

Waltham Public Library
Waltham, Massachusetts
Trustees' Meeting
Thursday, December 8, 2021

Present

Mr. Steven Mann, Ms. Martha Creedon, Ms. Marie McKenzie, Ms. Kelly Linehan, Director

Mr. Mann welcomed the Trustees to the December 2021 Trustees' Meeting of the Waltham Public Library and called the meeting to order in the Trustees Room of the Library at 11:20 p.m.

Minutes of previous meeting

The Minutes of the regular Trustees' Meeting, held on November 18, were reviewed.

Ms. Creedon moved to approve the November Minutes. Mr. Mann seconded the motion and the Trustees voted to approve.

Expenditure Report

Ms. Linehan reviewed the Expenditure Report for the period 7/01/2021 to 11/30/2021. She reported that the expenditures were on target for the fiscal year and matched the city-side numbers.

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

The Circulation Statistics Report was distributed for November 2021. Ms. Linehan continues to believe that the circulation statistics are good in spite of all the COVID constraints. She is particularly pleased with attendance at the most recent Winter Wonderland event, including an appearance by Santa! There were approximately 550 participants.

Operational Statistics Report

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

The Trustees were given the statistics for Hours of Operation, Average Hourly Visits, Study Room Use, Attendance at Library Programs, and Museum Pass Usage. Additionally, there was information about how many clients had been seen by the social work intern and how many sessions had been conducted.

Maintenance

The brick sidewalk by the parking lot entrance is being replaced.

Personnel

Ms. Linehan reported that Lisa Aucoin (Children's) has accepted a position in the Hudson Public Library. We wish her all the best in her new role.

MLN

There was no network news at this time. However, Ms. Linehan shared a document that ranked the communities in the network according to materials budget per capita and home value per capita. The two statistics should be close in value. There was some discussion as to the fact that the comparisons are based on materials and do not factor in the community services, (i.e., social worker) and programming sponsored by the Library.

Friends Report

The Friends have recently sent out membership renewal forms.

Additionally, the Friends will be underwriting the cost of the Equity training/staff development Ms. Linehan had distributed a proposal from the selected vendor, Disruptive Equity Education Project (DEEP) at the November Trustees meeting. She now has a sample contract which has been reviewed by several lawyers in an unofficial capacity. A few questions arose at the meeting related to cost, measurable outcomes, contractual issues with union regarding any required training, the difference in size between the library and other organizations that have used this vendor, as well as any documented need for equity and social awareness training. Ms. Linehan will forward any revised contract for the Trustees to consider at the next Trustees meeting.

COVID 19 Updates

- Masks are still mandatory in the Children's.

New Business

Ms. Linehan presented that final draft of the Trustees' Meeting schedule and the Holiday Schedule for 2022. Ms. Creedon moved to accept the Meeting Schedule and Holiday Schedule. Mr. Mann seconded the motion and the Trustees voted to approve.

Unfinished Business

Art Ownership

The Woodbury paintings will be hung in the Waltham Room on December 22.

Bylaws Review

No updates at this time.

Adjournment

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

The next scheduled Trustees' Meeting will be held on Thursday, January 13, 2022 at 1:00.

Submitted by Marie J. McKenzie, Secretary/Clerk