

**Waltham Public Library**  
Waltham, Massachusetts  
Trustees' Meeting  
Thursday, November 8, 2018

**Present**

Mr. Alan Humbert, Ms. Martha Creedon, Mr. Steve Mann, and Ms. Deborah Fasulo, Assistant Library Director

The November 2018 Trustees' Meeting of the Waltham Public Library was called to order by Mr. Humbert at 6:05 p.m. in the Trustees' Room in the Library.

**Minutes of previous meeting**

The Minutes of the regular Trustees' Meeting held on October 11, 2018 were presented. Mr. Mann moved to approve the October Minutes. Ms. Creedon seconded the motion and the Trustees voted to approve.

**Financial Reports**

*Expenditure Report*

Ms. Fasulo presented the Expenditure Report for the period from July 1, 2018 to October 31, 2018. Ms. Fasulo indicated that about 33% of the fiscal year has passed; the report reflects that library expenditures are on track accordingly. There was a brief discussion about the contractual obligation behind the overtime line item.

Ms. Creedon moved to place the July 1, 2018 to October 31, 2018 Expenditure Report on file. Mr. Mann seconded the motion and the action was approved unanimously.

**Report on Library Operations**

*Statistical Reports*

Ms. Fasulo shared Circulation and Room Use Statistics for October 2018. Trends remain positive, and increased programming is a notable accomplishment. Ms. Fasulo noted that increased programming has also driven a need for increased storage space.

In the Children's collections, juvenile paperbacks are being moved to regular Books, accounting for the low number of circulations reported for J Bks. The report for November 2018 will likely reflect a completed transition.

In October 2018, hourly visits averaged 79 per hour, and monthly study room use was comparable to that of October, 2017.

*Personnel*

- Congratulations to Library Director, Ms. Kelly Linehan, on the arrival of baby girl Whitley. Mom and baby are doing well, and Ms. Linehan is expected to return to work sometime soon following Martin Luther King, Jr. Day in 2019, exact date TBD.
- A new part-time circulation employee joins the staff on November 12, 2018.
- An adult page has resigned.
- When possible over the coming months, department heads will attend the Trustees' monthly meeting.

## ***MLN***

Ms. Fasulo reported that the next MLN meeting is November 28, 2018. She will provide a report on that meeting in December.

## ***Friends Report***

Ms. Fasulo reported that membership renewals for the Friends will be going out this month. Book sale receipts from the Friends Book Sale on October 13 and 14 topped \$5,000.

## **New Business**

- Ms. Fasulo presented a draft list of 2019 Holiday closings. A motion to approve was made by Mr. Mann, seconded by Ms. Creedon and unanimously approved.
- Ms. Fasulo informed the Trustees of an interaction with a member of the public whose actions violated library privacy policies. The issue was successfully resolved. The Waltham Law Department has verified that no changes are required to the relevant library policies.
- The library was host to 500 people, incident-free, at its Halloween programming. This was up from a remarkable 300 participants in 2017! In anticipation of large crowds, the children's entertainment in the Lecture Hall was scheduled for two identical shows. This worked well.

## **Announcements**

- There will be a new book club in 2019: teen reading for grownups. This brings the total number of book clubs at WPL to six!
- On November 13, the library will host a lecture on Alzheimer's, on November 14, an evening to discuss climate change. A new PIE opens on November 17. The theme is the Jungle, it's looking like it'll be another winner, and is now grant-funded.
- Ms. Fasulo will be on vacation during vacation week. Department heads are prepared to cover.

## **Adjournment**

Mr. Mann made the motion to adjourn the November meeting at 6:57 p.m. Ms. Creedon seconded the motion and the Trustees approved the action unanimously.

The next Trustees' Meeting will be held on Thursday, December 13.

Submitted by Martha Creedon