

Waltham Public Library
Waltham, Massachusetts
Trustees' Meeting
Thursday, September 8, 2022

Present

Mr. Alan Humbert, Ms. Martha Creedon, Ms. Marie McKenzie, Mr. Steven Mann,
Ms. Maureen Taddeo, (left at 1:45), Ms. Kelly Linehan

Mr. Humbert welcomed the Trustees to the September 2022 Trustees' Meeting of the Waltham Public Library and called the meeting to order in the Trustees' Room of the Library at 1:10 p.m.

Minutes of previous meeting

The Minutes of the regular Trustees' Meeting, held on June 9, 2022, were reviewed. A few typos were noted and would be corrected.

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

Expenditure Report

Ms. Linehan reviewed the Expenditure Report for the period 7/01/2022 to 08/31/2022. The only major expense of the past month was the payment for membership in the Minuteman Network. Ms. Linehan noted that the closeout of the FY 22 budget was deemed "impeccable" in relationship to the budget as reviewed by the Auditor.

Ms. McKenzie moved to place the Expenditure Report on file. Mr. Mann seconded the motion and the Trustees voted to place the report on file.

Report on Library Operations

Circulations Statistics Report

Circulation Statistics Reports were received for each of the months of June through August.

Ms. Linehan informed the Trustees that the library had been "incredibly busy" over the summer and that statistics were moving in the right direction. Of particular note were the participation rates in the Children's programs, the number of students (1150) in the summer reading program, (up from a previous high of 600,) and the support of the Cultural Council in sponsoring the amazing *Encanto* program. Additionally, she shared some positive notes received from patrons about programs and personnel.

Waltham is currently ranked #7 in the Minuteman Network in accessing e-content.

Operational Statistics Report

Monthly reports for hourly visits, programs, and study and meeting rooms use supported the "incredibly busy" assessment.

Personnel

- There are currently 9 open positions. Some were unexpected, some involved internal changes and some involved advancement to another city's library.
- Ms. Linehan shared a 5-year staffing plan to cover the 68 hours of weekly desk time. The plan outlined what is currently on staff and what needs to be filled, and upgrades from part time to full time and new staff positions.

- Ms. Linehan noted that there can be a lag between when a position might be offered to a candidate and when final approval from Personnel is received and sometimes the candidate accepts a position elsewhere.
- Ms. Linehan foresees hiring issues over the next two years for a variety of reasons.
- Recently hired part-time personnel will begin training this month.
- Funds had been allocated for a broad posting to attract a Teen Department Head. Being a teen librarian is not just about knowing young adult literature. It is often about being a part-time social worker and providing a safe place for teens! It was noted that there must be two staff members in the Teen Room when it is at capacity.

MLN

Ms. Linehan will be attending the meeting next week.

Friends Report

The Book Sale will be the major agenda item at the next meeting.

COVID 19 Updates

Several staff members have tested positive over the past month. Most have had mild cases.

New Business

- The library staff will participate in Waltham Day on September 23.
- Ms. Linehan has begun researching the feasibility of Waltham having a bookmobile and has had some interaction with the Watertown Public Library regarding theirs.
- Ms. Linehan informed the Trustees of a substantial financial donation and the gift of a painting.
- There was a request to change the Trustees Meeting from November 10 to November 17.

Unfinished Business

- ✓ Electric outlets are being set up for the front lawn.
- ✓ The Grab-and-Go free lunch program, sponsored by the Boys' and Girls' Club, will continue. This year it is projected that the program will include Monday – Friday dinners and bags of meals for the weekend. Distribution is done out of Classroom B.
- ✓ The HVAC improvements and new projects, including a new roof, has gone out to bid and a decision was expected on September 8.
- ✓ The carpeting will be done as soon as all the carpet tiles are in.

Art Ownership

No updates at this time.

Trustees Bylaws Review

The Trustees will continue to review the bylaws over the next month for possible action in October.

Disaster Planning

No updates

Announcements

Adjournment

Mr. Mann made the motion to adjourn the September meeting at 2:00 p.m. Ms. Creedon seconded the motion and the Trustees approved the action unanimously.

The next scheduled Trustees' Meeting will be held on Thursday, October 13 at 1:00.

Submitted by Marie J. McKenzie, Secretary/Clerk