

Waltham Public Library
Waltham, Massachusetts
Trustees' Meeting
Thursday, September 12, 2019

Present

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

The September 2019 Trustees' Meeting of the Waltham Public Library was called to order by Mr. Humbert at 6:05 p.m. in the Trustees' Room in the Library.

Minutes of previous meeting

The Minutes of the regular Trustees' Meeting, held on June 13, 2019, were presented. Two typos were noted. Mr. Mann moved to approve the amended June Minutes. Ms. Creedon seconded the motion and the Trustees voted to approve.

Expenditure Report

Ms. Linehan presented Expenditure Reports for the period from July 1, 2018 to June 30, 2019 and for July 1, 2019 to August 31, 2019. Ms. Linehan noted that the fiscal year final budget figures, as denoted by the library and by the city, highly coincided. Additionally, all the funds had been spent. Mr. Humbert offered congratulations for the on-target budgeting.

Mr. Mann moved to place the Expenditure Report for July 1, 2018 to June 30, 2019 on file. Ms. Creedon seconded the motion and the action was approved unanimously.

Ms. Creedon moved to place the Expenditure Report for July 1, 2019 to August 31, 2019 on file. Mr. Mann seconded the motion and the action was approved unanimously.

Report on Library Operations

Statistical Reports

Ms. Linehan presented statistics for monthly hourly visits, study room use, meeting room use, and programs offered for June, July and August. There was a clarification about room use, which is designated for non-profits and for local organizations with a budget of less than \$10,000. These reports should match the state data required by ARIS to ensure accuracy and to be more user-friendly.

There was discussion as to how to measure what patrons (as counted in the hourly visit statistics) are actually doing in the library - e.g. meetings, browsing, accessing eBooks, checking out holds, PIE and Teens, specific programs, etc.

After presenting the Circulation Statistics for June, July, August, and for FY19, Ms. Linehan noted that Waltham had ranked in the top 10 in the Minuteman Library in Circulation for the past two months.

Personnel

Ms. Linehan informed the Trustees that there is a new Literacy Librarian, Mr. Aaron Devine who was selected from a very strong pool of candidates. Ms. Linehan was asked to set up an opportunity for the Trustees to meet him. There was also a discussion as to a feature to present to the staff of *The News Tribune* related to "Meet the Library Staff" and "Meet the Library Trustees."

Ms. Linehan shared two positive stories of patrons praising library personnel.

Trustees were informed of the status of an arbitration hearing.

Ms. Linehan spoke of the excellent staff response to an overdose incident that had recently occurred outside the building (the only incident since the June Trustees' meeting.)

MLN

Ms. Linehan reported that Mr. Philip McNulty, formerly Newton Public Library Director and Finance Chair of Minuteman Network, had been selected as the Director of the Minuteman Network.

Ms. Linehan will be the Vice-President of the Minuteman Board. (Congratulations!) One of the areas of focus for her will be the improving of procedures around eBooks throughout the Network.

Friends Report

The Book Sale will be held in October.

There has been some interest in conducting another Books in Bloom.

The Friends have generously funded equipment in the Maker Space as well as the audio-visual equipment in the Lecture Hall.

New Business

Holidays

A listing of the 2020 Holiday closing was shared.

Policies

Ms. Linehan shared a few updated policies, (an ongoing project) and requested that the Trustees review the policies prior to the October meeting.

- Archives Deed of Gifts
- Archives Registration Form and Materials Use
- Trespass Notice/Behavior Guidelines
- Use of Photography
- Guidelines related to Security Cameras
- Fine Free Proposal

Director's Evaluation

Evaluation forms will be sent to each trustee to be completed for the October meeting.

Unfinished Business

Security

Security cameras should be arriving soon.

Watch! Read! Listen!

Watch! Read! Listen! was a big success. There were 3300 participants in the various events.

Summer Reading

There were 900 participants in the summer reading contest, which was again won by the Dual Language School students. The 900 participants total is an increase from the 300 in 2017 and the 600 in 2018.

Art Ownership

Ms. Linehan updated the Trustees on the status of the fifteen Charles Woodbury paintings. Ms. McKenzie made a motion to direct funding for the evaluation and restoration of archival material. Ms. Creedon seconded the motion and the Trustees approved the motion unanimously.

Announcements

Ms. Linehan invited the Trustees to view the new thematic materials in the PIE Room of “On the Job” at the conclusion of the meeting.

Adjournment

Mr. Mann made the motion to adjourn the September 12 meeting at 7:50 p.m. Ms. McKenzie seconded the motion and the Trustees approved the action unanimously.

The next Trustees’ Meeting will be held on Thursday, October 10, 2019.

Submitted by Marie J. McKenzie, Secretary/Clerk