

Waltham Public Library
Waltham, Massachusetts
Trustees' Meeting
Thursday, October 13, 2022

Present

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

Mr. Humbert welcomed the Trustees to the October 2022 Trustees' Meeting of the Waltham Public Library and called the meeting to order in the Trustees' Room of the Library at 1:05 p.m.

Minutes of previous meeting

The Minutes of the regular Trustees' Meeting, held on September 8, 2022, were reviewed.

Ms. Creedon moved to approve the amended Minutes. Ms. McKenzie seconded the motion and the Trustees voted to approve.

Expenditure Report

Ms. Linehan reviewed the Expenditure Report for the period 7/01/2022 to 09/30/2022. At this time of the year approximately 25% of each line item should be spent. However, those line items where more than 25% has been encumbered are related to open purchase orders (e.g. Amazon or W.B. Mason). The salary line item falls below the 25% due to several budgeted but as yet unfilled positions.

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

Report on Library Operations

Circulations Statistics Report

Circulation Statistics Reports were received for September. There was some discussion about the comparison between 2021 and 2022. It was noted that, even though 2021 saw many challenges due to COVID, statistics in Children's and Teens were quite good. Ms. Linehan noted the success of the Book Bundles that has been prepared by the Children's Department.

Operational Statistics Report

Ms. Linehan reported that September is usually a somewhat slower month. This September might have been even slower because the library was closed for 12+ hours due to Staff Development Day, a closure due to electrical issues, and carpet installation.

Overall there has been good programming, advances in establishing the Maker Space, and new carpeting.

The calculation of the Average Hourly Visits is based on patrons actually entering the library. Attendees in programming that occurs on the lawn are not counted in that statistic.

The Teen Room seems to be working well with 2 part-time staff members. Interviewing for the Department Head will take place the week of October 17. Two staff members must always be in the room.

Personnel

- Ms. Linehan reported the challenges related to hiring a full time and a part time custodian, in spite of the competitive salary, overtime potential, and night differential. Further outreach will be made to Waltham's Partnership for Youth, WHS Guidance Department, and a notification of the vacancies will be sent to members of the City Council with the hope that personal contacts might be made and interested persons apply.
- There are currently 8 open positions.
- It was suggested that "Meet the Department Heads" be reinstated. These getting to know you and your work sessions were suspended due to COVID. Trustees suggested that they would like to meet Todd Strauss (Technology) and Amber Harvey (Reference).

MLN

The MLN proposed budget for FY24 is being prepared.

Friends Report

The Book Sale is being held October 14-16. The new president of the Friends is David Levinson. The Book Sale is being organized by Susan Siroky.

COVID 19 Updates

It was suggested that this standing item on the agenda can now be removed.

New Business

- Watch-Read-Listen will be returning.
- Spinners for browsing will be placed outside the PIE room for parents and guardians whose children are in the PIE room.
- Ms. Linehan wants to develop the next Long Range/Strategic Plan in-house even though the library is currently short staffed. She knows that such a plan involves a lot of community outreach to special populations and a lot of work. More details will be given at the November meeting. She was happy to report that the major new initiatives of the current long-range plan have been met –i.e. the addition of Literacy Coordinator and Teen Dept. Head positions. The current plan expires in December 2022 and the new plan would start in Sept. 2023. Not having an active plan during the gap months will not have any significant impact with the exception of eligibility for specific grants.
- Ms. Creedon suggested that an updated list of Trustees' contact information be forwarded. There was some discussion about outreach to community members who might be interested in participating on the Board.

Unfinished Business

- The carpeting is a continuous flow from the Annex to the Lecture Hall
- Ms. Linehan has continued researching the possibility of a bookmobile. Supervision would be in the job description of the Outreach Librarian and the vehicle could be stored in Exchange Street lot. An RFP for approximately \$100,000 would be needed.
- Plans for the Maker Space have been finalized.

Art Ownership

As the pictures have been hung, it was suggested that this standing agenda item be removed.

Trustees Bylaws Review

The Trustees reviewed the bylaws and a few suggested changes/clarifications with a view toward a vote in November.

Disaster Planning

It was suggested that this standing agenda item be removed and replaced with the new Long Range/Strategic Planning item.

Announcements

A large crowd is expected at the Halloween Party!

Come to the Book Sale!

Adjournment

Mr. Mann made the motion to adjourn the October meeting at 2:10 p.m. Ms. Creedon seconded the motion and the Trustees approved the action unanimously.

The next scheduled Trustees' Meeting will be held on Thursday, November 17 at 1:00.

Submitted by Marie J. McKenzie, Secretary/Clerk