

**Waltham Public Library**  
Waltham, Massachusetts  
Trustees' Meeting  
Thursday, November 17, 2022

**Present**

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

Mr. Humbert welcomed the Trustees to the November 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.

Trustees welcomed Ms. Bartley as a new Trustee. Over the next few weeks, she will be provided with a personal orientation from Ms. Linehan which will include reviewing library policies and those documents regularly presented at Trustees' meetings. A copy of the Trustees Handbook will also be given to Ms. Bartley.

**Minutes of previous meeting**

The Minutes of the regular Trustees' Meeting, held on October 13, 2022, were reviewed. A typo and a clarification were noted.

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

**Expenditure Report**

Ms. Linehan reviewed the Expenditure Report for the period 7/01/2022 to 10/31/2022. At this time of the year approximately 33% of each line item should be spent. Current report shows approximately 31.9% Ms. Linehan noted that the Educational Supplies line item will be supplemented by state aid.

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 October 2022. These were very similar to October 2021. The Trustees were presented with a new statistics document refining the specifics within Collection Development.

Within the Minuteman Network, Waltham ranked #12 in Circulation and #7 in Digital. Ms. Linehan's goal is to rank #10 in Circulation. The library generally ranks between 11 and 13.

***Operational Statistics Report***

Ms. Linehan reported that use is almost back to pre-COVID levels. Use of museum passes was down as the library awaits new passes from several organizations/museums.

***Personnel***

- The contract has been ratified.

- A part-time tech services staff member has been hired.
- There continues to be several open positions. Interviews are taking place for some of them and this process will take a few months. Some offers have been extended.
- Open positions include: Literacy Coordinator, Outreach Librarian, Part-time Reference Librarian, and Full and Part-time Children's Librarians.
- Full staffing would be 35 people.
- Ms. Linehan reported the challenges related to hiring a full time and a part time custodian, but the situation is improving from the past few months.

### ***MLN***

Waltham's contribution to the new budget has been increased by \$700. Ms. Linehan updated the Trustees on the discussions taking place among the member libraries regarding a future plan for digital content. For example, their discussion involves the future of audio-visual, rentals vs. licenses vs. ownership, and the cost per circulation.

### ***Friends Report***

The Book Sale was a success using many volunteers. Some changes are anticipated for how any ongoing book sale will be managed.

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

This agenda item can now be removed.

### **New Business**

Watch-Read-Listen is returning. For many of the staff members this will be their first time implementing this program. Ms. Linehan said that the final selection was not yet to be named, although she suggested she had a favorite!

Ms. Linehan presented the Holiday Schedule for 2023. Ms. Taddeo made the motion to approve the dates. Ms. Creedon seconded the motion and the Trustees voted to approve.

Over the next year, staff members will receive staff development in an online 9-hour training, Homeless Librarian.

The archivist, Dana Hamlin, will be part of a pilot program, Vault, which is a digital preservation service. This will allow Waltham's digital files to be updated, at no cost, according to new technology.

Ms. Linehan and Ms. Seana Rabbito from Children's are registered to attend an ALA sponsored conference in January in New Orleans entitled LibLearn X. This is being funded by the Friends of the Library. Ms. McKenzie made the motion to support this endeavor and Ms. Creedon seconded the motion. The Trustees approved the motion unanimously.

### **Unfinished Business**

- The Halloween party was a huge success with over 900 participants. Kudos to the Children's Room staff.

### ***Art Ownership***

No updates.

### ***Trustees Bylaws Review***

The Trustees will review these again with a view to a vote in December.

### ***Disaster Planning***

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

### **Announcements**

- Ms. Linehan will now be working on Monday nights through December for desk coverage.
- A complement was received regarding the positive benefits of the library during COVID.

### **Adjournment**

Ms. Taddeo made the motion to adjourn the November meeting at 1:50 p.m. Ms. Creedon seconded the motion and the Trustees approved the action unanimously.

The next scheduled Trustees' Meeting will be held on Thursday, December 8 at 11:00.

Submitted by Marie J. McKenzie, Secretary/Clerk