

Waltham Public Library
Waltham, Massachusetts
Trustees' Meeting
Thursday, June 9, 2022

Present

Mr. Alan Humbert, Ms. Martha Creedon, Ms. Maureen Taddeo,
Ms. Kelly Linehan (notes), Mr. Steven Mann

Mr. Humbert welcomed the Trustees to the June 2022 Trustees' Meeting of the Waltham Public Library and called the meeting to order in the Trustees' Room of the Library at 1:04 p.m.

Minutes of previous meeting

The Minutes of the regular Trustees' Meeting, held on May 12, 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 05/31/2022. She reported that the majority of the overall budget had been expended (expenditure says 76.5%).

Ms. Taddeo moved to place the Expenditure Report on file. Mr. Mann seconded the motion and the Trustees voted to place the report on file.

Report on Library Operations***Circulations Statistics Report***

Waltham is currently ranked #12 in the Minuteman Network. We're still comparing with COVID numbers, so growth looks exponentially larger than last year, but we are trending upwards.

Operational Statistics Report

Use continues to grow at the library, increasing in hourly visits and study room use. Social Worker stats are impressive with over 26 hours of clinical social worker hours provided in April and May.

Personnel

- Debora Hoffman our Program Coordinator has left the library for another position. We look forward to filling her role in early fall.
- We are working with the MBLC and Mass Library Systems to coordinate another social worker (or two). Ms. Linehan did reach out to other social service agencies in the City to see if we could find supervisor that's required for the intern, with no luck. 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.

- Slowly filling personnel vacancies and anticipate at least two new staff in the building by July 1.

MLN

Ms. Linehan has completed her roles on the Board as of July 1. The MLN Strategic Plan should be live July 1 as well. Next steps for Ms. Linehan will be a role as the New England Library Association (NELA) Rep for the Mass Library Association (MLA) starting in July.

Friends Report

Dr. David Levinson, the new FWPL president attended a networking meeting for the WPY with Ms. Linehan. They made a connection with MassHire director of operations Greg Bunn. Ms. Linehan has a meeting set up to discuss the possibility of a MassHire satellite office at the WPL!

MassHire creates and sustains powerful connections between businesses and jobseekers through a statewide network of employment professionals. Our 29 MassHire Career Centers connect jobseekers and businesses for employment opportunities, and our 16 MassHire Workforce Boards engage business in building long-term talent solutions across the Commonwealth.

Ms. Linehan invite the Trustees to see Todd Strauss, Technology Dept. Head, give a presentation to the FWPL that evening, on the Makerspace.

Ms. Creedon moved to approve asking the FWPL for approximately \$120,000 to install new four new meeting rooms and offices for staff and the public based on a proposal already distributed. Ms. Taddeo seconded the motion and the Trustees voted to approve.

COVID 19 Updates

No updates.

New Business

Ms. Linehan reviewed the FY23 Draft Budget and Mayor's Final Budget. Ms. Linehan will speak with council regarding the budget on Wednesday, June 15 at 10AM.

Ms. Linehan has begun to plan for Mr. Mann's suggested study of other libraries' programming and offerings, as evidence that libraries today are much more than just about lending books.

Ms. Linehan submitted an addition to the Collection Development Policy and the Request for Reconsideration Form. Ms. Creedon moved to approve the addition. Ms. Taddeo seconded the motion and the Trustees voted to approve.

Ms. Linehan indicated that new carpet will move forward in the New Book Room and the Makerspace (vinyl tile). She indicated that she would like to put forward and RFP to do a Children's/PIE space study/redesign in the near future.

The HVAC compressor is broken again and the Library is still waiting on a timelines for repairs from the Building Dept.

Unfinished Business

Art Ownership

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

Trustees Bylaws Review

Copy of the Bylaws were received by the Trustees. The draft will be reviewed by board members in July and August.

Disaster Planning

No updates

Announcements

Adjournment

Mr. Mann made the motion to adjourn the May meeting at 2:00 p.m. Ms. Creedon seconded the motion and the Trustees approved the action unanimously.

The next scheduled Trustees' Meeting will be held on Thursday, September 8 at 1:00PM.

Submitted by Kelly Linehan, Library Director