

Waltham Public Library

Waltham, Massachusetts

Trustees' Meeting

Thursday, January 12, 2017

Present

Mr. Alan Humbert, Ms. Marie McKenzie, Mr. Steven Mann, Ms. Maureen Taddeo, Ms. Kelly Linehan, Library Director, Ms. Joan Garniss (arrived at 6:13)

The January Trustees' Meeting of the Waltham Public Library was called to order by Mr. Humbert at 6:10 p.m. in the Trustees' Room in the Library.

Minutes of previous meeting

The Minutes of the regular Trustees' Meeting, held on December 13, 2016, were presented. Mr. Mann moved to approve the December Minutes. Ms. Taddeo seconded the motion and the Trustees voted to approve.

Financial Report

Expenditure Report

Ms. Linehan presented the Expenditure Report for the period from July 1, 2016 through December 31, 2016.

- The cost (overspent) indicated in the line item for Overtime reflects Custodial Services due to snow removal and heating issues.
- The amount spent to date in the line item of Educational Supplies should be supplemented by expected state aid.
- The Friends of the Library have purchased materials for Teens and Children's.
- Ms. Linehan explained the cost effectiveness and environmentally responsible disposal practices of recently contracted additional custodial services.

Mr. Humbert moved to place the July 1, 2016 through December 31, 2016 Expenditure Report on file. Ms. Taddeo seconded the motion and the action was approved unanimously.

Report on Library Operations

Statistical Reports

Ms. Linehan shared Circulation Statistics for December 2016 and for 2016.

She noted that

- ◆ Circulation rate (December 2016) in Audio Visual was down.
- ◆ Circulation in Adults was up as was Teen Equipment.
- ◆ Children's' had been consistent over the past two years.
- ◆ Hourly visits in November may have been inflated due to additional programming and somewhat lower in December due to weather and holidays.

Ms. Linehan explained another statistic, not recorded on the current forms. Libraries identify a "turnover rate" of 4% as ideal. This translates to each item circulating 4 times a year. Two years ago the rate in Waltham was 1.3% and is now 2.3%, which indicates a very positive trend.

Ms. Linehan updated the Trustees on the reorganizing of collections and suggested a tour for the next meeting.

- ◆ New fiction will be in the Fiction Room. (New titles had been located in the Browsing Room.)

- ◆ Large print book, now in the Annex, will be more easily accessible to clients with vision and/or mobility issues.
- ◆ Travel and world languages materials are also in the Annex.
- ◆ The Young Adult and Audio Visual Rooms will change locations. This move will place the Children's' and Young Adult in somewhat proximity and both will be near an exit.

Significant weeding is taking place in Children's'. Past statistics throughout all departments indicate that the number of new volumes has roughly equaled the number of item taken off the shelves.

Personnel

Ms. Linehan informed the Trustees on the hiring updates and budget implications. She has had some discussion recently with the Mayor on personnel and budget matters.

Trustees requested an update on their terms of office.

Ms.Linehan updated the Trustees on pay rates for substitutes.

MLN

There are no updates on this item at this time.

Friends Report

Ms. Linehan, Mr. Mann, and Mr. Humbert will be attending the Friends of the Library meeting, following the January Trustees Meeting.

Watch! Read! Listen!

There are no updates on this item at this time for summer-long events, which will begin with a kick-off on June 16, 2017.

New Business

Unfinished Business

Long Range Plan

Ms. Linehan presented a document outlining the Strategic Planning Process between January and September 2017. A Strategic Plan will be submitted to the Massachusetts Board of Library Commissioners in October 2017. This planning document identifies:

- ◆ the Library Staff Strategic Planning Committee
- ◆ a monthly timeline
- ◆ Seven distinct tasks.

A long-range plan must be on file if and when the library director may seek a construction grant.

Trustees' Meeting Schedule

A meeting schedule for 2017 was set (and amended by consensus over email 1.23.17). Trustees will most often meet on the second Thursday of each month. Mr. Mann moved to approve the meeting schedule. Mr. Humbert seconded the motion and the Trustees voted to approve.

Art Work

No new updates at this time.

Trustee Evaluation

Trustees will complete the evaluation form. Results will be compiled and discussed at the February Trustees' Meeting.

Adjournment

Mr. Mann made the motion to adjourn the January meeting at 7:17p.m. Ms. Taddeo seconded the motion and the Trustees approved the action unanimously.

The next Trustees' Meeting will be held on Thursday, February 9 at 6:00 p.m.

Submitted by Marie J. McKenzie, Secretary/Clerk