

**Waltham Public Library**  
Waltham, Massachusetts  
Trustees' Meeting  
Thursday, May 9, 2019

**Present**

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

The May 2019 Trustees' Meeting of the Waltham Public Library was called to order by Mr. Humbert at 6:09 p.m. in the Trustees' Room in the Library.

**Minutes of previous meeting**

The Minutes of the regular Trustees' Meeting, held on April 11, 2019, were presented.

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

**Expenditure Report**

Ms. Linehan presented the Expenditure Report for the period from July 1, 2018 to April 30, 2019. At this time of the year, expenditures should be approximately 83% of the total budgeted amount. Money has been encumbered for materials that will be received in June. Ms. Linehan stated that nothing new will be ordered after May 25 in order to "close out the books" on this fiscal year.

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. Linehan noted that it had been a good month overall, although somewhat slower than expected during the April school vacation week.

Ms. Creedon asked where the circulation statistic for the new Library of Things would be indicated, either as a separate listing or part of another existing one. Ms. Linehan would get back to the Trustees on that.

The Minuteman Library Network has provided some comparative data. Of the 42 members, Waltham ranks 12<sup>th</sup> in circulation. Additionally, while nationally the overall circulation is down 3%, according to the Waltham Public Library's Circulation Statistics by Category Report for April 2019, Waltham circulation is up 3.3 % when compared to April 2018!

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

***Personnel***

Ms. Linehan updated the Trustees on the status of the new Literacy Librarian position, which may or may not be best filled by a person with public school educational or library experience. The timeline for this filling this position has been extended.

Ms. Linehan also indicated that there might be a need in the near future to hire a few more substitutes.

Ms. Linehan is confident that all summer shifts will be covered.

### ***Policies***

Ms. Linehan indicated that she is in the process of organizing important papers storage. This involves working with the Law and Personnel Departments as well. She hopes to have this task completed by July 1. As part of this process, she is noting policies that might need to be updated.

### ***Budget***

Ms. Linehan reported on the positive budget hearing she had with the Mayor, who was complimentary regarding several of the library's initiatives. Funds for out-of-state travel, in support of the staff's professional development, were approved. Funds for furniture have been approved as well.

Among projects that the city will complete is the painting of the trim work at the Main Circulation desk

Issues related to updating audio-visual equipment in the Lecture Hall have become more extensive than originally envisioned. The set-ups need to be updated after twenty years of use and up-to-date equipment is very specialized. Ms. Linehan may approach the Friends related to this project, as they use the Lecture Hall frequently.

### ***Security Issues***

New locks have been installed in the public bathrooms.

There was some discussion on an article Ms. Linehan had forwarded to the Trustees, *Keep Libraries Safe*, recently published in [American Libraries](#) magazine. Issues related to the city's current outreach to the homeless and the library's assistance to patrons related to access to social services were discussed.

### ***MLN***

Ms. Linehan has served on the selection/interview committee for the new director of the Minuteman Network. She reports that an offer has been made to the selected candidate.

### ***Friends Report***

Ms. Linehan is preparing her budget requests for the Friends to consider. Included in these requests will be funding for Todd Strauss's proposal for a Maker Space focusing on software. She is most grateful that they have provided the funds for several appliances in the employees' lunch room and for the washer and dryer that are used to refresh toys and stuffed animals in Children's.

### ***New Business***

The pilot plan of free parking for a maximum of 2 hours during the April has been quite successful! It will continue, with monitoring by the Traffic Department.

Ms. Linehan updated the Trustees on the recent outreach to the Spanish-speaking families. The library will be purchasing more dual language children's books.

Trustees were reminded of the Watch! Read! Listen! theme/events for Summer 2019 of [Hidden Figures](#)

The library has received the second half of state aid from the Board of Library Commissioners. This brings the total of state aid received to \$74, 417.59.

## **Announcements**

- The library will be participating in the Steampunk Festival on May 12.

## **Adjournment**

Ms. Taddeo made the motion to adjourn the May 9 meeting at 7:21 p.m. Ms. Creedon seconded the motion and the Trustees approved the action unanimously.

The next Trustees' Meeting will be held on Thursday, June 13, 2019.

Submitted by Marie J. McKenzie, Secretary/Clerk