

# Waltham Public Library

Waltham, Massachusetts

## Trustees' Meeting

Thursday, March 14, 2019

### **Present**

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

The March 2019 Trustees' Meeting of the Waltham Public Library was called to order by Mr. Humbert at 6:03 p.m. in the Trustees' Room in the Library.

### **Minutes of previous meeting**

The Minutes of the regular Trustees' Meeting, held on February 14, 2019, were presented.

Mr. Creedon moved to approve the January Minutes. Ms. Taddeo 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 February 28, 2019. Reminder that the Library will transfer \$20,000 from State Aid to the Education and Materials account to meet state requirements for material purchases.

There was discussion about the public printer vs. the public copier, and an update on the ongoing saga of replacing the public copier.

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 stats continue to remain on the positive side.

#### ***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 No Trespassed for continued violations of Library Policy.

Things are progressing in a positive direction. Ms. Linehan consulted with the Mayor privately, and continues to work with key City personnel. She will meet with MLN Directors on March 20 for a confidential discussion about ongoing problem patrons.

#### ***Personnel***

- An offer has been made to a FT candidate for the Library Assistant Technical Services position.
- In the process of interviewing for a PT Children's Library Assistant.

***MLN***

Ms. Linehan was asked to attend the III (Circulation Software) Library Directors Conference in Arizona, May 8-10. Minuteman will cover the cost and the Trustees were on board for her attendance.

### ***Friends Report***

The FWPL Book Sale will take place Friday, April 5 – Sunday, April 7.

### **New Business**

Ms. Linehan discussed with the Trustees the continued importance of sending staff to professional conferences, which tend to be in out-of-state locations. Ideally, the Library would regularly send two professional, degree holding staff to conferences each year. This year, Luke Kirkland (Teen) and Laura Bernheim (Reference) are attending ALA. Luke was selected as a presenter, which is a huge honor for Waltham. The Mayor has asked us to take money out of our gift account to pay for the conferences.

Mr. Humbert made a motion that money should be regularly allocated to fund professional conferences, in this case from the gift account. Mr. Mann moved to approve and Ms. Creedon seconded. Trustees voted to approve.

Ms. Linehan reminded 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 voted to approve both policies, unanimously.

Ms. Linehan updated the Trustees on the plan for security cameras. She has submitted a formal request to the Mayor for the funding for their replacement.

### **Announcements**

- Ms. Linehan will be away for the April 11 meeting, which is the Annual Meeting. Deb Fasulo will come and facilitate the meeting.

### **Adjournment**

Mr. Humbert made the motion to adjourn the February 14 meeting at 7:15 p.m. Ms. Creedon seconded the motion and the Trustees approved the action unanimously. The next Trustees' Meeting will be held on Thursday, April 11 2019. Submitted by Kelly Linehan, Library Director.