

# Waltham Public Library

Waltham, Massachusetts

Trustees' Meeting

Thursday, May 10, 2018

## Present

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

The May 2018 Trustees' Meeting of the Waltham Public Library was called to order by Mr. Humbert at 6:00 p.m. in the Trustees' Room in the Library.

## Minutes of previous meeting

The Minutes of the regular Trustees' Meeting held on April 5, 2018 were presented.

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

## Financial Reports

### Expenditure Report

Ms. Linehan presented the Expenditure Report for the period from July 1, 2017 to April 30, 2018. Ms. Linehan stated that the library was in a good financial position and that there were no outstanding bills. She hoped that there would be not be a need for approved expenditures after early June in order to close out the fiscal year. There was a brief discussion about the overtime line item.

Ms. McKenzie moved to place the July 1, 2017 to April 30, 2018 Expenditure Report on file. Ms. Creedon seconded the motion and the action was approved unanimously.

## Report on Library Operations

### Statistical Reports

Ms. Linehan shared Circulation and Room Use Statistics for April 2018. Ms. Linehan was especially pleased with the positive statistics in Children's. There has been positive feedback about the overall collection. Ms. Linehan noted that funds have been spent to acquire board books and these books have been very popular. The Children's Room is awaiting the arrival of a bookshelf tree which is the Eagle Scout project of Jeffrey Mann.

April 2018 had been a good month overall for Study Room Use and Visits, exceeding statistics for April 2017.

### Personnel

- Ms. Marjorie Hartman received a proclamation from the Waltham City Council, recognizing her 71 years of service in the Waltham Public Library. Thank you, Marjorie,
- The position of Technology Department Head has been posted.
- There will be a posting for the Literacy Librarian/Specialist in the near future. This position may require an MA in ELL or Education. Fluency in Spanish would be a plus.
- There will also be a posting for 3 part-time para professionals.
- Ms. Fasulo has working on the summer schedule and does not foresee any issues with staffing the library over the summer weekends.

### MLN

Ms. Linehan reported that *Overdrive*, the digital platform used by the Waltham Public Library and Minuteman Network, will become the statewide platform in all libraries for downloadable content.

The technology will exist in the fall for the simultaneous use of popular magazines, also on Overdrive.

## **Friends Report**

Ms. Linehan will be meeting with the new President and Vice-President on Friday, May 11. The new executive boards is:

Ms. Marina Bartley, President  
Ms. Elizabeth Sturges, Vice-President  
Ms. Elizabeth Lear, Treasurer  
Ms. Kim Stanley, Secretary

At that time, Ms. Linehan hopes to discuss and define the parameters for use of funds and to request the purchase of items for use by the Children's Department and in the staff room. There may also be a request for additional furniture, not covered by the city's capital funds.

## **New Business**

- New calendar walls have been established on the lower level. This should reduce Circulation Desk "clutter."
- Ms. Linehan updated the Trustees on the exciting plans for this year's *Watch! Read! Listen!* on Hamilton. The brochure is almost ready for publication and the kickoff event will be June 23<sup>rd</sup> from 1:00-4:00. At that event, library patrons may participate in colonial era lawn games, enjoy a Sam Adams beer garden, and interact with staff members dressed in period costumes, on loan from the Reagle Players, 1776 costume collection, all while the soundtrack from the Broadway smash hit, *Hamilton*, playing in the background. Additional activities throughout the summer include presentations on Hamilton's financial system, and Waltham's role in the American Revolution.

## **Unfinished Business**

Ms. Linehan and Mr. Humbert reported on a positive budget meeting with the Mayor.

Staff is working on strategies to track use of Teen Room.

Over 100 people attending Meredith Goldstein's discussion of her book, Can't Help Myself; Lessons and Confessions from a Modern Advice Columnist. She is the *Boston Globe*'s Love Letters columnist.

Discussions with key city-side personnel need to be held around sidewalk repair and the possible relocation of specific parking meters.

*Under the Sea*, the Play, Imagine, Experience (PIE) initiative for young children in the playspace, has been hugely popular. Staff has made a conscious effort to always keep thematically-related books on the shelves for easy access.

## **Announcements**

Ms. Linehan noted special recognition was received from a library patron for Bob Shanley and Jo Glogower for helping retrieve her lost keys.

The Annual Meeting of the Trustees will be Thursday, June 14.

## **Adjournment**

Mr. Mann made the motion to adjourn the May meeting at 7:00 p.m. Ms. Creedon seconded the motion and the Trustees approved the action unanimously.

The next Trustees' Meeting will be held on Thursday, June 14.

Submitted by Marie J. McKenzie, Secretary/Clerk