

**Waltham Public Library**  
Waltham, Massachusetts  
**Trustees' Meeting**  
Thursday, December 13, 2018

**Present**

Mr. Alan Humbert, Mr. Steven Mann, Ms. Marie McKenzie, Ms. Martha Creedon,  
Ms. Maureen Taddeo, Ms. Deborah Fasulo, Assistant Library Director,  
Kim Hewitt, Circulation Department Head

The December 2018 Trustees' Meeting of the Waltham Public Library was called to order by Mr. Humbert at 6:02 p.m. in the Trustees' Room in the Library.

**Minutes of previous meeting**

The Minutes of the regular Trustees' Meeting, held on November 8, 2018, were presented. A slight spelling error was noted and the minutes were amended accordingly.

Mr. Mann moved to approve the November Minutes (as amended). Ms. Taddeo 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 November 30, 2018. There was discussion about the expenditure of postage, which exceeded the approximate 43% of the allocation which should be expended by the end of November. Issues related to the over-expenditure are being addressed with new bookkeeping procedures.

Ms. Creedon moved to place this Expenditure Report on file. Ms. Taddeo seconded the motion and the action was approved unanimously.

**Report on Library Operations**

***Meet Kim Hewitt – Circulation Department Head***

A recommendation was made at the October Trustees' Meeting that invitations be sent out to new department heads to meet the Trustees. Ms. Hewitt is the first to attend the meeting.

Ms. Hewitt has held this position since last March. She gave an overview of her responsibilities, which now include audio-visual specialists, and her focus on customer services. She is currently reviewing and updating policies. She shared her enthusiasm for a new project in the library, A Library of Things. Such collections exist in other area libraries. This should be up and running in early February. She 1) outlined the purpose of this new initiative: to allow access to one-time use items or try-before-you-buy opportunities 2) identified a few items in the planned collection: small telescope, GoPro camera, knitting needles, various small hand tools and 3) articulated borrowing procedures: "MockBoxes" will be out for public to peruse and trade for the real item upon check-out at the desk for 3 weeks.

## ***Statistical Reports***

Ms. Fasulo shared Circulation Statistics for November 2018. Positive trends were noted in Adults/Teens (+7.1%), in Children's (+16.0%), in Teens (+39.8%), and in AV (+4.2). The weeding in the Children's collection has had positive results. Overall there has been a +8.5% change between 2017 and 2018.

The new format for reporting Hourly Visits and Meeting Room Use has helped clarify reading the statistical charts. It was noted that the numbers in the study room chart indicates number of hours the 4 study rooms are used during the 68-hour week.

New information in these reports included identifying the number of programs and hours (for children, teens, adults, all ages, and outside groups).

## ***Security Issues***

Ms. Fasulo discussed initial plans to update and/replace the security cameras. There are currently 32 cameras throughout the library. While there remain questions around funding this initiative (city, state, Friends), the Board of Trustees considers replacement of the security system to be a high priority. Mr. Todd Strauss is working on this with Ms. Linehan and Ms. Fasulo.

Ms. Fasulo updated the Trustees on a limited number of misbehaviors. Staff are anticipating a few more challenges from some patrons when the cold weather arrives.

## ***Personnel***

- Ms. Emily Westa, who had been a part-time employee, had been hired as a full-time Children's' librarian. Interviews for her replacement have taken place and a candidate has been initially chosen.
- Another part-time Children's position has opened up due to a resignation, as the current staff member plans to pursue higher education.
- A part-time Technology position will be reposted. The preference is for someone who may have stronger technology skills than library services skills.
- Interviewing and hiring of a full time Tech Services staff member will take place when Ms. Linehan returns from maternity leave.
- There is also a posting for part time pages.

## ***MLN***

Ms. Fasulo reported that the renewal policy across MLN will be changing. Renewals will now begin from the original due date rather than from the day the renewal request is made.

## ***Friends Report***

Renewal notices for Friends memberships have been sent. Should someone obtain or renew a membership on site in the library, he/she will receive tote bag and a coupon for a free book at the new book sale.!!

Ms. Fasulo reported on the receipt of two donations. Ten thousand dollars was given in memory of a parent who was Waltham resident and writer! This contributor also had some writings and photos to donate to the Archives and is working with Dana Hamlin to achieve that. One thousand dollars was given by DugganHouse/Hurley House in recognition of the support work the library staff has given over time to the men who live in this sober facility.

## **New Business**

- Mr. Humbert shared a letter he received (as Trustee Chair) from the Massachusetts Board of Library Commissioners. The first of two installments of unrestricted funds was for \$36, 661.11. While these funds are held in the Auditor's Office, the release of these funds does not require approval of the City Council.
- The library will close Christmas Eve, December 24, at noon, in accordance with the wishes of the Mayor. The library will close on New Year's Eve, at 9:00 p.m., according to the regular library schedule.
- **Play, Imagine, Experience (PIE)**, with the jungle theme, continues to be a big hit. The initial kick off on November 17 was attended by 131 children and 92 adults. Reminders need to be given that all children, when in the activity area must be accompanied by an adult.
- The Children's Holiday Fun Party was also successful with 150 kids visiting with Santa.
- Children's staff members have developed a partnership with Warrendale Appliances, who has a steady supply of large boxes for which staff finds many creative uses, such as the Underwater cave & Jungle tree.

## **Announcements**

Mr. Todd Strauss will be holding a "Drop in with Your New Gadget" on January 2. No appointment necessary!

Ms. Creedon made the motion to adjourn the October meeting at 7:21 p.m. Ms. Taddeo seconded the motion and the Trustees approved the action unanimously.

The next Trustees' Meeting will be held on Thursday, January 10, 2019.

Submitted by Marie J. McKenzie, Secretary/Clerk