

Waltham Public Library
Waltham, Massachusetts
Trustees' Meeting
Thursday, October 10, 2019

Present

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

The October 2019 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 September 12, 2019, were presented. Ms. Creedon moved to approve the September Minutes. Mr. Mann seconded the motion and the Trustees voted to approve.

Expenditure Report

Ms. Linehan presented the Expenditure Report for the period from July 1, 2019 to September 30, 2019. At this time of the fiscal year, 25% of funds should be expended. Most line items were at that approximate level. Ms. Linehan noted that funding for the new patron bathroom locks (about \$850.) would be taken from either Custodial Supplies or Building Supplies. Ms. Creedon moved to place the Expenditure Report for July 1, 2019 to September 30, 2019 on file and the action was approved unanimously.

Report on Library Operations

Statistical Reports

After presenting the Circulation Statistics for September 2019, Ms. Linehan noted that Waltham had ranked #9 (out of 41) in the Minuteman Library Network for Circulation in September. The Circulation Statistics document includes several new categories and readjusted calculations, reflecting state data required by ARIS, to ensure accuracy and to be more user-friendly. Circulation Statistics showed an increase in overall circulation from September 2018 to September 2019 of 12.5%, when the generally expected increase in libraries is 3%!!!

Ms. Linehan presented statistics for monthly hourly visits, study room use, meeting room use, and programs offered in September. Data followed historical trends of September being a somewhat slower month. This was true in all data categories except Study Room Use.

Personnel

Ms. Linehan informed the Trustees that the process of hiring seven new substitutes, led by Ms. Deborah Fasulo, was well underway. This new substitute group would include three professional librarians.

Mr. Luke Kirkland has been promoted to Teen Department Head. The process for hiring a replacement for his previous position will begin shortly.

Mr. Humbert was extremely positive in his observations at the most recent Staff Development Day. It was recommended that one of the presentations from that day be an agenda item at an upcoming Trustees' meeting.

MLN

Ms. Linehan is continuing her work with the Network on eBooks. The Network is funding more money through an unexpected grant. There was some discussion as to how much of the overall budget should be devoted to eBook purchases. Ms. Linehan reported that most high circulating communities were specifically allocating 10% of their overall budgets to eBooks. Whereas Waltham allocates funds according to patron interest, rather than on a percent formula, it was noted that Waltham spends just under 10% on eBooks, and currently ranks #8 in the Network for use of eBooks.

Friends Report

The Book Sale will be held:

Friday, October 18th	6:30 PM-8:45 PM	Friends' Members Preview Night
Saturday, October 19th	9:00 AM-4:45 PM	Fall Book Sale during regular hours
Sunday, October 20th	1:00 PM-4:45 PM	Fall Book Sale during regular hours

New Business

Policies

Ms. Linehan had shared drafts of updated policies, (an ongoing project) at the September meeting to be reviewed at the October meeting.

- **Deed of Gifts**

Discussion involved looking for clarification about documentation, potential disposition of gifts, and the role of the city in gift acquisition/acceptance.

- **Archives Registration Form and Materials Use**

The draft form was generally accepted with a few changes in organization.

- **Trespass Notice/Behavior Guidelines**

It was recommended that this serve as an internal training document for a staff development session. Several additions were suggested. Ms. Linehan would rewrite the document with the new focus in mind and consult with the Law Department.

- **Use of Photography**

This document involves the use and non-use of photography. It was suggested that these guidelines be available in a variety of key languages.

- **Guidelines related to Security Cameras**

While information about the existence of security cameras is posted throughout the library, it was suggested that the guidelines be posted on the website.

- **Fine Free Proposal**

Ms. Linehan had previously shared documents related to research about fine free policies, including a recommendation/resolution from the American Library Association's Midwinter (2019) Meeting. Based on that research and extensive statistics gathering, Ms. Molly MacKenzie and Ms. Linehan worked closely preparing a proposal to eliminate fines. Ms. Linehan has reported that Arlington has gone "fine free." In Waltham, fines collected have been forwarded to the General Fund and not directly to the library. Ms. Linehan will discuss all budget implications/issues around this proposal with

Mr. Paul Centofanti, City Auditor.

Holidays

A listing of the 2020 Holiday closings had been shared for consideration at the September Meeting. Mr. Mann moved to approve the Holiday schedule. Ms. Taddeo seconded the motion and the Trustees voted to approve.

Unfinished Business

Director's Evaluation

Trustees were reminded to complete the Director's Evaluation form and submit to Ms. McKenzie, Secretary of the Board of Trustees.

Art Ownership

Ms. Linehan updated the Trustees on the status of the fifteen Charles Woodbury paintings. She has received a price quote for cleaning the paintings. Ms. Linehan is working with Ms. Dana Hamlin, archivist, on this project.

Announcements

The Children's Halloween Party will be held on October 27.

Adjournment

Mr. Mann made the motion to adjourn the October 10 meeting at 7:35 p.m. Ms. Taddeo seconded the motion and the Trustees approved the action unanimously.

The next Trustees' Meeting will be held on Thursday, November 14, 2019.

Submitted by Marie J. McKenzie, Secretary/Clerk