

# Waltham Public Library

Waltham, Massachusetts

Trustees' Meeting

Thursday, August 13, 2020

## **Present**

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

Mr. Humbert welcomed the Trustees and the August Trustees' Meeting of the Waltham Public Library was called to order by him at 1:06 p.m.

## **Minutes of previous meeting**

The Minutes of the regular Trustees' Meeting, held on July 16, 2020 had been emailed to all Trustees. (Hard copies are always available at the in-person Trustees' meetings.) A typo was noted and would be corrected.

Ms. Creedon moved to approve the July Minutes, as amended. Ms. Taddeo seconded the motion and the Trustees voted to approve.

## **Expenditure Report**

The Expenditure Report for FY20 (07/01/2019-06/30/2020) was discussed. Ms. Linehan was pleased with the final expenditures and congratulated the staff for their efforts related to meeting needs within the budget. It was noted that the percentage of expenditure in Office Supplies exceeded the budgeted amount. This is a result to the purchase of Personal Protective Equipment and various supplies needed due to the pandemic. Ms. Linehan believed that there would be reimbursement from expected federal funds.

Mr. Mann moved to place the FY20 Expenditure Report on file. Ms. Creedon seconded the motion and the action was approved unanimously.

## **Report on Library Operations**

### ***Circulations Statistics Reports***

Two reports were discussed – one for July 2020, with comparisons to July 2019 and one for FY20, with comparisons to FY19. Most statistics showed that the library was on track to surpass the numbers for 2019 before the library was closed due to the pandemic.

### ***Digital Statistics Reports***

Ms. Linehan shared reports related to Overdrive and to Streaming, including Kanopy and Hoopla. These reports indicated information in categories of Adult, Juvenile, and Young Adult audio and e-book statistics as well as popular titles and genres.

Ms. Linehan reported that the library was meeting the needs of patrons in this ever more popular use of a library resource.

### ***Collection Development Statistics Report***

Ms. Linehan shared this report, which identifies Waltham's ranking in Collection Development among Minuteman Network members. It was acknowledged that these statistics are very fluid due to pandemic issues.

While Waltham ranked #35 in June, it ranked #15 in July. Ms. Linehan seeks to maintain the pre-pandemic #10 position.

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

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

- Home delivery is about to begin again.
- Appointments are no longer needed for holds pick-up, but social distancing is required!
- Staff has managed approximately 1000 holds this month.
- Accommodations have been made in Children's to allow for browsing for materials through the windows, via a large display table.
- The book bundles organized by staff members in Children's, Lisa Aucoin, Emily Westa, and Seana Rabbito, have been a big success. Ms. Taddeo noted that she had seen positive feedback about this feature on Facebook.
- Virtual programming has been very positive.
- Wireless printing is now available.
- The online summer reading program has 136 children, 31 teens, and 109 adults participating. Prizes and gift cards are to be awarded.

### ***Personnel***

Ms. Linehan reported on some schedules of individuals related to pandemic concerns.

### ***MLN***

Mr. Humbert informed the Trustees of a follow-up to the situation related to one of the member libraries, as first noted in July.

### ***Friends Report***

The Friends have officially cancelled the fall book sale. Their next meeting will be in September.

### **Old Business**

Ms. Linehan is working with community resources and other library directors around issues related to the homeless population during the pandemic.

Art ownership has resurfaced as a project

### **New Business**

Mr. Mann inquired about the feasibility of outdoor programming. Ms. Linehan reported that this had been under discussion but that there are issues about crowd size limitations and management and availability of restroom facilities. There had been a teen program, with somewhat mixed results.

Mr. Humbert suggested that it was perhaps time to visit/revisit a library "Disaster Plan." He was inspired to bring this forward by reading *The Library Book* by Susan Orlean. He would search his library archives for any previous document. Based on his reading, Mr. Humbert offered to search the archives/ charter for any information about a current "disaster plan." (i.e. fire)

### **Announcements**

Ms. Linehan mentioned the Teen Room received donations from Waltham Together, a recently formed group of community members and educators. The gift of approximately \$1100 will be used for Teen programming and outreach.

## **Adjournment**

Ms. Creedon made the motion to adjourn the August meeting at 1:42PM. Ms. Taddeo seconded the motion and the Trustees approved the action unanimously.

The next Trustees' Meeting will be held on Thursday, September 10, 2020 at 1:00.

Submitted by Marie J. McKenzie, Secretary/Clerk