

Waltham Public Library  
Waltham, Massachusetts  
Trustees' Meeting  
Thursday, December 8, 2022

**Present**

Mr. Alan Humbert, Ms. Marie McKenzie, Mr. Steven Mann, Ms. Maureen Taddeo,  
Ms. Kelly Linehan, Director

Mr. Humbert welcomed the Trustees to the December 2022 Trustees' Meeting of the Waltham Public Library and called the meeting to order in the Trustees' Room of the Library at 1:02 p.m.

**Minutes of previous meeting**

The Minutes of the regular Trustees' Meeting, held on November 17, 2022, were reviewed.

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

**Expenditure Report**

Ms. Linehan reviewed the Expenditure Report for the period 7/01/2022 to 11/30/2022. Expenditure figures are on target. It was noted that the Personnel line item was not appearing on this particular issue of the Expenditure Report. This would be corrected on the next report.

Mr. Mann moved to place the Expenditure Report on file. Ms. Taddeo 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 November 2022. Ms. Linehan was pleased with the statistics, which are all trending in the right direction. Of a particularly positive note was Children's. Additionally, Ms. Linehan will generate a statistic specific to Children's programming.

Within the Minuteman Network, Waltham has continued to rank #12 in Overall Circulation and #7 in Digital. Ms. Linehan's goal is to rank in the top 10 in Circulation.

***Operational Statistics Report***

Ms. Linehan reported that use is almost back to pre-COVID levels. Museum passes are rebounding. The Teen Room had a well-attended program regarding employment and military recruitment.

***Personnel***

- Staff members from the Building Department are being paid overtime so the Library's custodian can take a vacation.
- Mr. Humbert requested that he be included in the *Homeless Librarian* staff development/training modules.
- Ms. Linehan noted that filling all open positions (full staffing of 35) is expected to be a year-long process as some internal candidates may move to new positions and their former positions would then need to be filled.

- Filling staff positions for Teens is about half accomplished.
- Offers have been made for both full time and part time custodian positions.
- An offer has been made to a multi-lingual Literacy coordinator.
- There is no longer a Social Worker intern. Ms. Linehan will reach out the Boston College again, with an eye to having an intern in the fall of 2023.

### ***MLN***

Much of the focus is on investigating new circulation software. The current software (Sierra) is about 20 years old. New software would be adopted in 2024.

### ***Friends Report***

The Book Sale was a success using many volunteers. Approximately \$5800 was raised. Fund raising letters will be sent before the end of the year.

## **New Business**

### **Unfinished Business**

Ms. Linehan updated the Trustees on the status of the Digital Imagery project, which will include digitizing *The News Tribune* archives. Dana Hamlin will be writing a grant to digitize/preserve a trove of letters written during the Civil War. She will also be invited to make a presentation about her work to the Trustees.

Now that most COVID restrictions are over, Ms. Linehan will resume/develop a schedule so that department heads can present their work, and themselves, to the Trustees.

### ***Art Ownership***

No updates.

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

A final vote will be taken at the January meeting.

### ***Long Range/Strategic Planning***

No updates.

## **Announcements**

The Library, in cooperation with the Boys and Girls Club, has been approved as a food distribution site.

## **Adjournment**

Ms. Taddeo made the motion to adjourn the December meeting at 1:40 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 12, 2023 at 1:00.

Submitted by Marie J. McKenzie, Secretary/Clerk

