

Waltham Public Library

Waltham, Massachusetts

Trustees' Meeting

Thursday, June 13, 2019

Present

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

The June 2019 Trustees' Meeting of the Waltham Public Library was called to order by Mr. Humbert at 6:06 p.m. in the Trustees' Room in the Library.

Minutes of previous meeting

The Minutes of the regular Trustees' Meeting, held on May 9, 2019, were presented.

Mr. Mann moved to approve the May Minutes. Ms. Creedon 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 May 31, 2019. Ms. Linehan was highly confident about the current fiscal status, as approximately 79% has been encumbered to date, with one month left on the fiscal year.

Report on Library Operations

Statistical Reports

Ms. Linehan noted that May 2019 had been a good month overall and that most statistics were holding steady.

There will be a new format for reporting these "statistics by category" in the new fiscal year. This is being done to increase accuracy and to be more user-friendly.

As requested last month regarding recording use of the Library of Things, this circulation statistic is being recorded in "Kits".

Overall there has been a 3% positive growth when compared to May 2018. (There was a +2% growth in Adults and +4.9% in Children's.) Efforts in weeding and in adding new books may have contributed to the Children's statistic.

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 Literacy Librarian position. Second interviews will be held the week of June 17. Ms. Linehan reported that there "great candidates" for this new position.

MLN

Ms. Linehan reported that the selected candidate for the Director of the Minuteman Network had declined the position and that interviews would be reopened.

Friends Report

Ms. Linehan had recently met with the Friends. She is delighted that the Friends will fund the Maker Space and You Tube Video Room (approximately \$20,000) Additionally, the Friends agreed to fund the projector for the Lecture Hall and some additional funding for PIE. Ms. Linehan stated that the PIE Room averages 900 visitors per week.

Efforts are being made to increase membership and to cut back on certain programs, specifically, museum passes that are not hugely popular, to offset the loss of DVD rental funds. Additionally, wireless printing fees are now reverting back to the City and not to the Friends.

Budget

Ms. Linehan reported on the positive budget hearing she had at the City Council. Counselors were pleased that her budget was data-driven and included many statistics. Questions were asked about computers and eBooks, and about dealing with the homeless population.

New Business

Ms. Linehan updated the Trustees on the recent presentation at the MLA conference on Real Talk, organized by Luke Kirkland. She will be inviting city officials and the Trustees to another round of this presentation to be held on Thursday, June 20, which will also serve as a “practice” before this group of teens presents at the ALA national conference, one of only ten teen-focused programs to present at this conference! A great honor for teens, Luke, and the City!

Ms. Linehan also highlighted the contributions and volunteer efforts of Kim Hewitt and Laura Bernheim as members of the MLS Conference Committee.

Trustees received copies of the brochure for Watch! Read! Listen! theme/events for Summer 2019 of *Hidden Figures*

Main Circulation Desk

Ms. Linehan announced a pilot project to be conducted, for about 1 hour per day during any daily quiet period in the summer, to institute smart staffing regarding the Main Circulation Desk. While self-checkout and the catalog will remain at the Main Circulation Desk, personnel will be re-assigned two at Reference and two on the Ground Floor and one roving librarian to assist patrons. Trustees were assured that security issues have been considered and that the front door can be viewed from the Reference Desk. Additionally, security will be improved with the installation of more cameras with good resolution that can be accessed for any computer in the library.

Fines for Overdue Books

Ms. Linehan announced that she has begun research on the efficacy of fines. She began this research at the MLA Conference and is preparing to have some suggestions in the fall. Particularly related to Children’s, there is no data to support that the existence of fines makes a positive difference and, in many cases, the patron and the book(s) never return.

Policies

Materials Selection Policy

The updated policy includes new language about self-published materials. There is an expanded and separate materials donation policy. Ms. Linehan also highlighted a new strategy for identifying and maintaining core nonfiction materials.

Ms. Creedon moved to accept the new Materials Selection Policy. Ms. Taddeo seconded the motion and the Trustees voted to approve.

Meeting Room and Library Grounds Policy

The updated policy focuses on local community groups' and non-profits groups' use. (Classroom B will no longer be considered a meeting room as it will become the Maker Space.) There is a slight change in the fee schedule. Debora Hoffman, Program Coordinator, will monitor access of these spaces to ensure priority is given, when necessary, to community groups.

Mr. Mann moved to accept the new Meeting Room and Library Grounds Policy. Ms. Taddeo seconded the motion and the Trustees voted to approve.

Library Card Policy

New language clarifies how children can access a library card.

Ms. McKenzie moved to accept the new Library Card Policy. Mr. Mann seconded the motion and the Trustees voted to approve.

Old Business

Mr. Humbert had questions about the feasibility of a walkway all the way to Spring Street. He noted that since there are meters on the adjacent property, then the city must have an agreement with the owner. If the meters are removed, if and when the free parking option is permanent, then perhaps a walkway could be put in place, per agreement with the abutter. If there are plans to replace and resurface the existing brick way, perhaps an extended walkway could be done at the same time.

Announcements

Watch! Read! Listen! begins on Saturday, June 22 with the Launch Party. Ms. Linehan also encouraged to Trustees to attend the presentation of Kellie Carter Jackson on June 27.

Adjournment

Mr. Mann made the motion to adjourn the June 13 meeting at 7:20 p.m. Ms. Taddeo seconded the motion and the Trustees approved the action unanimously.

The next Trustees' Meeting will be held on Thursday, September 12, 2019.

Submitted by Marie J. McKenzie, Secretary/Clerk