

**Waltham Public Library**  
Waltham, Massachusetts  
**Trustees' Meeting**  
Thursday, November 9, 2023

**Present**

Mr. Alan Humbert, Ms. Marina Bartley, Ms. Martha Creedon, Ms. Kelly Linehan, Director

Mr. Humbert welcomed Lauren Flocco, Teen Department Head to the November Trustees' Meeting of the Waltham Public Library. Lauren shared an overview of the Teen Room, recent highlights and some plans for the future of the space and programs.

Mr. Humbert called the meeting to order in the Trustees' Room of the Library at 1:30 p.m.

**Minutes of previous meeting**

The Minutes of the regular Trustees' Meeting, held June 8, 2023, were reviewed.

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

**Expenditure Report**

Ms. Linehan reviewed the current Expenditure Report.

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

**Report on Library Operations**

***Circulations Statistics Report***

Circulation statistics were received for October FY23.

Ms. Linehan continues to be quite pleased with the summer numbers.

Waltham ranked #6 in e-circulation, which is one higher than last month! AND Waltham ranked #7 for print circulation which is a huge accomplishment.

***Operational Statistics Report***

According to the Statistical Reports, the Library continues to be busy, average 74 visitors an hour, hosting almost 5000 peoples to 78 programs! We served 716 meals to kids

***Personnel***

- Currently there is 1 vacancy, a FT Library Assistant in the Children's Room, due to a staff member who transferred to the school department!
- Ms. Linehan shared a list of staff and departments for ready reference.

***MLN***

No new updates.

***Friends Report***

There was some discussion of the FWPL and some thoughts on streamlining a few processes. Subsequently, the November 16 meeting for the FWPL ended up being cancelled.

## **New Business**

- Ms. Linehan continues to work with Archivist Dana Hamline on the grant for digitizing *The Waltham News Tribune* archives.

## **Unfinished Business**

### **Policy Review**

- The Trustees reviews the first schedule for the rotation of policy review and made some minor edits and corrections and re-approved as such:  
Waltham Public Library Photography/Filming Policy,  
Waltham Public Library Service Animal Policy  
Waltham Public Library Food and Drink  
Waltham Public Library Rules and Behavior Policy.

## **Announcements**

Mr. Humbert and Ms. Linehan are monitoring progress on the new HVAC plans and are meeting with the engineers over Zoom next Friday.

## **Adjournment**

Ms. Bartley motioned to adjourn the November meeting at 3:00p.m. Ms. Creedon seconded the motion and the Trustees approved the action unanimously.

The next scheduled Trustees' Meeting will be held on Thursday, December 14 at 1:00.

Submitted by Kelly Linehan, Library Director