

**Waltham Public Library**  
Waltham, Massachusetts  
Trustees' Meeting  
Thursday, June 8, 2023

**Present**

Mr. Alan Humbert, Ms. Marie McKenzie, Ms. Maureen Taddeo, Ms. Marina Bartley,  
Ms. Martha Creedon, Ms. Deborah Fasulo, Assistant Director

Mr. Humbert welcomed the Trustees to the June Trustees' Meeting of the Waltham Public Library and called the meeting to order in the Trustees' Room of the Library at 1:15 p.m.

**Minutes of previous meeting**

The Minutes of the regular Trustees' Meeting, held on May 4, 2023, were reviewed.

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

**Expenditure Report**

Ms. Fasulo reviewed the Expenditure Report for the period 7/01/2022 to 05/31/23. She noted that overall spending was well under budget for this point in the fiscal year. Funds that will be returned to the City are mostly from the Personnel line item.

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

**Report on Library Operations**

***Circulations Statistics Report***

The Trustees reviewed the positive statistics. (One typo was noted in the Speed Read item.). Ms. Fasulo reported that Waltham ranked #6 in the Minuteman Network for Overdrive use.

***Operational Statistics Report***

Ms. Fasulo shared Operations report. The library was very busy over the month of May, specifically 19,697 visits. The library was closed early one day due to a malfunctioning air conditioning system. The statistics for food distribution with the Boys and Girls Club increased from the previous month.

***Personnel***

- There have been several internal promotions.
- Personnel who have left the library did so to move to supervisory positions.
- Ms. Taddeo, Trustee, presented her letter of resignation from the Board due to her moving outside the city. The Trustees expressed dismay at losing her contributions but wished her well in her new home.
- Three staff members have been added, one FT Circulation Department Head and two PT circulation staff.
- Interviews are underway for PT Technology and FT Program Coordinator.
- Postings for PT Teen staff and PT Tech Services will be done shortly.

## *MLN*

No updates at this time.

### *Friends Report*

Ms. Bartley updated the Trustees about issues from the most recent Friends meeting.

- In order to increase visibility and membership, the Friends will staff an information table at this summer's Concerts on the Common.
- The Membership and the Publicity Committees will be combined.
- Mr. Thomas Jewell will be resigning as Chair of the Investment Committee. His many contributions to the library, in many roles, have been outstanding.

### **New Business**

- Issues continue with the HVAC system. A new system will not be in place until December 2024. A design contract has been awarded.
- Ms. Fasulo presented a reduced schedule and other viable alternatives to explore in preparation for a system failure in very hot weather.
- Programs will be held on a case-by-case basis during heat emergencies.

### **Unfinished Business**

- Ms. Linehan had forwarded information about the Bookmobile to the Trustees recently.
- The Trustees have received the first schedule for the rotation of policy review. The first group will be **Filming, Behavior, Donations, Food and Drink**, and Service Animals. (The ones in bold type will be reviewed in September.)

### *Long Range/Strategic Planning*

Ms. Linehan has been participating in several professional development sessions focusing on a building grant. That grant must be submitted by June 2024. Prior to that, a strategic plan needs to be in place by October 2023. The building grants will be awarded in the Fall of 2024.

Surveys are being prepared. The English one is done, the Spanish one is in process. The surveys will identify patrons' interest in participating in a focus group.

### **Adjournment**

Ms. Creedon made the motion to adjourn the June meeting at 2:35 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 14 at 1:00.

Submitted by Marie J. McKenzie, Secretary/Clerk