

Waltham Public Library

Waltham, Massachusetts

Trustees' Meeting

Thursday, April 11, 2019

Present

Mr. Alan Humbert, Mr. Steven Mann, Ms. Marie McKenzie, Ms. Martha Creedon, Ms. Maureen Taddeo, Ms. Deborah Fasulo, Assistant Library Director

The April 2019 Trustees' Meeting of the Waltham Public Library was called to order by Mr. Humbert at 6:05 p.m. in the Trustees' Room in the Library.

Minutes of previous meeting

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

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

Expenditure Report

Ms. Fasulo presented the Expenditure Report for the period from July 1, 2018 to March 31, 2019. At this time of the year, expenditures should be approximately 75% of the total budgeted amount. It was explained that the line item of postage is related to forwarding materials, (mostly non-fiction/reference) to libraries out of the Minuteman Network.

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. Fasulo noted that the statistics in Children's are quite positive. Ms. Fasulo also noted that there were 225 attendees at the Around the Town PIE opening.

Ms. Fasulo clarified how the statistics for eVideo and Txt Msg were generated.

Bar charts were shared for Monthly Average for Hourly Visits, Monthly Study Room Use, and Monthly Meeting Room Use.

Budget

The budget for FY20 will be presented in the near future to the Mayor. Ms. Fasulo outlined the priority request for next year – an additional Teen Librarian. This is needed because of the increased activity in this area of the library, due in large part to the work of Mr. Luke Kirkland.

Security Issues

Ms. Fasulo is working with Mr. Todd Strauss investigating various security cameras and systems. They have worked closely with an approved vendor who has installed security systems for other city departments. Ms. Fasulo is also surveying the library spaces to identify new locations and evaluate current locations for the security cameras. She is impressed with the megapixel quality of the newest camera models.

Ms. Fasulo reported that the Mayor has given verbal approval for the purchase of cameras. Funding will come from the City's capital budget, as these cameras will protect a city asset.

Personnel

Ms. Fasulo outlined some issues related to the pay scale of substitutes. This information was given as a "heads-up" for adjustments that might be made when the union contract is renegotiated and cost-of-living increases are considered.

A new part-time Children's librarian will be part of the staff in May. This librarian already has experience with tweens.

The search process for the Literacy Librarian has begun. The ideal candidate would have experience in education and in working with second language learners.

The Trustees had received an overview of the recent Staff Development Day (March 22), written by Ms. Laura Bernheim, Reference Department Head. Additionally, Ms. Fasulo shared a handout that depicted photos from that day.

MLN

The Minuteman Network has begun the process of hiring a new director.

Friends Report

The recent Book Sale generated \$5859. Part of the success might be attributed to that fact that there had been a number of donations of "good" books, and that the books from the recent weeding of the collection in Children's have found new homes.

Annual Meeting

A motion was made by Ms. Creedon to suspend the regular meeting and call for the Annual Meeting. The motion was seconded by Ms. Taddeo and approved unanimously.

ANNUAL MEETING

The Annual Meeting was convened at 6:28 in the Trustees' Room of the Library. Mr. Mann proposed a slate of officers and the motion was seconded by Ms. Creedon. Mr. Humbert called for nominations from the floor and there were none.

The following were to be elected for one-year terms:

Alan Humbert – Chair

Maureen Taddeo – Vice-chair

Marie McKenzie- Secretary

Steven Mann – Representative on the Investment Committee

Maureen Taddeo – Representative on the Friends of the
Library Board

Ms. Creedon moved acceptance of the slate of officers. Mr. Mann seconded the motion and the Trustees approved the motion unanimously.

Ms. Creedon made the motion to adjourn the Annual Meeting. Ms. Taddeo seconded the motion and the Trustees approved the motion unanimously.

The Annual Meeting was adjourned at 6:31.

The April 2019 Trustees' Meeting of the Waltham Public Library was again called to order by Mr. Humbert at 6:32 p.m.

New Business

Ms. Fasulo announced the Watch! Read! Listen! theme for Summer 2019. *Hidden Figures* will focus on the life and work of Katherine Johnson, the mathematician and pioneering African- American woman behind America's journey into space. This theme also coincides with the 50th anniversary of the moon landing. This theme coordinates nicely with the state theme of Space. Many of our activities will also focus on STEM applications. Ms. Fasulo shared a flier that will be forwarded shortly to previous supporters of this initiative. Many speakers have already been contracted by Ms. Deborah Hoffman. Opening festivities will be held on Saturday, June 22 from 1:00-4:00.

Announcements

- The library will be closed on Patriots' Day, April 15.
- The library will be participating in Steampunk Festival on May 12.

Adjournment

Ms. McKenzie made the motion to adjourn the April 11 meeting at 6:50 p.m. Ms. Creedon seconded the motion and the Trustees approved the action unanimously.

The next Trustees' Meeting will be held on Thursday, May 9, 2019.

Submitted by Marie J. McKenzie, Secretary/Clerk