

Waltham Public Library
Waltham, Massachusetts
Trustees' Meeting
Thursday, January 12, 2023

Present

Mr. Alan Humbert, Ms. Marie McKenzie, Mr. Steven Mann, Ms. Maureen Taddeo, Ms. Marina Bartley, Ms. Martha Creedon, Ms. Kelly Linehan, Director

Mr. Humbert welcomed the Trustees to the January Trustees' Meeting of the Waltham Public Library and called the meeting to order in the Trustees' Room of the Library at 1:00 p.m.

Minutes of previous meeting

The Minutes of the regular Trustees' Meeting, held on December 8, 2022, were reviewed. A typo was noted on the times of the meeting's opening and adjournment. Mr. Mann moved to approve the amended Minutes. Ms. Creedon seconded the motion and the Trustees voted to approve.

Expenditure Report

Ms. Linehan reviewed the Expenditure Report for the period 7/01/2022 to 12/31/2022. It was noted that the Personnel line item (approximately 40% expended) was again appearing on the Expenditure Report. That line item had been inadvertently omitted on the previous month's Expenditure Report.

There was a brief clarification of the "contents" of an encumbered and an unencumbered expense from Ms. Linehan as well as an explanation of how government and regular accounting practices differ in recording a credit or debit from Mr. Mann.

Ms. Linehan is pleased with the current status of the budget as expenditure figures are on target.

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

Report on Library Operations

Circulations Statistics Report

Circulation Statistics Reports were received for December 2022 and for the 2022 Calendar year. Ms. Linehan was pleased with the statistics, which are trending in the upward direction. Both reports indicate approximately a 40% increase from the same period last year.

Of a particularly positive note was the monthly statistic in Children's. Ms. Linehan reported that the department is extremely busy and the staff is exploring ideas to create more space. She shared two notes of recognition from patrons regarding Children's. One included a donation to the Friends.

Operational Statistics Report

There was a somewhat lower than expected hourly visit rate in December but an increase in Museum Passes.

Ms. Linehan is considering some moving of the shelving on the upper floor.

The Teen Room, now with a new full-time department head, and its programs (i.e. Real Talk) continue to be successful.

Personnel

- A custodian has been hired and now Maintenance is fully staffed.
- A new Children's librarian has been hired.
- Some internal promotions have created new openings.
- A multilingual ELL coordinator has been hired.
- Mr. Humbert reported on his participation in a *Homeless Librarian* staff development/training module.

MLN

A meeting is scheduled for next week.

Friends Report

A meeting is scheduled for February.

New Business

- Tax forms and help from Bentley students will be coming shortly.
- The parking lot will no longer be available for off street parking for residents during snowstorms. Informing the public and signage and blocked entrances will be the responsibility of the DPW.
- Ms. Creedon recognized the new bollards as a positive addition.
- *Foundations*, a grant database, has been purchased. It is for general city-wide use and will be accessed only in the library. Ms. Linehan expects some training will be available from the company.
- Ms. Linehan expressed the need for *Leadership Training* for medium and large urban library staff. These sessions will be scheduled in the Spring and are necessary as there are many new department heads since the last time the training was offered to staff. Funding may be available from the current training budget and/or Friends.

Unfinished Business

- The Library, in cooperation with the Boys and Girls Club, has just had a successful launch of its food distribution program. The program has already served 27 clients and has a goal of serving 30. This is both a Grab-and-Go program or participants can eat on site. Food is available at 5:00 p.m. Monday to Thursday, and 4:30 p.m. on Friday. Snacks are available at 3:00 p.m. each weekday. The library has purchased portable vacuums to aid in any cleanup necessary.
- *Watch-Read-Listen* is returning and title selection is ongoing. Lots of fun events should be planned.

Art Ownership

No updates.

Trustees Bylaws Review

A final vote will be taken at the February meeting.

Long Range/Strategic Planning

Ms. Linehan believes the Impact Report will be done by the end of January.

When surveys are developed for the long-range plan, there will be both short and long forms. Focus groups also contribute valuable information in the planning process.

Announcements

- Ms. Linehan shared a flier advertising a Spanish immersion story time for preschoolers, *Te Cuento un Cuento*.
- Ms. Linehan and Ms. Rabbito will be attending *ALA Lib Learn X Conference* in New Orleans.
- Ms. Linehan will be developing the schedule for department heads presenting at future Trustees' meetings.

Adjournment

Ms. Taddeo made the motion to adjourn the January meeting at 1:50 p.m. Ms. Bartley seconded the motion and the Trustees approved the action unanimously.

The next scheduled Trustees' Meeting will be held on Thursday, February 9, 2023 at 1:00.

Submitted by Marie J. McKenzie, Secretary/Clerk