

**Waltham Public Library**  
Waltham, Massachusetts  
**Trustees' Meeting**  
Thursday, March 9, 2023

## **Present**

Mr. Alan Humbert, Mr. Steven Mann, Ms. Maureen Taddeo, Ms. Marina Bartley, Ms. Martha Creedon, Ms. Deb Fasulo, Assistant Director

Mr. Humbert welcomed the Trustees to the March Trustees' Meeting of the Waltham Public Library and called the meeting to order in the Trustees' Room of the Library at 1:03 pm.

## **Minutes of previous meeting**

The Minutes of the regular Trustees' Meeting held on February 9, 2023, were reviewed. Ms. Bartley moved to approve the Minutes. Ms. Creedon seconded the motion and the Trustees voted to approve.

## **Expenditure Report**

Ms. Fasulo reviewed the Expenditure Report for the period 07/01/22 to 02/28/23. It was noted that the library is two-thirds through the fiscal year.

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**

### ***Circulation Statistics Report***

Statistics not available this month

### ***Operational Statistics Report***

Ms. Fasulo reviewed the Statistics report with Trustees and was very pleased to report that Average Hourly Visits, Library Program Attendance, Study Room Use, Meeting Room Use, Museum Pass Usage numbers are all creeping back to pre-Covid statistics.

Of particular note was the number of snacks and dinners that were given away to patrons under the age of 18. During January and February -2023, more than 1,200 snacks and dinners were given away.

## ***Personnel***

Ms. Fasulo stated that they have been extremely busy conducting interviews and making offers. In the meantime, much work is being done by a few people as they await new hires.

Two custodians began employment in January 2023.

C. Schoppe was hired for Literacy Room position and began employment week of February 27, 2023.

New Children's Room position scheduled to begin in a few weeks.

Four position announcements will be closing soon, interview process to begin.

## ***MLN***

No updates this meeting

## ***Friends Report***

No updates from February 2023 meeting

## **New Business**

Presentation by Dana Hamlin, WPL Archivist- Ms. Hamlin's goal is to make archived materials more available and accessible to patrons. She presented to Trustees the following information;

- websites and new programming that allow her to download collections and store in specific web locations (replace Black Binders in Waltham Room). Currently 40 collections have been stored.
- **Archive It** - Community Web archiving, currently 6 collections stored
- Digital Preservation-**Vault**-Ms. Hamlin volunteered to be a Beta Tester and as a result, WPL archives will have unlimited free storage
- Digitization of newspapers is a work in progress

Ms. Fasulo distributed the WPL Meeting Room & Library Grounds Policy with recent updates and changes to the document. After review of document, Mr. Mann moved to accept the document. Ms. Creedon seconded the motion and Trustees voted to accept the updated document.

Question was asked if WPL intends to apply for MBLC new construction grant round-Ms. Fasulo will let Ms. Linehan know of question.

## **Announcements**

Ms. Fasulo informed Trustees that a staff meeting usually planned this time of year will be postponed to possibly September as it would be more efficient due to the number of new hires that will be employed in the upcoming months.

HVAC-Money has been approved by City of Waltham to hire a company to review and design a plan for HVAC system in library.

Mr. Mann requested that April Trustee Meeting date be changed from April 13, 2023 to April 20, 2023. Ms. Fasulo will bring request to the attention of Ms. Linehan.

## **Adjournment**

Mr. Mann made the motion to adjourn the March meeting at 1:45pm. Ms. Bartley seconded the motion and the Trustees approved the action unanimously.

Next Scheduled Trustees' Meeting will be held either April 13, 2023 or April 20, 2023 at 1:00pm.

Submitted by Maureen Taddeo