

Waltham Public Library

Waltham, Massachusetts

Trustees' Meeting

Tuesday, September 8, 2015

Present:

Ms. Joan Garniss, Mr. Alan Humbert, Ms. Marie McKenzie, Mr. Steven Mann,
Ms. Jacquelyn Mawhinney, Ms. Maureen Taddeo (arrived at 6:22 p.m.)
Ms. Kelly Linehan, Director

Jeffrey Mann, a candidate for an Eagle Scout badge, was also in attendance.

The September 2015 Trustees' Meeting of the Waltham Public Library was called to order by Ms. Garniss at 6:15 p.m. in the Trustees' Room in the Library.

Minutes:

The Minutes of the regular Trustees' Meeting, held on June 16, 2015, were presented. A clarification was made in Statistical Reports regarding average hourly visits. Ms. Linehan explained how the figure would be calculated in the future. Two typographical errors would also be corrected. Mr. Mann moved to approve the June Minutes (as amended) and Ms. Mawhinney seconded the motion and the Trustees voted to approve.

Financial Report

Monthly Budget Statement

Ms. Linehan presented the Budget Statement through June 2015 and the Budget Statement through August 2015. She noted that changes were being made regarding how invoices were to be tracked and paid. The current procedures seem to indicate confusion and/or overspending, particularly at the transition to a new fiscal year. Ms. Linehan is requesting that bills be paid twice a month instead of the current once a month.

Technical Services, the Executive Secretary, and Director would crosscheck invoices and entries until the new processes become standard operating procedure.

It appears that the "Collection" line item is too vague. Procedures need to be in place to clearly identify "materials" (to avoid the appearance of overspending) and to indicate receipt of state funds. Ms. Linehan will be suggesting changes to the internal Budget Statement in the upcoming meetings. For this reason, approval for the final Budget Statements through June and through August to be placed on file will be addressed at the next Trustees' Meeting.

Mr. Mann requested copies of the FY15 and FY16 approved budgets.

Report on Library Operations

Statistical Reports

Ms. Linehan presented Circulation Statistics for June 2015 and July 2015 as well as for FY15. Ms.

Linehan suggested that the overall change of -3.5% is negligible and may be due, in large part, to bad weather and/or hours and days the library needed to be closed.

The positive trend in Children's reflects a trained and/or experienced staff. Graphs of Monthly Study Room Use, Meeting Room Use, and Average Hourly Visits were also presented. Study Room Use continues to be high and has been positively affected by the open rooms vs. booked room policy change.

Personnel

Ms. Linehan reported on the hiring of new personnel. Initial feedback from patrons and staff about the new staff members has been quite positive. The newly hired staff members, by contract, work one night and at least one Saturday so that scheduling/staffing of the entire library has been greatly expedited. Some initial work has been done related to hiring for Young Adult and Circulation. The new Program Coordinator will also do some work in Circulation, as is needed.

MLN

Ms. Linehan will be on the Finance Committee for the Minuteman Library Network. Ms. Laura Bernheim will be on the Overdrive Committee for the Minuteman Library Network, giving Waltham a strong voice about selections on this important committee.

New Business

Waltham Reads - One Book, One Community

Ms. Linehan updated the Trustees on this initiative. Coordinating this project will be the newly hired Program Coordinator, Shanley D'Innocenzo. This community-wide event would address all age groups and the book and its offshoots and/or variations must be accessible to this wide range.

1000 Books before Kindergarten

Ms. Linehan updated the Trustees on the possibility of bringing this early literacy initiative to Waltham. It appears Waltham would be the first city in the state to participate. There would be substantive outreach to daycare centers and preschools. Record keeping is easy and fun, i.e. coloring petals on a flower, and participants would be given a certificate of completion. Ideally, this program should increase circulation.

Outside the Lines

Ms. Linehan described the Waltham Public Library's participation in the upcoming Outside the Lines, a nation-wide, weeklong celebration, September 13-19, to introduce, or reintroduce, the community to the wonders, information, experiences, activities, technology, innovation, creativity and books of the library. Staff members will meet patrons, and perhaps new patrons, at community events or locations outside the library - at the commuter rail station, Mayor's Picnic on the Common, Farmers' Market, and YMCA.

Unfinished Business

Ms. Garniss suggested that certain items should remain under Unfinished Business until completed. These include: Long Range Planning, Director's Evaluation, Trustee's Evaluation, and Fine Art Collection.

Included in this month's information packet from Ms. Linehan was a publication from the Massachusetts Board of Library Commissioners entitled *Trusty Trustee Pocket Guide*. This packet, as well as the information shared by Mr. Humbert last fall, will help guide the formation of the Trustee Evaluation Form.

There was some discussion about the time frame for the next Long Range/Strategic Planning document and for its format. Ms. Linehan had attended a session on long range planning at the recent library conference and briefly discussed a new and shorter format with the presenters. She will also follow up with specifics about whether the time frame is a calendar year or a fiscal year, when it is due, and whether there are required items or highly suggested formats. It was noted that state funding is contingent on having an up-to-date plan. It was suggested that information from the most recent study on space be incorporated into any new plan.

Ms. Garniss noted that she has been approved and reappointed as a Trustee for a term 2015-2018.

Evaluation the Library Director

Trustees reviewed the performance indicators for:

Use of the Library, Long-Range Planning, Friends of the Library, Maintenance of Physical Plant, and Personal Qualities.

The Trustees will review the complete draft at the next meeting.

Announcements

October 23, 2015 is Staff Development Day. Plans have been formalized for a tour and information session at the Boston Public Library, Copley Branch. Ms. Linehan has invited Trustees to join the staff and will extend an invitation to the Mayor.

Adjournment

Mr. Mann made the motion to adjourn the September meeting at 7:43. Mr. Humbert seconded the motion and the Trustees approved the action unanimously.

The next Trustees' Meeting will be held on Tuesday, October 13 at 6:00 p.m.

Submitted by Marie J. McKenzie, Secretary/Clerk