

**Waltham Public Library**  
Waltham, Massachusetts  
**Trustees' Meeting**  
Thursday, January 10, 2019

**Present**

Mr. Alan Humbert, Mr. Steven Mann, Ms. Marie McKenzie, Ms. Martha Creedon,  
Ms. Maureen Taddeo, Ms. Deborah Fasulo, Assistant Library Director,  
Kate Spalding, Technical Services Department Head

The January 2019 Trustees' Meeting of the Waltham Public Library was called to order by Mr. Humbert at 6:08 p.m. in the Trustees' Room in the Library.

**Minutes of previous meeting**

The Minutes of the regular Trustees' Meeting, held on December 13, 2018, were presented. A slight spelling error was noted and the minutes were amended accordingly.

Mr. Mann moved to approve the December Minutes (as amended). Ms. Creedon seconded the motion and the Trustees voted to approve.

**Expenditure Report**

Ms. Fasulo presented the Expenditure Report for the period from July 1, 2018 to December 31, 2018. At this time of the year, approximately 50% of the allocation should be expended. There was discussion about the bidding process related to acquiring new computers. The library is awaiting the arrival of new copiers. Ms. Fasulo explained the Hold Sorting line item, which is quite a bargain as it saves about 3 hours of staff time daily!

Ms. Creedon moved to place this Expenditure Report on file. Ms. Taddeo seconded the motion and the action was approved unanimously.

**Report on Library Operations**

***Meet Kate Spalding – Technical Services Department Head***

Ms. Spalding has been a member of the Waltham Public Library professional staff since February 2017, after having worked at the Cambridge Public Library for about 10 years. She was initially hired as Library Assistant for Technical Services and moved to this top position when it opened. Kate has also been the Treasurer of the Friends of the Library, which she said had helped her with the finance aspect of her position. She gave an overview of her responsibilities, which now include cataloging, organizing, and invoicing. Specific roles and responsibilities of "technical services" positions in the library world have been evolving over the past 5 years or so. Ms. Spalding particularly values the warm and positive collegial interactions with the staff at the Waltham Public Library.

***Statistical Reports***

Ms. Fasulo shared Circulation Statistics for December 2018. Positive trends were noted in Adults (+10.8), in Children's (+21.5%), in Teens (+39.2%), and in AV (+2.2). Overall there has been a +10.5% change between December 2017 and December 2018.

Meeting room use and visits remained about average.

Ms. Fasulo reported that the library was open and relatively quiet on New Year's Eve.

### ***Security Issues***

Ms. Fasulo stated that Todd Strauss has begun to gather estimates for surveillance cameras (as well as for new audio-visual equipment for the Lecture Hall.)

### ***Personnel***

- Ms. Linehan will be returning from maternity leave in late January. Several specific issues will be addressed to Kristen Murphy, in Personnel, by Ms. Fasulo and/or Ms. Linehan.
- The new part-time Children's librarian will start on Monday, January 14, 2019.
- The process has begun for hiring a part-time assistant for Todd Strauss, Technology Department Head.
- Ms. Fasulo encouraged the Trustees to read the articles about the work of Luke Kirkland, Teen Specialist, and of Dana Hamlin, Archivist, that had appeared in *The News Tribune/Wicked Local*.

### ***MLN***

Ms. Fasulo will be attending the area meeting during the week of January 14.

### ***Friends Report***

Updates on membership and renewals are expected at the Friends meeting, to be held on January 10.

### ***Announcements***

- There is a new microfilm machine.
- The library will be closed on Monday, January 21, for Martin Luther King Day.
- Feb. 2 Todd Strauss will be presenting *Introduction to 3D Printing*.
- Feb. 7 Presentation of the *Delicious History of Friendly's Ice Cream*
- Feb. 12 Waltham native, Joanna Schauffhausen, will discuss her second book, No Mercy

### ***Adjournment***

Mr. Mann made the motion to adjourn the January 10 meeting at 7:21 p.m. Ms. Creedon seconded the motion and the Trustees approved the action unanimously.

The next Trustees' Meeting will be held on Thursday, February 14, 2019.

Submitted by Marie J. McKenzie, Secretary/Clerk