

## **Waltham Public Library**

Waltham, Massachusetts

Trustees' Meeting

Thursday, October 14, 2021

### **Present**

Mr. Alan Humbert (via Zoom), Ms. Martha Creedon, Ms. Maureen Taddeo,  
Ms. Kelly Linehan, Director

Mr. Humbert welcomed those in attendance to the October 2021 Trustees' Meeting of the Waltham Public Library and called the meeting to order at 1:09 pm in the Trustees' Room.

### **Minutes of previous meeting**

The Minutes of the regular Trustees' Meeting, held on September 15, 2021 were reviewed.

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

### **Expenditure Report**

Ms. Linehan reviewed the Expenditure Report (7/1/2021-9/30/2021) and described them as solid and on target.

Comment was made regarding the funds spent in Library-Computers line item-on track thus far.

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

### **Report on Library Operations**

#### ***Circulations Statistics Report***

Circulation Statistics Report for September 2021 was distributed.

Ms. Linehan reported that statistics look particularly good and overall numbers are extremely high compared to last year when the library was not open (COVID Restrictions)

Waltham Public Library currently ranks #11 in Circulation within Minuteman Network (previous ranking was #15)

#### ***Operational Statistics Report***

Operational Statistics Report for September 2021 was distributed.

Ms. Linehan reported that from September 10-19 the WPL participated in Welcoming Week (National Awareness of welcoming Immigrant families to the library). Highlights of this week included;

- Outdoor, Ethno-Haitian dance class with Jean Appolon
- Promotion of world languages collection, Launchpads and Wonderbooks in multiple languages
- The Children's team sharing welcome songs in multiple languages on social media
- Highlighting staff who speak or are learning languages other than English
- Display of titles that reflect our multicultural, multilingual Waltham
- Citizenship and Know Your Rights materials available in Literacy Classroom

Virtual Programming has been remarkably successful during COVID. Possibly in November, programming may occur in person, but option to attend virtually will remain available, allowing participants a choice in their attendance.

### ***Personnel***

Congratulations to WPL employee Ms. Kim Hewitt who has been named Library Director in Needham, MA

Ms. Linehan and her team continue to interview and hire for necessary positions-currently looking to fill Head of Circulation position.

New hires are currently being trained and two new employees will start by next week.

### ***MLN***

No updates to report currently.

### ***Friends Report***

Book donations for book sale (date TBD) continue to be made

Ms. Creedon commented on how informative the Friends Newsletter is.

### ***COVID Update***

Ms. Linehan reported how great patrons are wearing masks inside the library areas. She discussed her decision to follow the same mask protocols as Waltham Public Schools.

Ms. Linehan shared a Mask Policy document for the WPL.

Ms. Creedon moved to approve the Mask Policy and Ms. Taddeo seconded the motion. The trustees voted to approve formal Mask Policy.

### ***New Business***

Time has been spent cleaning, clearing and rearranging areas of the library

Financials are in order for state funding

Ms. Linehan is anticipating delays in book releases due to shipping/delivery issues-reviewing possibility of redirecting some monies to E-book purchases which aren't effective by shipping issues. Ms. Linehan will report more on this next month.

### ***Unfinished Business***

#### ***Art Ownership***

No updates currently

#### ***Trustee Bylaw Review***

No updates currently

#### ***Disaster Planning***

No Updates currently

## **Announcements**

Social Work Intern from Boston College began week of October 11<sup>th</sup>. Intern will report to WPL on Mondays and Tuesdays.

Ms. Linehan has been informed that AC parts necessary to repair air conditioning system are on order.

Ms. Linehan shared her plan for the 15 Woodbury Paintings:

- All paintings to be professionally hung (similar to museum style hanging) in Waltham Room (location chosen as video monitoring and high wall space available)
- Paintings will be sent out one by one for professional cleaning
- Once all paintings have been cleaned and returned, a social will be planned to celebrate the paintings

## **Adjournment**

Mr. Humbert asked for motion to adjourn meeting, Ms. Creedon moved to adjourn meeting, Ms. Taddeo seconded motion. The trustees approved to adjourn meeting

Meeting adjourned at 1:32 pm

Next Trustees' Meeting

November 18, 2021

1:00 pm

Trustees' Room

Notes submitted by Maureen Taddeo