

Waltham Public Library  
Waltham, Massachusetts  
Trustees' Meeting  
Thursday, November 14, 2019

**Present**

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

The November 2019 Trustees' Meeting of the Waltham Public Library was called to order by Mr. Humbert at 6:03 p.m. in the Trustees' Room in the Library.

**Minutes of previous meeting**

The Minutes of the regular Trustees' Meeting, held on October 10, 2019, were presented.

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

**Expenditure Report**

Ms. Linehan presented the Expenditure Report for the period from July 1, 2019 to October 20 2019. Most line items were at that approximate level. Ms. Creedon moved to place the Expenditure Report on file and Mr. Mann seconded the motion; the action was approved unanimously.

**Report on Library Operations**

*Statistical Reports*

After presenting the Circulation Statistics for October 2019, Ms. Linehan noted that Waltham again had ranked #9 (out of 41) in the Minuteman Library Network for Circulation in September. Ms. Linehan did note that AV is down; we're buying Hoopla in the next month or so to meet the demand for digital materials.

Ms. Linehan presented statistics for monthly hourly visits, study room use, meeting room use, and programs offered in October.

*Personnel*

Teen Librarian position to work with Luke has been posted.  
In the process of hiring more high school pages.

*MLN*

No updates.

*Friends Report*

Friends held a successful book sale in October and raised approximately \$5400.

Friends are hosting a Books in Bloom fundraiser on Friday, May 8. This is a ticketed event after-hours.

**New Business**

The Library hosted over 600 people at our annual Halloween Party in the Children's Room featuring the Toe Jam Puppet Band!

The Library hosted the first of two Literacy Open Houses with our new Literacy Coordinator, Aaron Devine.

Ms. Linehan is arranging to have Library Department Heads come to meetings over the winter/spring and do a mini Staff Day session to introduce their departments and the work their doing. Will include Literacy and Archives in the rotation.

Brief discussion for approval to send staff to the Public Library Association conference and the ALA Midwinter Meeting (both out of state). Ms. Linehan explained that she had encouraged the Friends to sign up for a credit card with travel points a few years ago, and now the Friends have enough points to cover airfare for two staff! Unanimous approval.

Consolidated Public Works created a nice sidewalk near the Spring Street side of the Parking Lot, making it easier and safer to access the building from that side of the lot.

## **Unfinished Business**

### ***Director's Evaluation***

Trustees were reminded to complete the Director's Evaluation form and submit to Ms. McKenzie, Secretary of the Board of Trustees.

### ***Art Ownership***

Ms. Linehan updated the Trustees on the status of the fifteen Charles Woodbury paintings. She is working with the City to draft an RFP for cleaning.

## **Announcements**

Staff have chosen the next Watch Read Listen title for 2020! More exciting info to come!

## **Adjournment**

Mr. Mann made the motion to adjourn the meeting at 6:34PM. Trustees approved the action unanimously.

The next Trustees' Meeting will be held on Thursday, December 12, 2019.

Submitted by Kelly Linehan, Library Director