

Waltham Public Library
Waltham, Massachusetts
Trustees' Meeting
Thursday, May 12, 2022

Present

Mr. Alan Humbert, Ms. Martha Creedon, Ms. Marie McKenzie, Ms. Maureen Taddeo, Ms. Kelly Linehan, Mr. Steven Mann (arrived at 1:24)

Mr. Humbert welcomed the Trustees to the May 2022 Trustees' Meeting of the Waltham Public Library and called the meeting to order in the Trustees' Room of the Library at 1:06 p.m.

Minutes of previous meeting

The Minutes of the regular Trustees' Meeting, held on April 7, 2022, were reviewed. Ms. Creedon moved to approve the Minutes. Ms. Taddeo seconded the motion and the Trustees voted to approve.

Expenditure Report

Ms. Linehan reviewed the Expenditure Report for the period 7/01/2021 to 04/30/2022. She reported that the 70% of the overall budget had been expended. This report also reflects the inclusion of the recent transfer from the state aid account.

Ms. McKenzie moved to place the Expenditure Report on file. Ms. Creedon seconded the motion and the Trustees voted to place the report on file.

Report on Library Operations

Circulations Statistics Report

Waltham is currently ranked #13 in the Minuteman Network. It should be noted that not all libraries in the network are yet open for in-person programming. The PIE Room is open! The theme is "Around the Town", and activities include a post office, park, ice cream store and grocery store.

For the next Trustees' meeting Ms. Linehan will present data about Waltham's programming and participants.

Waltham is current ranked #7 for accessing e-content. The library staff is aggressively building the collection.

Mr. Mann suggested that a worthwhile research project might be a study of other libraries' programming and offerings, as evidence that libraries today are much more than just about

lending books. Such a project might be done by an intern with an interest in statistics or accounting.

Operational Statistics Report

(Certain monthly reports, usually reviewed at the Trustees Meetings, were not available due to staff illness.)

Personnel

- The social worker/intern was fully booked! While she is leaving, another intern will hopefully be coming this fall. Mental health issues were a top priority, especially given the increase in such issues due to the pandemic. Ms. Linehan will reach out to other social service agencies in the City to survey if those agencies noted any impact at their end due to the library's "in-house" social worker.
- Congratulations were offered for Luke Kirkland for receiving Library Journal's Movers and Shakers award.
- The job openings have been posted. While the library is currently short staffed, the current round of interviews has been quite positive. Applicants are aware of the culture and benefits in the library! Openings exist for Head of Reference and Programming Coordinator.
- The question of a full-time teen librarian is subject to budget consideration by the Mayor.

MLN

Ms. Linehan has completed her roles on the Board. She discussed the challenges over the past two years due to the pandemic. She reported that the network's strategic plan should be ready by July 1.

Friends Report

Dr. David Levinson will be the new FWPL president and will be meeting with Ms. Linehan on May 13. Upcoming issues include an outside play area and planning for an Ice Cream Social. Dr. Levinson's career was in leading community colleges and he brings a lot of experience and great ideas to the FWPL.

COVID 19 Updates

Several staff members have tested positive over the past month. Most have had mild cases.

New Business

At the suggestion of Children's Dept. Head Seana Rabbito, there is potential for outreach to a local business, Mighty Squirrel Brewery, to collaborate on programming, and underwrite the cost of a specialty performers for children's program.

Ms. Linehan is spending more time on the floor to assist during the temporary short-staffing situation.

Several non-metered spaces on the newly acquired, (by the city), lot on Exchange Street will be designated for library and the Boys' and Girls' Club staff. The lot needs to be paved to be fully operational.

Unfinished Business

Art Ownership

A few pieces will be sent out shortly to be cleaned.

Trustees Bylaws Review

The Bylaws Sub-Committee will continue to investigate issues related to the possible addition of and the criteria for a non-voting youth member. Ms. Linehan will forward information regarding a contact from a Trustees Board that has a youth member to advise the Bylaws Sub-Committee on possible next steps. The draft will be reviewed by board members in July and August.

Disaster Planning

No updates

Announcements

Ms. Linehan shared a few Kudos received regarding Collection Development, ELL and its free resources and Children's.

Adjournment

Ms. Creedon made the motion to adjourn the May meeting at 2:04 p.m. Ms. Taddeo seconded the motion and the Trustees approved the action unanimously.

The next scheduled Trustees' Meeting will be held on Thursday, June 9 at 1:00.

Submitted by Marie J. McKenzie, Secretary/Clerk