

**Waltham Public Library**  
Waltham, Massachusetts  
Trustees' Meeting  
Thursday, January 13, 2022

**Present**

Mr. Steven Mann, Ms. Martha Creedon, Mr. Alan Humbert, Ms. Kelly Linehan, Director

Mr. Humbert welcomed the Trustees to the January 2022 Trustees' Meeting of the Waltham Public Library and called the meeting to order in the Trustees Room of the Library at 1:09PM.

**Minutes of previous meeting**

The Minutes of the regular Trustees' Meeting, held on December 8, 2021, were reviewed.

Mr. Mann moved to approve the November Minutes. Ms. Creedon seconded the motion and the Trustees voted to approve.

**Expenditure Report**

Ms. Linehan reviewed the Expenditure Report for the period 7/01/2021 to 12/31/2021. She reported that the expenditures were on target for the fiscal year and matched the city-side numbers.

Ms. Creedon moved to place the Expenditure Report on file. Mr. Mann seconded the motion and the Trustees voted to place the report on file.

**Report on Library Operations**

***Circulations Statistics Report***

The Circulation Statistics Report was distributed for December 2021. Stats remain consistent overall.

***Operational Statistics Report***

The Trustees were given the statistics for Hours of Operation, Average Hourly Visits, Study Room Use, Attendance at Library Programs, and Museum Pass Usage. Additionally, there was information about how many clients had been seen by the social work intern and how many sessions had been conducted.

The MBLC has announced a waiver to their "hours open" requirements for State Aid funding, due to Covid closures. At this time, we do not believe this pertains to the Library since we have no plans for closure.

The Literacy Coordinator Aaron Devine, and our tech team, installed two new listening stations that access a Listening Station website we created with preset audio and pronunciation exercises for all visitors!

***Maintenance***

The brick sidewalk by the parking lot entrance has been replaced by concrete/cement and is overall a much safer walkway for patrons and staff.

***Personnel***

No updates at this time.

## ***MLN***

No updates at this time.

## ***Friends Report***

The Friends recently received a \$5,000 donation for the library's e-book collection! The Library is excited to order many new titles for our patrons.

## ***COVID 19 Updates***

- The City has implemented a mask mandate requiring masks throughout all public buildings.
- We have had a number of sick calls related to Covid, but we're moving forward.

## **New Business**

Ms. Linehan reminded the Trustees we tentatively have a staff day scheduled for March 28, 2022. More details forthcoming as plans progress.

The Library has had great success loaning laptops to the public and will install a "lojack" style system to ensure laptops are safe. This product will allow us to remotely lock laptops and locate them if they go missing.

The contract to hire a firm to do trainings in Equity, Diversity and Inclusion work has brought up a number of questions. Ms. Linehan will follow up with the firm to get clarity on some points in the contract and determine next steps.

As a general announcement, the Library is proud to host Anita Hill on 2/9/22 over YouTube. Ms. Hill recently released a power book on gender violence, "Believing" and will be speaking one night only.

## **Unfinished Business**

### ***Art Ownership***

The Woodbury paintings are officially hung and on display in the Waltham Room.

### ***Bylaws Review***

No updates at this time.

## **Adjournment**

Ms. Creedon made the motion to adjourn the January meeting at approximately 2 p.m. Mr. Mann seconded the motion and the Trustees approved the action unanimously.

The next scheduled Trustees' Meeting will be held on Thursday, February 10, 2022.

Submitted by Kelly Linehan, Director