

**Waltham Public Library**  
Waltham, Massachusetts  
Trustees' Meeting  
Thursday, November 18, 2021

**Present**

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

Mr. Humbert welcomed the Trustees to the November 2021 Trustees' Meeting of the Waltham Public Library and called the meeting to order in the Waltham Room of the Library at 1:05 p.m.

**Minutes of previous meeting**

The Minutes of the regular Trustees' Meeting, held on October 14, were reviewed. Ms. Creedon moved to approve the October Minutes. Ms. Taddeo seconded the motion and the Trustees voted to approve.

**Expenditure Report**

Ms. Linehan reviewed the Expenditure Report for the period 7/01/2102 to 10/31/2021. She reported that the expenditures were on target. She emphasized that the most important statistics, i.e. bottom lines, to consider were: Personnel, Operating Expenses, and Equipment.

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

**Report on Library Operations**

***Circulations Statistics Report***

The library is now back to normal (i.e. pre-COVID) for operating hours, including the study rooms, Usage is slowly coming back.

The Circulation Statistics Report was distributed for October 2021. Ms. Linehan continues to believe that the circulation statistics are good in spite of all the COVID constraints. Waltham currently ranks #12 in Circulation within the Minuteman Network, which is an increase from the previous months. Additionally, Waltham ranks #7 for eBooks downloaded. She is particularly pleased with attendance (in person and online) for programs and the use of museum passes. She cited the success of the Children's Halloween program.

***Operational Statistics Report***

The library has transitioned to a new platform, Asssabet Interactive, for managing the calendar, room reservations, and museum pass reservations.

### ***HVAC***

Ms. Linehan updated the Trustees on the status the repairs (parts, not a complete replacement). She is optimistic about a March completion date.

### ***Personnel***

Ms. Linehan reported that there are currently a few open positions She is waiting for the City to approve of the postings.

Ms. Linehan is pleased with the newly hired personnel.

A social worker intern from the Boston College School of Social Work is now working in the library on Mondays and Tuesdays. Furthermore, she is open to extended hours appointments She has a dedicated work space in one of the study rooms. There was some discussion about how to “measure” effectiveness or to record statistics, in view of confidentiality issues. This social worker has done personal outreach to other city social service agencies. As her work progresses she will again contact these agencies to see if they too are seeing positive changes with their clientele who may be availing themselves of this service. Although the obvious issues of homelessness and addiction will be addressed, services will extend to issues faced by young families and by families involved in the foster care system.

### ***MLN***

There was no network news at this time.

### ***Friends Report***

Funds will be expended for a water filtration system/replacement drinking fountains and bottle fillers. The Friends will also be selling water bottles, made in the USA, as a fund raiser.

The Friends will be underwriting the cost of materials and upkeep in the Maker Space, which will be located in the former Browsing Room on the main floor.

Additionally, the Friends will be underwriting the cost of the Equity training/staff development Ms. Linehan distributed a proposal from the selected vendor, Disruptive Equity Education Project (DEEP). Mr. Humbert congratulated the planning team who worked on this new initiative by identifying the organization to best meet the needs of the library and the City.

### ***COVID 19 Updates***

- Masks are mandatory in the Children’s.

### ***New Business***

Ms. Linehan shared a draft of the Trustees’ Meeting schedule for 2022. These dates will be finalized at the December meeting.

Ms. Linehan noted that some older furniture will be surplussed. Other furniture will be purchased - some to replace rusted book carts and some mobile furniture for the Maker Space

Ms. Linehan shared with Trustees the monies available from various trust funds dedicated for library use. This document included the date of establishment, the original bequest amount, and any specific information regarding any dedicated use of the funds. Laura Bernheim and Kate Spalding have developed a plan to purchase eBooks and licenses for Waltham patrons, with an eye toward the originally determined use for such funds. Some parts of some of these funds (approximately \$14,000), and some funds transferred from state aid (approximately \$17,000) will be used to increase the supply of eBooks, which as noted above, is an extremely popular option for Waltham patrons. Additionally, there has been some concern about receiving hardcover books in a timely fashion due to supply chain issues, which may increase the popularity of eBooks even more.

## **Unfinished Business**

### ***Art Ownership***

No updates at this time.

### ***Bylaws Review***

No updates at this time.

## **Announcements**

Ms. Linehan shared a document Waltham Public Library Accomplishments 2021/FY2021. This two page documents summarized many of the accomplishments that will be identified in the Impact Report for FY21

## **Adjournment**

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

The next scheduled Trustees' Meeting will be held on Thursday, December 9, 2021 at 11:00.

Submitted by Marie J. McKenzie, Secretary/Clerk