

**Waltham Public Library**  
Waltham, Massachusetts  
**Trustees' Meeting**  
Thursday, April 13, 2023

**Present**

Mr. Alan Humbert, Ms. Marie McKenzie, Ms. Maureen Taddeo, Ms. Marina Bartley, Ms. Martha Creedon, Ms. Kelly Linehan, Director

Mr. Humbert welcomed the Trustees to the April Trustees' Meeting of the Waltham Public Library and called the meeting to order in the Trustees' Room of the Library at 1:10 p.m.

**Minutes of previous meeting**

The Minutes of the regular Trustees' Meeting, held on March 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. Linehan reviewed the Expenditure Report for the period 7/01/2022 to 2/28/23. She noted that a request to move approximately \$76,000 from State Aid has been made to the City Council. This is an increase from the approximately \$40,000 which has been the usual request.

As yet, a budget hearing with the Mayor has not been set. Mr. Humbert will attend, if possible.

Ms. Linehan is pleased with the current status of the budget as expenditure figures are on target at about 81% of the year's allotment. There are no further big expenditures anticipated this fiscal year. Ms. Linehan noted that she has a self-imposed date of March 31 for regular expenditures so that they will clear in the fiscal year.

Ms. Creedon 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***

Ms. Linehan is "extremely pleased" with the Circulation Statistics. Waltham has moved from #7 to #6 in the Minuteman Network for e-content.

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

Ms. Linehan noted that numbers are approaching pre-COVID numbers. Study room use has been particularly strong. Program attendance is good. The statistics of food distribution with the Boys and Girls Club have doubled from the past month.

### ***Personnel***

- 5 offers have been made for 1 full-time and 4-part time positions.
- Multiple interviews are being conducted for open positions, including for substitutes.
- Catherine Schopp has begun as the Literacy Coordinator. There are currently 74 students enrolled in the Literacy program. Ms. Schopp has conducted 2 open houses to welcome interested participants.

### ***MLN***

No updates at this time.

### ***Friends Report***

The Friends are beginning a membership drive.

### **New Business**

- The 2022 Impact Report has been distributed and is widely available at the check-out desks. It has been extremely well-received.
- A HVAC design bid has been awarded. Ms. Linehan does anticipate some AC issues this summer before any work can begin.
- Ms. Linehan highlighted the work being done by Children's Department. This includes conducting school visits, providing professional development to School Department staff, PIE room, Grade 5 library card program, summer reading preparation, Spanish Immersion Storytime, and working with Family School. There are two native Spanish speakers on staff Marilyn and Karina (a former page!) both actively working to connect with Spanish speaking patrons. Additionally, they have been helping us translate some more of our flyers into Spanish.
- Additionally, the Children's Room has outgrown its current space and storage space. This is a continuing concern for staff.
- Libby is now the app replacing Overdrive.
- Shelving has been adjusted on the second floor, making the stacks more client friendly.
- Parent-child computer stations have been installed.
- Ms. Linehan distributed some geo-mapping statistics culled from census data.
- Ms. Bartley suggested that the Trustees develop a rotation of policy review. This will be placed on the next month's agenda.
- It is perhaps time, given the constraints of COVID over the past two years, to evaluate the director's performance and conduct a self-assessment of the Trustees.

### ***Budget***

- Ms. Linehan is requesting an upgrade for a staff member's job category to Executive Assistant.
- Annual salaries appear higher but they include required Sunday shifts.
- There has been some savings due to new personnel.
- Additional staff requested (as in previous budgets) include teen specialist, children's, reference, assistants.
- A book scanner has been requested to digitize archives. There was some discussion about the need for a records retention policy.

### **Unfinished Business**

Ms. Linehan continues to express interest in obtaining a Bookmobile and is waiting to hear from the Mayor's Office.

### ***Long Range/Strategic Planning***

Ms. Linehan is planning a letter of intent for a building grant.

### ***Trustees Bylaws***

Ms. Bartley made a motion to temporarily suspend the provisions outlined in the last sentence of Article III, Section IV regarding the designation of a vice chair. The motion was seconded by Ms. Taddeo and the Trustees voted to accept.

Ms. Bartley made the motion to place the amendment of Article III, Section IV on the May 11 agenda. The motion was seconded by Ms. Taddeo and the Trustees voted to accept.

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 2:10. Mr. Humbert made a motion to accept the proposed slate of officers and the motion was seconded by Ms. Creedon

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

Alan Humbert – Chair

Steven Mann– Vice-chair

Marie McKenzie- Secretary

Steven Mann – Representative on the Investment Committee

**Marina Bartley– Representative on the Friends of the  
Library Board**

Martha Creedon – Chair of the Nominating Committee.

Ms. McKenzie moved acceptance of the slate of officers. Ms. Taddeo seconded the motion and the Trustees approved the motion unanimously.

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

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

The Annual Meeting was adjourned at 2:25.

The April 2023 Trustees' Meeting of the Waltham Public Library was again called to order by Mr. Humbert at 2:26 p.m.

### **Adjournment**

Ms. Creedon made the motion to adjourn the April meeting at 2:30 p.m. Ms. Taddeo seconded the motion and the Trustees approved the action unanimously.

The next scheduled Trustees' Meeting will be held on Thursday, May 4, 2023 at 1:00.

Submitted by Marie J. McKenzie, Secretary/Clerk