

**Waltham Public Library**  
Waltham, Massachusetts  
**Trustees' Meeting**  
Thursday, February 16, 2017\*  
(\*rescheduled from February 9 due to snow closing)

**Present**

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

The February Trustees' Meeting of the Waltham Public Library was called to order by Ms. Garniss at 6:07 p.m. in the Trustees' Room in the Library.

**Minutes of previous meeting**

The Minutes of the regular Trustees' Meeting, held on January 12, 2017, were presented. A clarification was made regarding the calculation of "turnover rate." Mr. Humbert moved to approve the January Minutes. Mr. Mann 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 January 31, 2017.

Ms. Linehan informed the Trustees of the role on the intern from the Auditor's Office, who, among other valuable roles, is writing a manual for best auditing practices, as they apply to library operations.

Ms. Linehan and Ms. Fasulo will be asking for the release of the state aid funds to purchase materials, many for the Children's Department, such as picture books and board books, as well as materials for *Watch! Read! Listen!*.

Ms. Linehan is waiting for information on the Capital Budget from the Mayor's Office. Additionally, Ms. Linehan is working on the library budget for the next fiscal year. She expects it to be requested by the Mayor's Office in April and will have draft to present to the Trustees in March.

Mr. Mann moved to place the July 1, 2016 through January 31, 2017 Expenditure Report on file. Mr. Humbert seconded the motion and the action was approved unanimously.

# Report on Library Operations

## *Statistical Reports*

Ms. Linehan shared Circulation Statistics for January 2017.

She noted that

- ◆ circulation rate in Audio Visual was down, which may be due, in part, to the current practice of charging for use . Eliminating such a charge has financial implications and will be addressed in the budget for the next fiscal year. Charges will remain in place for 2017.
- ◆ circulation in Children's was up.
- ◆ circulation in Young Adults was significantly up.

Two more rooms have been made available for recurring events, such as ESL classes.

## *Personnel*

Ms. Linehan updated the Trustees on the status of an open position and conversations with the Personnel Department.

## *MLN*

There are no updates on this item at this time.

## *Friends Report*

Ms. Linehan reported on positive relationships with the board. The recent membership drive, which didn't get the desired response, will be repeated. Additionally, there is a plan to make all memberships be on a January to December cycle.

## *Watch! Read! Listen!*

Ms. Linehan enthusiastically reported on the initial planning for this program around the book, Frankenstein. The Decorating Committee has some great ideas! Ms. Linehan feels that plans are ahead of the planning cycle compared to last year's Watch! Read! Listen!

## **New Business**

1) The Trustees had received a proposal from Luke Kirkland, Teen Specialist, to use funds from the Bentley Trust Fund to purchase materials, specifically, iMac Desktops, iPad Air 2, and Chromebooks. The library budget will support the monthly fee for Adobe Creative Cloud. Receipt of the materials should coincide with the move of the

Teen Room to a new location. Additionally materials, in support of the above, such as digital cameras and 3D Maker Space, will be addressed in future budgets.

2) Ms. Linehan outlined cost effectiveness regarding labor and time related to the security cases on the DVDs. While recognizing that there might be some loss, it is more than offset by the labor involved in maintaining the current system. Other libraries in the network do not use this cumbersome system.

3) Ms. Linehan shared an exciting new outreach/visibility program. A “branch library” will be located at Stonehurst. This lending library will have related books on art, architecture, and walking trails. All materials can be returned through any of the libraries in the Minuteman Network. Approximately \$1000 will be allotted toward purchasing these materials.

## **Unfinished Business**

### ***Long Range Plan***

Ms. Linehan informed the Trustees that the long range planning process is on track and on time.

### ***Trustees' Meeting Schedule***

A final meeting schedule for 2017 was received.

### ***Art Work***

No new updates at this time.

### ***Trustee Evaluation***

Trustees discussed the completed evaluation, which will be placed on file.

## **Adjournment**

Mr. Humbert made the motion to adjourn the February meeting at 7:10 p.m. Mr. Mann seconded the motion and the Trustees approved the action unanimously.

The next Trustees' Meeting will be held on Thursday, March 9 at 6:00 p.m. The Annual Meeting will be April 13, 2017.

Submitted by Marie J. McKenzie, Secretary/Clerk

