

Waltham Public Library
Waltham, Massachusetts
Trustees' Meeting
Thursday, October 11, 2018

Present

Mr. Alan Humbert, Mr. Steven Mann, Ms. Marie McKenzie, Ms. Martha Creedon,
Ms. Maureen Taddeo, Ms. Deborah Fasulo, Assistant Library Director

The October 2018 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 September 20, 2018, were presented.

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

Financial Reports

Expenditure Report

Ms. Fasulo presented the Expenditure Report for the period from July 1, 2018 to September 30, 2018. It was noted that, at this time of the year, the percentage of total expenditures should be about 25%. There was a brief discussion about the *hold sorting* line item, which is a payment for a service item that is totally encumbered at the beginning of the fiscal year.

Mr. Mann moved to place this Expenditure Report on file. Ms. Taddeo seconded the motion and the action was approved unanimously.

Report on Library Operations

Statistical Reports

Ms. Fasulo shared Circulation Statistics for September 2018. Positive trends were noted in Adults/Teens (+6.1%), in Childrens' (+6.8%), and AV (+5.2%), even though September has traditionally been a "slower" month.

The new format for reporting Hourly Visits and Meeting Room Use has helped clarify reading the statistical charts.

Personnel

- Ms. Linehan will be on maternity leave from early November (or late October) to early February 4.
- Ms. Emily Westa, who had been a part-time employee, has been hired as a full-time Childrens' librarian. Consequently, there is need to hire a part-time/19-hour replacement.
- There is the need to fill a full-time position in Tech Services in light of Kate Spalding's promotion to Department Head.
- A part-time Technology position will be reposted.
- (Clarification: Tech Services is the behind-the-scenes library department that orders library materials, readies them for the patrons and accounts for the spending on these materials vs Technology which is computers for the community to use in-house as well as educational workshops about tech devices, programs & gadgets, etc...)
- The hiring of a part-time Circulation position is in process and is pending approval from the Mayor.

- The full-time Literacy Librarian/Reference Librarian has been approved and the hiring process will begin when Ms. Linehan returns from maternity leave.

Since there are so many new staff members/department heads, it was suggested that, for the next few Trustees meetings, invitations might be sent to these people in order to meet the Trustees and give an overview of their work. Specifically, the Trustees are eager to meet, Ms. Kate Spalding of Tech Services, Ms. Kim Hewitt of Circulation, and Mr. Todd Strauss of Technology.

MLN

Ms. Fasulo will be attending the upcoming meeting in lieu of Ms. Linehan. A vote is expected on the Overdrive budget.

Friends Report

The Friends of the Library Book Sale will take place on October 13 and 14. Mr. Mann, the Trustees representative on the Friends Investment Committee, updated the Trustees on the positive financial status of the Friends of the Library. He suggested that the library director and assistant director prepare a “long-term wish list” of items that might be considered for purchase by the Friends and are in accord with the mission statement

New Business

- The **Childrens’ Halloween Party** will be October 28. There were 300 participants last year and a similar number is expected this year. Some logistical changes have been made, based on last year’s experience.
- The Childrens’ staff is preparing the next **Play, Imagine, Experience** theme (jungle). It should debut in mid-November. This has been augmented by a recent \$10,000 Mind in the Making grant. Additionally, 3 staff members will be attending a staff development workshop to further develop ideas for this imaginative playspace.
- Ms. Fasulo reminded the Trustees that **scholarships** of \$500. per class are available to staff members pursuing a library degree and that grants of \$500. are also available to pages for the purchase of books for college courses.
- All Trustees received a copy of the **Trusty Trustee Pocket Guide**, a publication of the Commonwealth of Massachusetts Board of Library Commissioners. Several Trustees shared observations after attending the MBLC Trustees Orientation Meeting which was held at the Waltham Public Library on September 25.

Unfinished Business

Ms. Fasulo noted that some language in the **Computer /Internet Policy** had been slightly revised from the January 2015 policy so that the policy might stay relevant for a longer period of time. There was some discussion around the language about technical support available. Ms. Fasulo clarified that specific technical support should not be expected around knowledge of specific software.

Ms. McKenzie made the motion to accept the revised Computer/Internet Policy. Ms. Creedon seconded the motion and the Trustees approved the action unanimously.

Ms. Creedon made the motion to adjourn the October meeting at 6:52 p.m. Ms. Taddeo seconded the motion and the Trustees approved the action unanimously.

The next Trustees’ Meeting will be held on Thursday, November 8.

Submitted by Marie J. McKenzie, Secretary/Clerk