

**Waltham Public Library**  
Waltham, Massachusetts  
**Trustees' Meeting**  
Thursday, December 12, 2019

**Present**

Mr. Alan Humbert, Ms. Martha Creedon, Ms. Marie McKenzie, Ms. Maureen Taddeo,  
Mr. Steven Mann (arrived at 6:45), Ms. Kelly Linehan, Library Director

The December 2019 Trustees' Meeting of the Waltham Public Library was called to order by Mr. Humbert at 6:07 p.m. in the Trustees' Room in the Library.

**Minutes of previous meeting**

The Minutes of the regular Trustees' Meeting, held on November 14, 2019, were presented.

Ms. Creedon moved to approve the November Minutes. Ms. Taddeo 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 November 30, 2019. At this time of the fiscal year, expenditures are on track, with the exception of Building Supplies. Ms. Linehan will research this further. There was some discussion as to how the Minuteman Network dues are determined for each member community. Ms. Linehan noted that she was waiting for the Mayor's final approval for the use of out-of-state travel, which is listed in the approved library budget.

**Report on Library Operations**

***Statistical Reports***

Circulation Statistics for November were discussed. Overall, in comparison to November 2018, Adults is up 6.2%, Teens is up 9.9%, and Children's is up 20.7%, for a net increase of 11.6%. (The Circulation Statistics document includes several new categories and readjusted calculations, reflecting state data required by ARIS, to ensure accuracy and to be more user-friendly.)

Ms. Linehan presented statistics for monthly hourly visits, study room use, meeting room use, and programs offered in November. Meeting Room Use and Hourly Visits showed an increase from October.

Ms. Linehan noted that Waltham had again ranked #9 (out of 41) in the Minuteman Library Network for Circulation in November. She has expectations to go even higher!!

***Personnel***

It is expected that there will be a few part-time positions open in the upcoming month.

The process for hiring a new teen librarian (due to the promotion of Luke Kirkland) is underway and the application process closes next week.

## ***MLN***

Ms. Linehan is continuing her work with the Network on eBooks. She discussed the concern about Macmillan Publishing eBook policy and the boycott that both Brookline and Dedham have instituted.

## ***Friends Report***

The Shining Stars drive has been extended. Discussions continue among the Friends related to Books in Bloom scheduled for May.

## **New Business**

Tentative plans have been made for the Staff Development Days in 2020. The Spring Staff Development Day will focus on racial equity and internal bias. The Fall Staff Development Day will focus on approaching certain patron interactions, especially the homeless and/or those with mental illnesses, from a trauma-based mind set, with an emphasis on empathy. (Ms. Linehan has applied for a grant to fund a presenter).

Ms. Linehan suggested that a new permanent item be added to the agenda for each Trustees' meeting. She would like to invite the individual department heads to make a brief presentation/meet-and-greet at the beginning of each meeting. Trustees agreed to this good idea.

Ms. Linehan noted that Luke Kirkland has had two articles published. Congratulations, Luke!

<https://www.schoollibraryjournal.com/?detailStory=massachusetts-library-gives-teens-time-to-talk-public-libraries-programs>

<http://yalsa.ala.org/blog/2019/12/09/youth-engagement-and-leadership-civic-engagement-for-and-by-teens/>

## ***Calendar for 2020***

The motion to approve the calendar for Trustees' Meetings for 2020 was made by Ms. McKenzie and seconded by Ms. Taddeo and the motion was approved unanimously.

January 23	February 13	March 19	April 2 (annual meeting)
May 14	June 11	September 10	October 8
	November 19	December 10	

## **Unfinished Business**

### ***Security cameras***

The installation of all the new cameras is almost complete. The new cameras have improved clarity.

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

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

## **Adjournment**

Mr. Mann made the motion to adjourn the December 12 meeting at 7:00 p.m. Ms. Taddeo seconded the motion and the Trustees approved the action unanimously.

The next Trustees' Meeting will be held on Thursday, January 9, 2020

Submitted by Marie J. McKenzie, Secretary/Clerk