

Waltham Public Library
Waltham, Massachusetts
Trustees' Meeting
Thursday, December 12, 2023
1:00

Present

Mr. Alan Humbert, Ms. Marie McKenzie, Ms. Marina Bartley, Ms. Martha Creedon, Mr. Steven Mann, Mr. David Levinson, Mr. Todd Strauss, Technology Department Head, Ms. Kelly Linehan, Director

Mr. Humbert welcomed the Trustees to the December Trustees' Meeting of the Waltham Public Library. A special welcome was made to the newest Trustee, Mr. David Levinson.

Ms. Linehan introduced Mr. Todd Straus, Technology Department Head, as part of the ongoing initiative of having department heads update the Trustees about themselves, their responsibilities, and their vision for their respective departments. Mr. Straus directly supervises a part-time employee but is advocating for a full-timer. Mr. Straus has been on staff since 2007 as a Reference/Computer Specialist. Mr. Straus's "natural curiosity" has made it easy and exciting for him to embrace 3D printing and Maker Space creativity and personalize technology assistance from one-to-one beginners' sessions to working with the more technologically literate. He shared several examples of items made at various sessions using Cricket/3D printing - i.e., phone holders, luminaries, and door stoppers. He assured the Trustees that the wireless speed within the Library is sufficient. Approximately 250-300 patrons access the Library's internet services daily. Service is available just outside the library building 24/7.

Mr. Humbert called the Trustees' Meeting to order at 1:13.

Minutes of the previous meeting

The Minutes of the regular Trustees' Meeting, held on November 14, 2023, were reviewed.

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

Expenditure Report

Ms. Linehan presented the report. An explanation was given about the calculation of a line item. At this time of the year, approximately 42% of the budget has been expended, which is on target.

Ms. McKenzie moved to place the Expenditure Report on file. Ms. Creedon 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 November 2023. Ms. Linehan was quite pleased with the numbers and said they were "very busy." Statistics were similar to 2022. During the past month, Waltham ranked #9 in Circulation and #7 in E-content within the Minuteman Network.

Operational Statistics Report

- Hourly visits, programming, meeting room use, and study room use continue to rise and have returned to pre-COVID levels.
- Waltham has received \$68,726.88 from MLBC. This represents one of two yearly installments. The expenditure of these funds is at the discretion of the Director. These funds will be used for the purchase of the bookmobile.

Personnel

Ms. Linehan reported a part-time position opening in the Children's Room.

MLN

Ms. Linehan will be an active participant in the committee discussion of e-content. The fee charged by the network may not be cost-effective for all communities within the network. The Waltham Library has invested heavily in Advantage, which exclusively benefits Waltham patrons. Significant funds from the Materials budget have been dedicated to e-content.

Friends Report

There were no specific updates. The Library's programming director would like to offer more programming, and the Friends have always been supportive of such initiatives

New Business

The following policies were reviewed and updated when necessary:

Privacy Policy- This policy aligns with Massachusetts Law. A motion was made to accept by Mr. Mann and seconded by Ms. Bartley, and the Trustees voted to accept the motion

Piano Use- A motion was made to accept by Mr. Mann and seconded by Ms. Bartley, and the Trustees voted to accept the motion

Materials Responsibility- A motion was made to accept by Ms. Creedon and seconded by Ms. McKenzie, and the Trustees voted to accept the motion.

The revised Trustees meeting schedule for 2024 was presented.

Ms. Linehan has requested that any social work intern receive a stipend.

Ms. Linehan informed the Trustees that what had been noted as empty shelves was a realignment toward neater shelves and books placed on lower shelves.

Presentations by library personnel to the Trustees have been scheduled.

Seana Rabbito – Children's in January

Kate Spalding & Liz Rieur – E- content in February

Ms. Linehan shared a draft letter for Mayor McCarthy requesting that the library be closed on May 6, 2024, so that the entire staff might attend the Massachusetts Library Association Annual Conference since it is being held in Framingham. She has requested funding from the Friends.

Ideas are being discussed among the library staff regarding greater community visibility, beyond the proposed Book Mobile. These include sponsorship of a local 5 K race, Little League team sponsorship, and little libraries.

Director's Performance Evaluation Tool and Trustees' Evaluation Tool will be forwarded before the January meeting.

Unfinished Business

- Ms. Linehan updated the Trustees about the HVAC issues. A meeting has been planned with the key persons. There will be new units for the summer of 2024, but the entire system will not be replaced. That will be on hold until there is any movement on the feasibility of a new building or addition.

Announcements

Ms. Linehan and Ms. Rabbito have been selected to present the successful PIE programming at the ALA Conference in San Diego. This is a great honor for the Waltham Library at this prestigious conference. There will be a request to the Friends to fund the expenses. Mr. Humbert made a motion to endorse the funding request. It was seconded by Ms. Creedon, and the Trustees approved it unanimously

Adjournment

Mr. Mann made the motion to adjourn the December meeting at 2:40 p.m. Mr. Humbert seconded the motion, and the Trustees approved the action unanimously.

The next Trustees' Meeting will be held on Thursday, January 11 at 1:00.

Submitted by Marie J. McKenzie, Secretary/Clerk