

Waltham Public Library
Waltham, Massachusetts
Trustees' Meeting
Thursday, October 12, 2023

Present

Mr. Alan Humbert, Ms. Marie McKenzie, Ms. Marina Bartley, Ms. Martha Creedon, Mr. Steven Mann, Ms. Amber Harvey, Reference Department Head, Ms. Kelly Linehan, Director

Mr. Humbert welcomed the Trustees to the October Trustees' Meeting of the Waltham Public Library at 1:04. Ms. Linehan introduced Ms. Amber Harvey, Reference Department Head, as part of the ongoing initiative of having various department heads update the Trustees about themselves, their responsibilities and their vision for their respective departments. Ms. Harvey has been on the library staff since 2016 and has led the department of eight staff members since September 2022. She discussed her professional background and outlined what services "Reference" entailed and will entail beyond the term's meaning, e.g., literacy, programming, adult summer reading, Watch/Read/Listen, various reading groups, and research assistance.

Minutes of the previous meeting

The Minutes of the regular Trustees' Meeting, held September 14, 2023, were reviewed.

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

Expenditure Report

Ms. Linehan reported that the library will be fully staffed by the end of October with the arrival of a part-time teen librarian. Ms. Linehan is always keeping an eye on the Personnel line item.

Approximately 25% of the budget has been expended at this time of the year, which is on target.

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

Mr. Humbert asked the Trustees to identify, for the next meeting, community members who might be interested in filling the vacancy on the Board.

Report on Library Operations

Circulations Statistics Report

Circulation statistics were received for September 2023. Ms. Linehan was quite pleased with the numbers.

Ms. Linehan speculated that circulation statistics might be even higher over the next few months as patrons from Belmont, where the library is relocating to several smaller sites due to renovation closing, may use Waltham Library instead.

During the past month, Waltham ranked #9 in Circulation and #7 in E-content within the Minuteman Network.

Operational Statistics Report

- Hourly visits, programming, meeting room use, and study room use continue to rise.
- The cooperative food program with the Boys and Girls Club distributed 686 snacks and meals to youth under 18 (593 in September).

Personnel

Ms. Linehan reported on the visits to libraries in Medford and Woburn on the recent Staff Development Day. All staff members made astute observations about what worked and what didn't and how it might apply to Waltham's plans for the library - both services and physical plant.

MLN

A new catalog will be debuted shortly. The Network will also be investigating a new circulation contract.

Friends Report

A meeting is scheduled for October 18. Visibility of the Friends and the membership forms at various city events (e.g., Waltham Day) is encouraged to increase membership. Membership forms are available at the library checkout desks.

New Business

- Ms. Linehan will monitor activity in the Library as the soup kitchen will move to the church across the street from the library.
- Current rules of behavior are posted in the Library at the service desks. They are written in a positive tone.
- Ms. Linehan will forward copies of policies to be reviewed at the November meeting: **Behavior**, **Filming**, **Food and Drink**, and **Service Animals**. Mr. Humbert suggested that the documents be dated by originally adopted, reviewed, and revised.

Unfinished Business

- Ms. Linehan shared that there has yet to be a design for new air conditioning. The design creation had been outsourced by the engineering company that had secured the bid, but there has yet to be a response. Ms. Linehan is preparing a timeline of the past, present, and future events related to the air conditioning situation. Additionally, she is preparing a plan to address dilemmas that may result if the current air conditioning units fail to function adequately in the summer heat, as happened in the summer of 2023.
- Ms. Linehan updated the Trustees on the RFP process regarding acquiring a bookmobile. She is working through the procurement process to purchase one from Farber Specialty Vehicles. The approximate cost is just under \$300,000.
- Several items have been removed from the Trustees set agenda as they are no longer applicable (Long Range Planning, Bylaws Review)
- There has been no further interaction, beyond Ms. Linehan's response letter sent last month, with a patron who had challenged a children's picture book.

Announcements

Trustees were reminded of several forums regarding the November elections and Land Trust.

A thank you letter from former Trustee, Ms. Maureen Taddeo, acknowledged her reception in September and supportive colleagues on the Board.

Adjournment

Mr. Mann made the motion to adjourn the October meeting at 1:55p.m. Ms. Creedon seconded the motion, and the Trustees approved the action unanimously.

The next Trustees' Meeting will be held on Thursday, November 9 at 1:00.

Submitted by Marie J. McKenzie, Secretary/Clerk