

**Waltham Public Library**  
Waltham, Massachusetts  
**Trustees' Meeting**  
Thursday, January 11, 2018

**Present**

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

The January 2018 Trustees' Meeting of the Waltham Public Library was called to order by Mr. Humbert at 6:03 p.m. in the Trustees' Room in the Library.

**Minutes of previous meeting**

The Minutes of the regular Trustees' Meeting held on December 14, 2017 were presented. Mr. Mann moved to approve the December Minutes. Ms. Creedon seconded the motion and the Trustees voted to approve.

**Financial Report**

*Expenditure Report*

Ms. Linehan presented the Expenditure Report for the period from July 1, 2017 to December 31, 2017.

Ms. Linehan clarified that the funds in the line item of "Building Upgrades" were designated for carpeting in the Teen Room. The hope is to open the renovated and newly carpeted Teen Room on February 15. On a very positive note, the majority of the line items were at or less than the 50% expended at the mid-point of the fiscal year.

Ms. Creedon moved to place the July 1, 2017 to December 31, 2017 Expenditure Report on file. Ms. Taddeo seconded the motion and the action was approved unanimously.

**Report on Library Operations**

*Statistical Reports*

Ms. Linehan shared Circulation and Room Use Statistics for December 2017.

She noted that

- ◆ The increased circulation in AV continues to be positive.
- ◆ Adults and Teens are slightly down, but Children's is up.
- ◆ Tech Services has been incredibly efficient in processing times.
- ◆ The color coding on the Room Use document is now consistent.
- ◆ Meeting Room and Study Room use statistics continued to be good.
- ◆ The attendance at the recent event held at Stonehurst is not factored into these reports, but will be noted in information forwarded to the state.

There was a discussion of Overdrive. Ms. Linehan noted that the state may choose it as its e-book platform.

*Personnel*

Ms. Linehan updated the Trustees on current personnel issues and hiring. Interviews are being scheduled for the first week in February for the Circulation Department Head.

### ***MLN***

Ms. Linehan reported that there is no news at this time, other than the focus on Overdrive as the state platform, as mentioned above.

### ***Friends Report***

Ms. Linehan reported that the most recent meeting on January 10 was a “good meeting,” and that the FWPL are doing a lot of work to streamline their workflow and continue to support the library.

## **New Business**

Ms. Linehan updated the Trustees on issues related to the **public’s use of the library parking area during snow emergencies**. Whereas school parking lots must be cleared of vehicles two hours after the emergency is over, the library lot is in a category of public lots that don’t need to be vacated for 24 hours after the end of the emergency. The Trustees were supportive of Ms. Linehan’s plan to petition the Mayor to designate the library lot into the 2-hour category to facilitate the cleaning of the entire lot for patrons’ use. Otherwise, the library may not be able adequately accommodate patrons’ vehicles and it makes it difficult for the director to determine, at the 6:00 a.m. call, about whether the library will be open or closed for the day.

Ms. Linehan was pleased with the clearing of the lots that had occurred after the most recent snowstorm.

Ms. Linehan noted that there would be a change from the **Holiday Closing Schedule** presented at a recent Trustees’ Meeting. The March 30 **Staff Development Day** will now be held on March 23. The focus of the Staff Development Day will be on strategies to address the needs of, the challenges of, and the learning opportunities for Waltham’s Spanish-speaking population. Not only will there be a focus on the staff learning key phrases related to “Spanish for Librarians” but there will also be information shared about the immigrant experience.

Ms. Linehan was very excited some of the key lectures for this summer’s **Watch! Read! Listen!**

Ms. Linehan was equally excited about the plans for the second theme in the **Play Space** – Under the Sea. This should be ready for unveiling and use in late February. Children’s Room staff are working on applying for a \$10,000 grant from the MBLC for continued funding of the play space.

There was some discussion about changing the date of the **April Trustees’ Meeting**.

## **Adjournment**

Mr. Mann made the motion to adjourn the January meeting at 6:51 p.m. Ms. Taddeo seconded the motion and the Trustees approved the action unanimously.

The next Trustees’ Meeting will be held on Thursday, February 8 at 6:00 p.m.

Submitted by Marie J. McKenzie, Secretary/Clerk