

**Waltham Public Library**  
Waltham, Massachusetts  
**Trustees' Meeting**  
Thursday, February 13, 2020

**Present**

Mr. Alan Humbert, Ms. Marie McKenzie, Ms. Maureen Taddeo, Mr. Steven Mann,  
Ms. Kelly Linehan, Library Director

The February 2020 Trustees' Meeting of the Waltham Public Library was called to order by Mr. Humbert at 6:06 p.m. in the Trustees Room.

**Minutes of previous meeting**

The Minutes of the regular Trustees' Meeting, held on January 23, 2019, were presented.

Mr. Mann moved to approve the January Minutes. Ms. Taddeo seconded the motion and the Trustees voted to approve. Ms. Linehan had prepared the schedule of department heads attending future Trustees' meetings.

**Expenditure Report**

Ms. Linehan presented the Expenditure Report for the period from July 1, 2019 to January 31, 2020. At this time of the fiscal year, expenditures are on track. Ms. Linehan noted that this statement does not include the most recent state aid, but the funds have been encumbered. Ms. Linehan was thrilled about the accuracy of library expenditure report in relationship to the City's records. She congratulated Molly MacKenzie and Tech Services. A motion was made by Ms. McKenzie, and seconded by Mr. Mann, to place the report on file. The Trustees approved the motion.

**Report on Library Operations**

***Statistical Reports***

Circulation Statistics for January 2020 were presented. What a busy month! It was suggested that increasing library visits and reading more may have been on many clients' New Year's Resolutions list.

When compared with January 2019, Children +38.4%, Teen: +23.2%, Adult 17.3%, Total 24.6%.

Ms. Linehan noted that Waltham had ranked #9 (out of 41) in the Minuteman Library Network for Circulation in January.

Ms. Linehan presented statistics for monthly hourly visits, study room use, meeting room use, and programs. All statistics were higher for January 2020, when compared with last month (December 2019) and last year (January 2019).

***Personnel***

There have been no new hires.

***MLN***

Ms. Linehan reported that the new executive director for the Minuteman Network, Mr. Phil McNulty, visited in January.

Waltham is one of only two libraries in the network which has increasing circulation.

Members in the network are still discussing the boycott of Macmillan related to their ebook policy.

### ***Friends Report***

The Friends are moving forward with the planning for Books in Bloom, to be held May 8-10. Several designer workshops have been planned, 2 in March and 1 in April.

## **New Business**

### ***Staff Development***

Ms. Linehan shared her thinking about some staff development changes. The Spring session will refocus efforts on customer service. While this had been addressed in earlier sessions, there are new personnel and all could benefit. The Fall session will focus on Diversity/Equity/Inclusion. Ms. Linehan was surprised by the high initial cost estimates. She will reach out to School Department for additional provider options and will apply for a grant to offset costs. Internal arrangements will be made for staff to individually access HomelessLibrary.com training, which had initially been the proposed topic for the Fall.

## **Budget**

Ms. Linehan presented her priorities for the next budget, which is due in the Mayor's Office on February 14. Overall, there will be a minimal increase from the current budget, even though there are a few increases in certain costs over which the library has no control, such as licensing fees, computer security software, and professional memberships. She is advocating for pages to receive minimum wage, for an increase in the pay grade of the Assistant Director, for full and part time circulation staff, and for a minimal upgrade in restroom services.

### ***Maker Space***

Ms. Linehan projects that the Maker Space should be up and running in October. Concerns about using the Browsing Room will be addressed.

## **Unfinished Business**

### ***Art Ownership***

No new movement has occurred. Ms. Linehan's efforts in the December through March time frame need to be on maintaining a safe environment and on additional vigilance regarding certain patrons who frequent the library more often in the winter months.

## **Announcements**

Ms. Linehan will attempt to schedule First Assistant City Solicitor Patricia Azadi's training for all Boards and Commissions at the March meeting.

Mr. Mann shared the following: <https://www.libraryextension.com> Download this to your internet browser when you search to buy a book, it lets you know if your library has a copy!

Ms. Linehan reminded Trustees that the Conflict of Interest Training certificate is due to Deb Fasulo by February 25.

**Adjournment** Mr. Mann made the motion to adjourn the February meeting at 6:55 p.m. Ms. Taddeo seconded the motion and the Trustees approved the action unanimously. The next Trustees meeting will be held on March 19. Submitted by Marie J. McKenzie, Secretary/Clerk