

Waltham Public Library
Waltham, Massachusetts
Trustees' Meeting
Thursday, April 7, 2022

Present

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

Mr. Humbert welcomed the Trustees to the April 2022 Trustees' Meeting of the Waltham Public Library and called the meeting to order in the Trustees' Room of the Library at 12:59 p.m.

Minutes of previous meeting

The Minutes of the regular Trustees' Meeting, held on March 10, 2022, were reviewed.

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

Expenditure Report

Ms. Fasulo reviewed the Expenditure Report for the period 7/01/2021 to 03/31/2022. She reported that the 63% of the overall budget had been expended. At this time of the year, 75% would be the expected expenditures but the overall budget is a bit below that due to staffing shortages.

Mr. Mann moved to place the Expenditure Report on file. Ms. Taddeo seconded the motion and the Trustees voted to place the report on file.

Report on Library Operations

Circulations Statistics Report

This document was not yet available as it prepared during the third week of the month.

Operational Statistics Report

The Trustees noted the increased use of study room and museum passes.

In March, the Library welcomed 15,599 visitors the most since the start of the pandemic.

Mr. Humbert and Ms. Linehan had recently met with the Mayor McCarthy and Mr. Paul Centofanti, City Auditor. Budget issues discussed were job postings and HVAC issues. The Mayor is interested in 5 year plans for all departments. Ms. Linehan presented her with the 2021 Impact Report, hot off the presses!

Personnel

- The job openings have been posted. Some positions have been vacant for 6 months. Overall, the open positions represented 168 hours per week. Ms. Fasulo expects at least one more job opening as personnel have taken other positions in other professions or have taken positions as library administrators in other communities. There may be additional vacancies should internal candidates apply for and be selected for the current open positions.

- ELL programs will be restarting on April 20.
- Ms. Creedon requested that the Trustees be given a listing of current staff members and their departments. Ms. Fasulo will forward this as soon as possible.

Friends Report

The Friends will meet next week.

COVID 19 Updates

The staff has remained healthy.

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

ANNUAL MEETING

The Annual Meeting was convened at 1:15. Ms. Creedon, Chair of the Nominating Committee, proposed a slate of officers and the motion was seconded by Mr. Mann.

The following were nominated 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

Martha Creedon – Chair of the Nominating Committee.

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

Mr. Humbert called for any additional business. There was none.

Mr. Mann made the motion to adjourn the Annual Meeting and reconvene the regular Meeting. Ms. Taddeo seconded the motion and the Trustees approved the motion unanimously.

The Annual Meeting was adjourned at 1:20.

The April 2022 Trustees' Meeting of the Waltham Public Library was again called to order by Mr. Humbert at 1:21 p.m.

New Business

Ms. Fasulo updated the Trustees on the recent Staff Development Day, the first one in two years due to COVID restrictions. It was the first opportunity for the many new staff members to meet others. In addition to diversity

training present by Dr. Kandice Sumner individual department meetings were held. Dr. Sumner will be conducting three follow-up sessions with department heads in the near future.

Trustees were presented with a document from the Board of Library Commissioners identifying state aid awards to Waltham. The latest award was \$47,822.80. The use of these funds is at the discretion of the individual libraries. Ms. Fasulo reported that most of it was being used for materials and new carpeting.

Ms. Fasulo asked for the updated contact information for all the Trustees.

Unfinished Business

Art Ownership

No updates

Trustees Bylaws Review

The Bylaws are being proofread at this time. The Bylaws Sub-Committee will investigate issues related to the possible addition of and the criteria for a non-voting youth member.

Disaster Planning

No updates

Announcements

The Library will close at 2:00 on Friday, April 15, (Good Friday/Passover)
but will be open Sunday, April 17 (Easter)
and closed on Monday, April 18 (Patriots' Day)

The MakerSpace is coming along, thanks to the work of Todd Strauss and Lauren Jo Alicandro.

Adjournment

Mr. Mann made the motion to adjourn the April meeting at 1:30 p.m. Ms. Creedon seconded the motion and the Trustees approved the action unanimously.

The next scheduled Trustees' Meeting will be held on Thursday, May12 at 1:00.

Submitted by Marie J. McKenzie, Secretary/Clerk