

Waltham Public Library

Waltham, Massachusetts

Trustees' Meeting

Tuesday, September 9, 2014

Present: Ms. Joan Garniss (*left at 7:03*); Ms. Marie McKenzie; Mr. Steven Mann; Mr. Alan Humbert; Ms. Jacquelyn Mawhinney; Ms. Kate Tranquada, Library Director; Ms. Deborah Fasulo, Assistant Director

The September 2014 Trustees' Meeting of the Waltham Public Library was called to order by Ms. Garniss at 6:04 p.m. in the Trustees' Room of the Library.

Minutes:

The Minutes of the **June 6 Special Trustees' Meeting** were presented. Mr. Humbert moved to approve the June 6 Minutes. Ms. Mawhinney seconded the motion and the Trustees voted to approve.

The Minutes of the Executive Session of the June 6 Trustees' Meeting were presented. Mr. Mann moved to approve the Executive Session Minutes. Mr. Humbert seconded the motion and the Trustees voted to approve.

Mr. Humbert moved to release the Minutes of the June 6 Executive Session. Mr. Mann seconded the motion and the Trustees voted to approve.

The Minutes of the **June 10 regular Trustees' Meeting** were presented. Ms. McKenzie moved to approve the June 6 Minutes. Mr. Mann seconded the motion and the Trustees voted to approve.

The Minutes of the Executive Session of the June 10 Trustees' Meeting were presented. Mr. Humbert moved to approve the Executive Session Minutes. Ms. Mawhinney seconded the motion and the Trustees voted to approve.

Ms. McKenzie moved to release the Minutes of the June 10 Executive Session. Mr. Mann seconded the motion and the Trustees voted to approve.

The Minutes of the **July 16 Special Trustees' Meeting** were presented. Mr. Humbert moved to approve the July 16 Minutes. Ms. Mawhinney seconded the motion and the Trustees voted to approve.

The Minutes of the **August 12 Special Trustees' Meeting** were presented. Mr. Mann moved to approve the August 12 Minutes. Ms. Mawhinney seconded the motion and the Trustees voted to approve.

The Minutes of the **August 20 Special Trustees' Meeting** were presented. Mr. Mann moved to approve the August 20 Minutes. Ms. Mawhinney seconded the motion and

the Trustees voted to approve.

The Minutes of the **September 4 Special Trustees' Meeting** were presented. (Clarification was made on spelling and/or listing of names.) Ms. McKenzie moved to approve the September 4 Minutes, as amended. Ms. Mawhinney seconded the motion and the Trustees voted to approve.

The Minutes of the **September 5 Special Trustees' Meeting** were presented. (Clarification was made on spelling and/or listing of names.) Ms. McKenzie moved to approve the September 5 Minutes, as amended. Mr. Humbert seconded the motion and the Trustees voted to approve.

Financial Report

Monthly Budget Statement

Ms. Tranquada presented the Budget Statement through June 2014. This would be the almost final report for the fiscal year as a few items were still being closed out through the Auditor's Office. It was also noted that the full time staff line item was under spent and the part time staff line item was overspent. This was to be expected

Mr. Mann made the motion to place the June Budget Statement on file. Mr. Humbert seconded the motion and the action was approved unanimously.

Ms. Tranquada presented the Budget Statement through August 2014. It was noted that the over spent amounts in the Equipment/Automation account were caused by payments for subscriptions and dues that are owed at the beginning of fiscal year.

Mr. Humbert made the motion to place the August Budget Statement on file. Mr. Mann seconded the motion and the action was approved unanimously.

Ms. Tranquada reported that she would soon be appearing before the Finance Committee of the City Council to address the transfer and/or redesignation of some state aid funds and of some capital funds. Items originally identified several years ago in the capital funds budget have been purchased through gift funds when there was a very advantageous price point or because they no longer identified the most up-to-date technology.

Report on Library Operations

Statistical Reports

Ms. Tranquada distributed the Annual Circulation Statistics by Category for FY14. There was some discussion about the use of certain statistics as indicators of library activities in 2014. These statistics, however, are what the Board of Library Commissioners requires at this time.

Ms. Tranquada distributed Study Room Use, Meeting Room Use, and Average Hourly Visits graphs. Two sets of graphs showed 1) averages for each month since FY 10 and 2) averages for each year since FY10.

Trustees also received a copy of Waltham's Annual Report Information Survey of 2014 data that had been forwarded to the Board of Library Commissioners.

Personnel

Ms. Fasulo updated staff on the planning for the October 24 staff day. This may be a good time for a "get to know the director" event.

Unfinished Business

Terms of Office

There has been no further information from City Hall about reappointments. Trustees indicated that appropriate information had been forwarded to City Hall.

Ms. Garniss (2/13) Ms. Taddeo (2/13)

Ms. Mawhinney (2/14) Ms. McKenzie (2/13)

Mr. Humbert (2/17) and Mr. Mann (2/15) are up-to-date.

(Parenthesis indicates current term expiration date.)

Hiring a Library Director

The Trustees discussed a vision for the future of the Waltham Public Library. That vision included continued superior customer service, an eye toward innovation, more aggressive marketing of the library brand, and better use of and integration of technology, including social media. Additionally, the Trustees were very mindful of staff needs for job satisfaction and for safety in the workplace.

The resumes, letters of recommendation, and results of the two rounds of interviews were reviewed. Consideration was given to budgeting experience, technology skills, and social management skills (conflict mediation and mental health). Ms. Tranquada was available to answer clarifying questions related to time management of yearly, capital, and long-range budget issues.

Ms. Garniss called for nominees for the position of library director. Ms. McKenzie nominated Kelly Linehan. Mr. Humbert seconded the nomination. There were no other nominees named. In a roll call vote, Kelly Linehan was unanimously voted as the next library director, subject to city negotiations, background check, and acceptance of the position.

(Ms. Garniss left and Mr. Humbert, vice-chair, presided.)

New Business

The draft of the calendar for 2015 was distributed. Discussion of the calendar was tabled, as there will be a new director for that year.

Adjournment: Mr. Mann made the motion to adjourn the September meeting at 7:22 p.m. Ms. Mawhinney seconded the motion and the Trustees voted to approve. The next Trustees' Meeting will be Tuesday, October 14.

Submitted by Marie J. McKenzie, Secretary/Clerk