

**Waltham Public Library**  
Waltham, Massachusetts  
**Trustees' Meeting**  
Thursday, January 23, 2020  
(rescheduled from original date of January 9)

**Present**

Mr. Alan Humbert, Ms. Martha Creedon, Ms. Marie McKenzie, Ms. Maureen Taddeo,  
Mr. Steven Mann, Ms. Kelly Linehan, Library Director (left meeting at 7:10)

The January 2020 Trustees' Meeting of the Waltham Public Library was called to order by Mr. Humbert at 6:07 p.m. in the Literacy Classroom.

**Minutes of previous meeting**

The Minutes of the regular Trustees' Meeting, held on December 12, 2019, were presented. Mr. Mann moved to approve the December Minutes. Ms. Creedon seconded the motion and the Trustees voted to approve. Trustees were reminded to note the dates for future meetings in 2020.

**Expenditure Report**

Ms. Linehan presented the Expenditure Report for the period from July 1, 2019 to December 31, 2019. At this time of the fiscal year, expenditures are on track, (approximately 50% expended), with the exception of Building Supplies. A motion was made by Ms. Creedon, and seconded by Ms. Taddeo, to place the report on file. The Trustees approved the motion.

**Report on Library Operations**

***Statistical Reports***

Circulation Statistics for December 2019 and for the Calendar Years of 2018 and 2019 were discussed. A new Circulation Statistics document is under consideration to include several new categories and readjusted calculations, reflecting state data required by ARIS, in order to ensure a more accurate description of library activity and to be more user-friendly. For example, while the same number of programs had been offered, there was an increase in the number of participants. Additionally, 300 new patrons were issued library cards.

Ms. Linehan presented statistics for monthly hourly visits, study room use, meeting room use, and programs offered in November. December seemed to be a somewhat quieter month.

Ms. Linehan noted that Waltham had ranked #10 (out of 41) in the Minuteman Library Network for Circulation in December. As a follow-up to a question posed at the November Trustees' Meeting regarding the fee assessment assigned to the City for membership in the Minuteman Network, Ms. Linehan presented the assessment formula components and a thorough spreadsheet identifying the dollar amount for each component for each of the communities in the network.

***Personnel***

The process for hiring a few pages has begun.

***MLN***

Ms. Linehan reported that the new executive director for the Minuteman Network, Mr. William McNulty, who had formerly been Director of the Newton Public Library, would be visiting the Waltham Library on January 24. He plans to visit all the libraries in the network over the next few weeks.

## ***Friends Report***

The Friends recently established the dates for the next book sale.

## **New Business**

### ***Grants***

Ms. Linehan reported that the library has received three grants from the Waltham Arts Council. Additionally, Ms. Linehan and Mr. Kirkland have each received grants from the Massachusetts Board of Library Commissioners. Ms. Linehan plans on using her grant for online staff development training in the fall related to HomelessLibrary.com. This staff development idea had been shared with Trustees in the December meeting.

### ***Building Maintenance***

The roof is leaking again. Repairs are scheduled for Tuesday, January 28, provided that the roof is dry. Additionally, a heating coil needs to be fixed as there is very uneven heat in parts of the building.

### ***Maker Space***

Ms. Linehan outlined the initial planning that has taken place regarding the Maker Space. A possible location for this space was discussed as well as the snowball effects of using the new space. Todd Strauss is very involved in the research of and planning for this initiative.

### ***Record Retention and Storage***

Ms. Linehan presented a document outlining guidelines for retention and possible disposal of records, in accordance with public records laws of the federal and state government.

### ***Privacy Policy***

Ms. Linehan has asked the Law Department to review/audit the current privacy policy. Ms. Linehan shared a few anecdotes of unique situations that may or may not be covered in the present policy.

## **Unfinished Business**

### ***Security cameras***

Ms. Linehan shared the Library Statement regarding the use of security cameras. She also shared a visual showing the high quality of the images.

### ***Director's Evaluation***

Trustees reviewed the Director's evaluation, which will be given to Ms. Linehan within the next two weeks.

### ***Art Ownership***

Bids are being sought for the cleaning of the Woodbury paintings.

## **Announcements**

Ms. Linehan recapped the great success of the *Frozen* Princess Party, which was attended by 700, many of whom enjoyed a photo op with Anna and Elsa!

## **Adjournment**

Mr. Mann made the motion to adjourn the January 23 meeting at 7:20 p.m. Ms. Creedon seconded the motion and the Trustees approved the action unanimously.

Submitted by Marie J. McKenzie, Secretary/Clerk