench and questions about care and upkeep. The Donation Policy from Brookline best aligns with what might work best for Waltham. She will forward a copy of this policy, which will serve as a springboard for further discussion as a policy for Waltham is developed during next fall Trustees' Meetings.

##### **Open Mic Night**

In attendance at the Trustees' Meeting was Jeffrey Mann, who is working toward an Eagle Scout badge. His attendance at the meeting was to suggest an Open Mic Night (of which he would be a key

coordinator). This night, for teens mostly, would be an opportunity for presenters to share music, poetry, comedy, etc. Ms. Linehan thought it was a great idea and will follow up on it with the staff and Jeffrey.

### **One Book, One Community**

Ms. Linehan is exploring the possibility of instituting this program in Waltham. This community-wide event would address all age groups. This program, in New Bedford, was around *Moby Dick* and another program in Lexington was designed around *The Wizard of Oz*. More to follow...

### **Unfinished Business**

#### **Materials Donation Policy**

Ms. Linehan presented a final draft of the Materials Donation guidelines.

Ms. McKenzie made the motion to approve the policy. The motion was seconded by Mr. Humbert and the Trustees voted unanimously in favor.

#### **Evaluation the Library Director**

Trustees reviewed the performance indicators for Professional Development/Professional Awareness and Library Board of Trustees Relations.

Next month, the Trustees plan to complete the evaluation document by reviewing indicators in Use of the Library, Long-Range Planning, Friends of the Library, Maintenance of Physical Plant, and Personal Qualities.

#### **Adjournment:**

Mr. Mann made the motion to adjourn the June meeting at 7:56. Ms. Mawhinney seconded the motion and the Trustees approved the action unanimously.

The next Trustees' Meeting will be held on Wednesday, July 8, 2015 at 5:00p.m.

Submitted by Marie J. McKenzie, Secretary/Clerk