

**Waltham Public Library**  
Waltham, Massachusetts  
**Trustees' Meeting**  
Thursday, January 14, 2021

**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 to the January 2021 Trustees' Meeting of the Waltham Public Library and called the meeting to order at 1:05 p.m. (Meeting streamed live on YouTube.)

There was a brief discussion about an obituary that Mr. Humbert had forwarded to the trustees about the death of Meredith Anding, one of the Tougaloo Nine, who participated in the sit-in at the Jackson, Mississippi whites-only library on March 27, 1961.

Mr. Humbert also mentioned that he may approach the Law Department about the feasibility/legality of adding a non-voting youth member to the Board of Trustees.

**Minutes of previous meeting**

The Minutes of the regular Trustees' Meeting, held on December 10, 2020 were reviewed.

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

**Expenditure Report**

Ms. Linehan reviewed the Expenditure Report. The bottom line of this report is on target. Ms. Linehan reported that she would soon request, from the City Council, that the state aid be transferred. This routine action allows for the funds to be spent as needed. It is projected that funds be expended for materials. Ms. Linehan reported that the purchase of computers would soon be going out to bid.

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

**Report on Library Operations**

***Circulations Statistics Report***

Ms. Linehan was pleased that, given COVID issues, circulation statistics were holding steady. Waltham again ranked #13 in MLN. Although the library is open for half as many hours, the total number of books circulated from December 2019 was down only 1400 books. Ms. Linehan praised her staff on all their efforts during these days.

There has been a steady stream of pick-ups. Ms. Linehan will provide that statistic in February. E-books continue to be much in demand.

Ms. Linehan again reported on the success of the Children's book bundles. This effort may be a contributing factor to Children's being down only 11% from December 2019.

***Personnel***

Ms. Linehan noted that the library is now operating on a 50/50 staffing shift.

Mr. Humbert thanked the staff for their assistance in providing the needed materials for the Council of Aging book group.

## ***MLN***

As in the past months, member libraries continue online conversations about how each was managing under COVID restrictions, ordering procedures, Overdrive, and wait times.

### ***Friends Report***

There will be meeting in April. The Friends are planning on starting Facebook and Instagram pages. While they have been unable to fundraise during the pandemic, the library staff has been aggressive and successful in obtaining grants to address programming.

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

- The library has maintained strict adherence to COVID guidelines.
- Staff members have been well.
- Staff has been divided in half - for week in and week working from home.
- Ms. Linehan is spending more time on the floor during her week on, due to short staffing.
- Due to staffing shortages and the need to not put books back into circulation due to COVID guidelines, a book may continue to appear on a client's account a bit longer even if the book has been returned.

## **New Business**

The Friends have supported a program of providing bus passes for clients to go to other MLN libraries that may offer more services or are open for more hours. This has not been as popular as hoped as COVID is everywhere and those "extras" are not available at other member libraries at this time. Mr. Humbert was thanked for having provided Charlie Cards.

Library staff is getting ready for the tax season as many clients need forms, printing etc.

## **Unfinished Business**

### ***Trustees Bylaw Review***

Mr. Humbert and Mr. Mann are working on this effort.

### ***Disaster Planning***

Ms. Linehan has developed a binder of information should it be needed for next time.

## **Announcements**

Ms. Linehan mentioned some online programming for Black History Month.

## **Adjournment**

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

The next Trustees' Meeting will be held on Thursday, February 11, 2021 at 1:00.

Submitted by Marie J. McKenzie, Secretary/Clerk