

**Waltham Public Library**  
Waltham, Massachusetts  
**Trustees' Meeting**  
Thursday, October 8, 2020

**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 and the October Trustees' Meeting of the Waltham Public Library was called to order by him at 1:04PM (Meeting streamed live on YouTube.)

**Minutes of previous meeting**

The Minutes of the regular Trustees' Meeting, held on September 10, 2020. Two typos were noted and would be corrected.

Ms. Creedon moved to approve the September Minutes, as amended. Mr. Mann seconded the motion and the Trustees voted to approve.

**Expenditure Report**

Ms. Linehan reviewed a new format for the Expenditure Report. This document is more refined than the previous one and can be constantly updated. Ms. Linehan also reported that she had no concerns about the budget during this first quarter of the fiscal year.

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

**Report on Library Operations**

***Circulation Statistics Report***

Circulation statistics had improved in comparison to August statistics and this was without any major changes in library routines or hours of operation. Ms. Linehan shared circulation statistics within the Minuteman Network and the September ranking was a bit lower than August. (#13 instead of #12). What the future statistics may look like given the recent COVID red designation in the city of Waltham, time will tell.

Staff are looking at e-content and are considering the need to restructure purchases as the statistics for downloads are rising.

There was some discussion as to why circulation might be down. One contributing factor might be that card holders, who worked in Waltham and used the library, are working from home. Additionally, as there are fewer hours of children's programming, those non-resident parents do not have as much opportunity to borrow books onsite. Ms. Linehan will pursue this question.

***Personnel***

There are no updates on this agenda item at this time. Ms. Linehan did share that all staff are healthy!

***MLN***

Ms. Linehan had attended a Board Meeting the previous day. Member libraries discussed plans for fuller re-openings. Most were satisfied with how things were going. Next steps involve the procedures/regulations for browsing. At most libraries, browsing and/or sitting is not an option at this time.

### ***Friends Report***

There have been discussions around virtual programming and alternatives to the fall book sale. There are so many unknowns at this time due to COVID in the city and in the future. The Friends have put great efforts into the Membership Drive.

### **Old Business**

Ms. Linehan is completing individual staff interviews. She has been impressed by the honest interactions. These interviews are a good starting place for new projects. Staff had particularly thoughtful concerns about outreach and equity issues.

### **New Business**

Reactions to the new website by all interested parties have been very positive. The ease of navigation on the part of the user and the ability to update on the part of the library staff were cited.

Ms. Linehan is working on a plan to expand hours, especially on the weekends or an evening. While this still needs to be negotiated, any opening is delayed due to red COVID status.

Ms. Linehan shared a draft of the holiday schedule for 2021. It was stated that the library is scheduled to be open on Easter, as that is not a designated union holiday. There would be holiday closings for additional days at Christmas and New Year's as these days fall on a weekend. The schedule will be considered for a vote at the November meeting.

Ms. Linehan expressed some concern about the need for a waiver for receiving state funding. This is related to a decrease in proportional city funding given to the library. She did, however, state that this is a situation many municipalities are experiencing this year.

### **Announcements**

- Children's Room are offering "take and make" craft and science kits with all materials provided for free so families can participate in virtual programming at home.
- Virtual programming has been a great success. Ms. Linehan mentioned Black Women and the History of Voting has well over 150 view on YouTube. Patrons enjoy the ability to watch a program at a more convenient time, even after the presentation.
- There has been positive feedback for the joint project with Brandeis University for the archival pandemic program.
- There has also been positive feedback about the pickup procedures for books and for laptops. Wireless printing is going well too.

### **Adjournment**

Ms. Taddeo made the motion to adjourn the October meeting at 1:34PM. Mr. Mann seconded the motion and the Trustees approved the action unanimously.

The next Trustees' Meeting will be held on Thursday, November 19, 2020 at 1:00PM

Submitted by Marie J. McKenzie, Secretary/Clerk

