

Waltham Public Library

Waltham, Massachusetts

Trustees' Meeting

Thursday, June 11, 2020

Present

Mr. Alan Humbert, Mr. Steven Mann, Ms. Martha Creedon, Ms. Maureen Taddeo, Ms. Kelly Linehan, Director (via Zoom), Ms. Marie McKenzie (phone/conference call)

The June Trustees' Meeting of the Waltham Public Library was called to order by Mr. Humbert at 6:13 p.m.

Minutes of previous meeting

The Minutes of the regular Trustees' Meeting, held on February 13, 2020 had been emailed to all Trustees. (Regular meetings in March, April, and May had been cancelled due to Covid-19 pandemic.)

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

Expenditure Report

Ms. Linehan had forwarded (via email) the Expenditure Report for the period from July 1, 2019 to May 31, 2020. At this time of the year, expenditures should be approximately 91% of the total budgeted amount

Ms. Linehan informed the Trustees that funds had been taken from the Custodial Supplies line item to purchase Personal Protective Equipment for the staff. This would include face masks, protective gowns, and specialized disinfecting equipment. The purchase of these items would not exceed the line item amount, as the standard purchases under this line item, e.g. paper products, restroom and cleaning supplies, have not been purchased while the library has been closed. Additionally, money had been transferred from print to digital to address meeting patrons' needs in the current situation. Collection Development has been focusing on e-materials during this time.

There was some discussion about Libby (ebook platform) and offerings from various digital platforms.

Mr. Mann moved to place this Expenditure Report on file. Ms. Taddeo seconded the motion and the action was approved unanimously.

Report on Library Operations

Statistical Reports

Ms. Linehan noted the very positive statistics in Children's eBooks as well as positive statistics in Adult's eBooks. It appears that eBooks were more popular during the pandemic than audiobooks. This may be because fewer people are commuting to work, which is an optimal listening time!

Budget

Ms. Linehan had presented the budget for FY21 before the City Council. She reported that it had been a positive experience. Ms. Creedon complimented Ms. Linehan's handling of some challenging questions at the presentation.

Personnel

Ms. Linehan reported that all staff had been working Monday to Friday from 8:30-4:30 for the past two weeks, with the exception of those with some underlying health issues and those with child care issues. It was noted that even those with the aforementioned issues did offer to work some partial schedules! Kudos to the staff! Much of the focus has been on practicing social distancing, identifying one way aisles and stairways, and establishing guidelines for elevator use. The focus has been on maintaining equitable and safe service, which have always been guidelines for eligibility for state aid.

Staff have been participating in an online course of Homeless Training. This 9-hour program is divided into manageable segments.

Additionally, staff, including Ms. Linehan, have participated in Mango Spanish for Librarians. In addition to his work as Literacy Coordinator teaching ELL classes at the library, Aaron Devine, who is fluent in Spanish, will assist staff members as they refine their proficiencies.

All programs have been running virtually and will continue to do so. Ms. Linehan and Debora Hoffman, Program Coordinator, are researching grants to cover costs. The hope is to establish a live streaming profile on a wider, that is, nationally publicized basis. An example of this would be a presentation by Dr. Kellie Carter Jackson on The History of Protest.

A grant has been received from the MBLC two cover the cost of an online summer reading program for Waltham (children and adults through 2022).

MLN

The Minuteman Network has been functioning throughout the pandemic. Members have been sharing the plans for re-opening. Conversations are taking place related to compiling anti-racist booklists. Ms. Linehan will be the President of the executive board of Minuteman effective July 1.

Friends Report

At their June 9 meeting, it was decided that there will be no Book Sale in October, although there has been talk about a pop-up sale in a tent on the lawn. There will be no donations of books accepted this year. They are in the process of reviewing the budget and maintaining the status quo. They are holding off on funding museum passes until the re-opening plans for those institutions are finalized. Ms. Linehan noted a generous gift from the Friends to the high school pages this spring. Trustees noted that that was a wonderful gesture.

Annual Meeting

A motion was made by Mr. Mann 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 6:45. Mr. Mann proposed a slate of officers and the motion was seconded by Ms. Taddeo. Mr. Humbert called for nominations from the floor and there were none.

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

Alan Humbert – Chair

Maureen Taddeo – Vice-chair

Marie McKenzie- Secretary

Steven Mann – Representative on the Investment Committee

Maureen Taddeo – Representative on the Friends of the

Library Board

Ms. Creedon moved acceptance of the slate of officers. Mr. Mann seconded the motion and the Trustees approved the motion unanimously.

Ms. Creedon made the motion to adjourn the Annual Meeting. Mr. Mann seconded the motion and the Trustees approved the motion unanimously.

The Annual Meeting was adjourned at 6:48

The June 2020 Trustees' Meeting of the Waltham Public Library was again called to order by Mr. Humbert at 6:49 p.m.

New Business

As yet, no official re-opening date has been established. Ms. Linehan noted and appreciated that the Mayor is being cautious about this.

The Massachusetts Board of Library Commissioners is updating its guidelines, in view of limiting conditions brought about by the pandemic, regarding "required" open hours and percentages of budgeting.

Ms. Linehan shared some plans for the re-opening to the public. While there had been a small re-opening committee that had worked on plans over the last few months, this committee has been expanded now that staff is back and fresh eyes have been helpful.

The overall plan is to have everything in place as if the library were to open in five minutes.

A video is being prepared by staff, in English and Spanish, to inform the public about new procedures. This video will be posted on the library website, on local cable, through Constant Contact, on a loop on the in-house screens, and forwarded to individual schools to share with parents through their regular contact channels.

Adjournment

Mr. Mann made the motion to adjourn the June meeting at 6:59PM. Ms. Taddeo seconded the motion and the Trustees approved the action unanimously.

The next Trustees' Meeting will be held on Thursday, July 16, 2020 at 1:00PM

Submitted by Marie J. McKenzie, Secretary/Clerk