

Waltham Public Library
Waltham, Massachusetts
Trustees' Meeting
Thursday, February 14, 2019

Present

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

The February 2019 Trustees' Meeting of the Waltham Public Library was called to order by Mr. Humbert at 6:09 p.m. in the Trustees' Room in the Library. The Trustees welcomed Ms. Linehan back from maternity leave!

Minutes of previous meeting

The Minutes of the regular Trustees' Meeting, held on January 10, 2019, were presented.

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

Expenditure Report

Ms. Linehan presented the Expenditure Report for the period from July 1, 2018 to January 31, 2019. At this time of the year, expenditures slightly over 50% of the total are expected. Ms. Linehan and Ms. Spalding, the Technical Services Department Head, are working together to reconcile the slightly different bookkeeping practices between the City and the Library. (There are no savings in the personnel line item, which in the past have occurred as the positions may have been vacant for parts of the year. The library is now almost at full staffing levels.)

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

Report on Library Operations

Statistical Reports

Ms. Linehan noted that the statistics are quite positive. Ms. Linehan also noted that 200 children attended the recent Valentine's Party.

Ms. Linehan shared two Circulation Statistics reports – one for the entire calendar years of 2018 and 2019 (up 9%) and one for the month of January 2018 and January 2019 (up 13%). These are impressive gains.

Ms. Linehan reported on some research she had been doing investigating whether Waltham patrons used the Holds option or were browsers or did they pick up their Holds at other libraries and how that matched up with the 42 libraries in the Minuteman Network. Waltham patrons rank 14th in their use of the Hold option. About 20% of all Waltham Hold requests are picked up at other libraries (Watertown, Lexington, Belmont, Newton). These libraries may be closer to patrons' homes, such as Lexington to North Waltham, more convenient parking, such as in Newton, or on their commuter route. Waltham's assets include excellent customer service and the PIE experience for children.

Additional research on the most popular items favored children's picture books, DVDs, and adult fiction.

Security Issues

Ms. Linehan updated the Trustees on some security issues related to a specific group of patrons. Reviews have been made of furniture arrangements, locked rooms, adequate lighting, and open sight lines. Several incidents reports have been filed and several patrons have been asked to leave the library for the day, based on a zero-tolerance policy for unacceptable behavior. Ms. Linehan is working with key city personnel – Ms. Meghan Ritcey, Social Worker/Addiction Counselor, Waltham Police Department, and Homeless Coalition, as well as working with other libraries to share best practices.

Personnel

- Ms. Linehan reported that the new Collection Development Librarian, Ms. Liz Rieur, started in late October.
- The hiring of several part-time staff members and a full-time tech services specialist are in process.
- The process for hiring a Children’s librarian and a literacy librarian will begin soon.

MLN

Ms. Fasulo had attended the most recent meeting. The Executive Director has announced her retirement and Ms. Linehan will be on the hiring committee for a new director, but will not seek to return to the Executive Board for the next term.

Friends Report

Ms. Linehan reported only positive interactions with the Board, particularly Ms. Nina Bartley and Ms. Elizabeth Lear. The positive atmosphere was echoed by Trustee Alan Humbert who had attended a recent meeting. Issues around programming responsibility are generally settled.

New Business

Ms. Linehan informed the Trustees that she needed to clarify how funds for out-of-state travel might be accessed. There appeared to have been some confusion about this issue with the City when the budget was prepared. If city funds are not available, then state aid funds will be used to fund 2 staff members (Mr. Luke Kirkland and Ms. Laura Bernheim) to attend the American Library Association Convention in June in Washington DC.

Ms. Linehan updated the Trustees on the plan for Staff Development Day on March 22. Small groups of staff members will be visiting key libraries in their areas of interest/expertise for all or part of the day.

Ms. Linehan distributed drafts of two policy statements – a new one related to donations and a revision of the behavior policy, last approved in Nov. 1995. Trustees were asked to review and provide feedback.

Announcements

- Luke Kirkland has been chosen to present at the American Librarian Association convention in June in Washington DC.
- Todd Strauss will attend the next Trustees’ meeting and is continuing to work on getting bids for security cameras.
- Trustees received an I  WPL coaster made by Todd Strauss on the 3D printer.

Adjournment

Ms. McKenzie made the motion to adjourn the February 14 meeting at 7:48 p.m. Ms. Creedon seconded the motion and the Trustees approved the action unanimously. The next Trustees’ Meeting will be held on Thursday, March 14, 2019. Submitted by Marie J. McKenzie, Secretary/Clerk