

Waltham Public Library
Waltham, Massachusetts
Trustees' Meeting
Thursday, February 9, 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 February Trustees' Meeting of the Waltham Public Library and called the meeting to order in the Trustees' Room of the Library at 1:05 p.m.

Minutes of previous meeting

The Minutes of the regular Trustees' Meeting, held on January 12, 2023, were reviewed. A few typos were noted. Ms. Creedon moved to approve the amended Minutes. Ms. Taddeo seconded the motion and the Trustees voted to approve.

Expenditure Report

Ms. Linehan reviewed the Expenditure Report for the period 7/01/2022 to 1/31/23. This report does not yet reflect the State Aid. She will be requesting that \$75,000 be allotted at this time to address e-content needs. This is an increase from the approximately \$40,000 which has been the usual request in years past.

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

Ms. Taddeo 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 not available as the library is waiting for statistics from the Minuteman Network. It was again noted that Waltham's circulation ranks #12 in the Network.

Operational Statistics Report

Ms. Linehan noted that January was a very busy month. Some statistics are almost back to pre-COVID levels.

There was a clarification of study room use vs. meeting room use.

Personnel

- Overall, the library is down eight staff members compared to its full budgeted staffing level.

- An offer has been made to a full-time reference librarian.
- Ms. Linehan is seeking approval to repost certain positions.
- Illness among the Children's staff has triggered some limited hours and programming. Normal operations should resume the weekend of February 11-12.

MLN

Ms. Linehan informed the Trustees that she believes membership fees will go up, but perhaps it is a year away. She also informed the Trustees about some investment decisions made by the Minuteman Board.

Friends Report

A meeting is scheduled for February. The Friends have not met since November 2022.

New Business

- Ms. Linehan distributed updated contact information for members of the Board of Trustees.
- Ms. Linehan distributed a document from the Board of Library Commissioners outlining the challenges and opportunities related to its digital practices.
- There was some damage and loss of books over the cold weekend due to a burst pipe.
- Ms. Linehan shared her very positive impressions on the conference, *ALA Lib Learn X*, in New Orleans that she and Ms. Seana Rabbito attended. They will both share more details of their new learning at a future Trustees' meeting.

Art Ownership

No updates.

Trustees Bylaws Review

Ms. McKenzie moved to accept the updated Bylaws. Ms. Taddeo seconded the motion and the Trustees voted unanimously to accept.

Long Range/Strategic Planning

Ms. Linehan is drafting a survey related to strategic planning and will send it out to Trustees for feedback.

MBLC is opening a new construction grant round. A shorter turnaround time regarding the grant decisions is expected. In order to qualify, a strategic plan needs to be in place by October. Ms. Linehan believes the City would be open to a substantial renovation. One of her priorities is more space for Children's, which is very busy.

Announcements

- Ms. Linehan shared comments from a few patrons had written related to nice staff, flexibility, overall collections and digital content.

Adjournment

Mr. Mann made the motion to adjourn the February meeting at 1:55 p.m. Ms. Taddeo seconded the motion and the Trustees approved the action unanimously.

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

Submitted by Marie J. McKenzie, Secretary/Clerk