

# Waltham Public Library

Waltham, Massachusetts

Trustees' Meeting

Thursday, July 16, 2020

## **Present**

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

The July Trustees' Meeting of the Waltham Public Library was called to order by Mr. Humbert at 1:12 p.m.

## **Minutes of previous meeting**

The Minutes of the regular Trustees' Meeting, held on June 11, 2020 had been emailed to all Trustees. (Hard copies are always available at the in-person Trustees' meetings.)

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

## **Expenditure Report**

The expenditure report was not available at this time. However, Ms. Linehan informed the Trustees that all FY21 bills had been submitted. The year-end report will be reviewed at the next Trustees' meeting. The Materials budget came in just under the budgeted \$360,000. A significant amount of money had been expended for eBooks, which were highly requested during the library shutdown.

Both Ms. Taddeo and Mr. Humbert shared anecdotes from friends/acquaintances in praise of resources, both print and electronic, available through the library.

## **Report on Library Operations**

### ***Working in a pandemic***

Ms. Linehan informed the Trustees of procedures to ensure the safety of patrons and staff.

- Books returned are quarantined for 72 hours.
- Ms. Lisa Aucoin (Childrens) is researching the museum pass logistics to see if they can bypass the 72-hour quarantine.
- The staff is currently managing the distribution of nearly 1700 holds.
- There are 80 contact-free pick-up appointments per day. Hours for pick-ups are being extended earlier and later each day and also on Sunday to accommodate those patrons whose schedules did not permit pick-up during the originally designated hours.
- Not all Minuteman libraries are participating in interlibrary loans at this time.
- Staff has been busy reshelving books.
- Staff in Childrens are planning to bundle books on topics of request or interest, since there is no browsing at this time. (Adults are more apt to select books from lists or recommendations.)

### ***Statistical Reports***

As the library has been closed, there are no statistical reports. Ms. Linehan did share that audiobooks are almost back to previous levels, which may be due to the fact that more people are back commuting.

### ***Personnel***

Ms. Linehan reported that there have been 3 recent retirements

Staff development is continuing with Mango Spanish and for Facilitating Skills for Dealing with Homeless in the Library Setting. Ms. Linehan may be approaching Friends of the Library for funding a program related to mental health.

Ms. Deborah Hoffman (Adm.) has received a grant related to virtual programming which will take place in late summer or early fall.

### ***MLN***

Ms. Linehan informed the Trustees of a unique personnel/staff relations situation at one of the member libraries. Depending on the final outcome of that library's personnel decision, there exists the possibility that the library will no longer be eligible for membership in the Minuteman Network after September. Ms. Linehan is the President of Executive Board. In that role, in addition to the above situation, she has led discussions around fines, due dates, data collection, sharing best practices, and potential opening date for libraries. Some of the opening decisions will be influenced by the plans for opening schools.

### ***Friends Report***

Ms. Linehan is in touch with the Friends, but there have been no recent meetings. She is awaiting word from Ms. Nina Bartley, President of the Friends, who is researching the feasibility of a pop-up tent book sale.

### **New Business**

In view of the pandemic, 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. While there is no concrete information about budget allotments, Ms. Linehan feels there may be additional changes due to lost revenues.

Ms. Mann apprised the Trustees of the limited immunity discussion in the Massachusetts legislature. While most of the news reports relate this to police, Mr. Mann said that personal liability would apply to all city employees. Ms. Linehan would follow up on this with the Law Department.

### **Adjournment**

Ms. Creedon made the motion to adjourn the July meeting at 1:43. p.m. Ms. Taddeo seconded the motion and the Trustees approved the action unanimously.

The next Trustees' Meeting will be held on Thursday, August 13, 2020 at 1:00, if needed. Otherwise, the next meeting would be Thursday, September 10

Submitted by Marie J. McKenzie, Secretary/Clerk