

Waltham Public Library
Waltham, Massachusetts
Trustees' Meeting
Thursday, March 10, 2022

Present

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

Mr. Humbert welcomed the Trustees to the March 2022 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 February 10, 2022, were reviewed.

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

Expenditure Report

Ms. Linehan reviewed the Expenditure Report for the period 7/01/2021 to 02/28/2022. She reported that the expenditures were on target for the fiscal year. The \$42,000 transfer from State Aid to the Material budget has not been applied yet.

Ms. Creedon 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

Statistics continue to increase. Please note this was not mentioned at the meeting, but Library Circulation Statistics ranked #12 in the Minuteman Network.

Ms. Linehan commented on the increase attendance throughout the building.

Operational Statistics Report

Maintenance

The brick sidewalk by the parking lot entrance has been replaced. Ms. Linehan is working with the Building Department to address the major repairs needed for the HVAC system and the roof.

Personnel

The Library has six vacant positions they want to fill as soon as possible.

MLN

No updates

Friends Report

The FWPL decided to not have an April/spring book sale due to limited volunteer ability.

COVID 19 Updates

- The mask mandate is officially lifted and we are back to pre-pandemic operations. Some program remains virtual for patron preference (ease of viewing).

New Business

Ms. Linehan shared a draft proposal for a new meeting room and Technical Services office space and shared the pricing bids for the new carpet installation in the Children's Room, the New Book Room and the Makerspace (vinyl tiles). Ms. Linehan also shared that draft plans for the Makerspace had increased in cost since their first budget proposal to the FWPL. In lieu of the funds originally anticipated for the EDI training, Ms. Linehan would like to ask the FWPL to decrease the EDI budget, and increase the Makerspace budget.

The board made a motion to authorize requesting the Director to ask the FWPL to fund the new meeting room and office space, adjust the EDI and the Makerspace projects and to authorize spending State Aid funds on the carpet/flooring installation. Motion made by Ms. Mann and seconded by Ms. Creedon. The Trustees voted to approve.

Ms. Linehan asked for approval to send staff to the Mass Library Association's Annual Conference in Hyannis this May, 2022. She also asked for approval to send Luke Kirkland, Teen Librarian, to the ALA Annual Conference in Washington, DC this summer. Mr. Mann moved to approve; Ms. Creedon seconded. The Trustees voted to approve.

Ms. Linehan received permission from the Mayor to close for a staff training day on March 25, 2022. The Library will host a keynote speaker on EDI, and offer some internal training on handling incidents and the increase in disruptive behavior in the Library.

Ms. Linehan shared an overview and highlights of her proposed FY23 City Budget. Ms. Creedon motioned to approve the draft FY23 budget and Mr. Mann seconded. The Trustees voted to approve.

Unfinished Business

Art Ownership

No updates at this time.

Bylaws Review

No updates at this time.

Equity Training

Training will take place on a Staff Development Day, featuring a keynote speaker.

Announcements

Ms. Linehan reminded the Trustees of the process of discarded books: the FWPL take discards for the annual book sale, or for Better World Books. Mr. Humbert suggested More Than Words as a good donation spot as well and Ms. Linehan mentioned she would speak to the FWPL.

The new water fountains/bottle fillers are installed.

Adjournment

Mr. Mann made the motion to adjourn the February meeting at 2:15 p.m. Ms. Creedon seconded the motion and the Trustees approved the action unanimously.

The next scheduled Trustees' Meeting is the first Thursday in April, and the Annual Meeting, April 7, 2022.

Submitted by Kelly Linehan, Director