

**Waltham Public Library**  
Waltham, Massachusetts  
Trustees' Meeting  
Thursday, September 10, 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 September Trustees' Meeting of the Waltham Public Library was called to order by him at 1:03 p.m. (Meeting streamed live on YouTube.)

**Minutes of previous meeting**

The Minutes of the regular Trustees' Meeting, held on August 13, 2020. A typo was noted and would be corrected.

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

**Expenditure Report**

The Expenditure Report was not available at this time. Ms. Linehan would forward it to the Trustees when it is ready, as the city is currently reconciling some open purchase orders.

The Expenditure Report will be discussed at the next Trustees' Meeting.

**Report on Library Operations**

*Circulation Statistics Report*

Ms. Linehan shared circulation statistics related to ranking within the Minuteman Network. The July ranking was somewhat disappointing (#15) but there was improvement in August (#12). Given that the library is operating during a pandemic, Ms. Linehan was pleased with the improvement. She credited a hard-working staff. Her goal is to rank within the top 10, as it was during the pre-pandemic days.

Mr. Humbert asked for clarification about how/where Overdrive is tabulated.

*State Aid*

The reports required for state aid have been completed. Ms. Linehan will share a copy with Mr. Humbert. It is believed (among state libraries) that funding for FY 21 will be relatively routine but not so much for FY 22.

*Working in a pandemic*

- The library closed on March 13.
- All staff returned June 1.
- Contactless pickup began on June 29.
- Appointments are no longer needed for holds pick-up, but social distancing is required!
- Virtual programming has been very positive.

- Wi-Fi is available in the parking lot and picnic tables. However, there is no way to quantify outdoor use at this time, other than observation.
- The online summer reading program had 336 participants who read for a total of 155,385 minutes.
- Aaron Devine, Literacy Librarian, has received great feedback for his virtual classes.
- Todd Strauss and Julie Russell have been working on updating the website. It will be shared internally on September 15 for fresh eyes and initial sharing among staff. Ms. Linehan was most effusive in her praise of the work to date. In addition to the significant amount of money saved doing this task in-house, vs. hiring a consultant, the staff now has total control over any needed changes.

### ***Personnel***

There are no updates at this time.

### ***MLN***

Waltham is participating in interlibrary loan within the Minuteman Network, although service might be a bit slower. There is no pressure from the Network as it is recognized that everyone is doing their best.

Ms. Linehan will be attending the Membership Meeting later in September.

### ***Friends Report***

There is a virtual meeting scheduled for September 10. There will be discussions around virtual programming and alternatives to the fall book sale. Ms. Linehan reported on how supportive the Friends have been.

### ***New Business***

Ms. Linehan suggested that there are still some privacy considerations for library patrons given the state-mandated contact tracing.

New virtual program includes English/ Spanish Yoga for children and the annual Halloween Party.

Ms. Linehan is conducting individual staff interviews. This is the second round as the first ones were conducted 5 years ago when Ms. Linehan became the Director. While confidential, the results will be compiled about what's working and what are the challenges. She gave an anecdote about something that wasn't working 5 years ago that is now, no longer an issue among staff.

There is an internal team of staff members working on policies, procedures, and current collections related to racial equity.

### ***Adjournment***

Mr. Mann made the motion to adjourn the September meeting at 1:29. p.m. Ms. Creedon seconded the motion and the Trustees approved the action unanimously.

The next Trustees' Meeting will be held on Thursday, October 8, 2020 at 1:00.

Submitted by Marie J. McKenzie, Secretary/Clerk