

Waltham Public Library
Waltham, Massachusetts
Trustees' Meeting
Thursday, June 10, 2021

Present

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

Mr. Humbert welcomed the Trustees to the June 2021 Trustees' Meeting of the Waltham Public Library and called the meeting to order in the Teen Room of the Library at 1:03 p.m.

Minutes of previous meeting

The Minutes of the regular Trustees' Meeting, held on May 13, 2021 were reviewed.

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

Expenditure Report

Ms. Linehan reviewed the Expenditure Report. The bottom line of this report continues to be on target. Ms. Linehan assured the Trustees that the entire budget will be expended by the end of the fiscal year, although the current report notes about 75% expended. Carpet cleaning has been planned for the near future.

Approximately \$200,000 has been returned to the City from the Personnel line item, as this money would have funded several positions which have remained unfilled over the past year.

Mr. Mann 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

Ms. Linehan was pleased that, given COVID issues and the limited open hours, circulation statistics for May 2021 have been increasing, compared to the immediate past months. She cited that there had been an average of 1400 more books checked out each week now that there was limited browsing, instead of just clients picking up their books from the Hold Shelves. For the second month, Waltham ranked #18 in MLN, regarding circulation of materials.

Ms. Molly MacKenzie has revised the tracking sheets to better align with the information required by the state.

There was a discussion about the logistics of a recent successful online program

Personnel

While there are currently seven open positions, interviewing and hiring will now move forward with the approved budget. Ms. Linehan will post these positions. Her hope is to have at least 2 new staff members in place by July 1. The process from posting to being part of the staff usually takes about 8 weeks.

MLN

Ms. Linehan would be attending a meeting during the upcoming week. The discussions will most likely be about limiting restrictions and reopening hours and procedures.

Friends Report

The Friends will be June 10. Ms. Linehan will propose reinstating the Book Sale. She also would like to schedule the annual Ice Cream Social for late August or into the fall.

COVID 19 Updates

- Staff members have been well. No staff members have had COVID.
- Patrons have accepted the new guidelines under the limited reopening as well as the new schedule.
- Client feedback continues to be positive throughout the pandemic restrictions.
- Positive feedback has been received for the recently published (in print and online) Library Impact Report. Comments have been received from Waltham residents, community centers and other libraries
- Inside capacity remains at 33.
- Patrons can be on computers for 30 minutes.
- Children's programs are being held on the lawn with no restrictions for masks or social distancing required. Outside programs include (or will soon include) two Story Times, Lego Time, and Baby Story Time. New outdoor toys have been purchased. Parents have been thrilled with these programs.
- The relaxation of the Open Meeting Law has been extended in Massachusetts through September. However, the Trustees have agreed to meet in person (vs. via Zoom). Regardless, whether meeting in person or online, the 2 days' notice to the public prior to any meeting will still apply.

New Business

Reopening

The Massachusetts Board of Library Commissioners is requiring a return to normal operating hours throughout the state by September for a minimum of 38 weeks. In Waltham that means returning to 68 hours per week. Currently the library is open 40 hours a week. Ms. Linehan is hoping to have full operation by August. This ambitious plan is somewhat complicated by limited staff and staff members on vacation. First, the whole building will be open and second, the longer hours will be in place. The library will require the same mask wearing rules as in the schools, as children under 12 have not been vaccinated.

Calendar

The calendar for meetings throughout 2021 was discussed. Meetings are generally the second Thursday of the month. Future meetings are September 9, October 14, November 18, and December 9. Meetings are generally held at 1:00 or 6:00

Budget

Ms. Linehan and Mr. Humbert attended the budget hearing before the City Council, earlier on June 10. There were no questions from the councilors.

The increased hourly wage for the pages had been supported. While the request was for 9 positions, 7 were approved. There was some discussion about the impact of the non-funding of the 2 positions. Overall funding is enough so that no waiver needs to be submitted to the MBLC. Additionally, there has been some discussion city-wide about the inclusion of grant monies in the budget. Generally speaking, inclusion would be difficult to sustain as grant money is not a yearly guarantee.

Unfinished Business

Art Ownership

No updates at this time.

Bylaws Review

The Bylaws Subcommittee is waiting for feedback from the Law Department. Additionally, the Law Department will be contacted regarding the Trustees ongoing discussion about having a teen member, either as a full member (one of the 6) or as an associate member. The Law Department will determine if a member under 18 could be a full voting member.

Disaster Planning

Ms. Linehan is seeking opportunities for training offered by the state.

Community Engagement

Mr. Todd Strauss is working with a group of Bentley students on a study regarding the user experience of the new website. Surveys will be done in English and Spanish

Mr. Luke Kirkland is investigating federal grant funds for a bookmobile. Recently, the library has been a presence at the Farmers' Market, Food Pantry, Summer Camps, and Healthy Waltham's Pop-up Pantry.

Adjournment

Mr. Mann made the motion to adjourn the June meeting at 1:58 p.m. Ms. Taddeo seconded the motion and the Trustees approved the action unanimously.

The next scheduled Trustees' Meeting will be held on Thursday, September 9, 2021 at 1:00.

Submitted by Marie J. McKenzie, Secretary/Clerk