

Waltham Public Library
Waltham, Massachusetts
Trustees' Meeting
Thursday, February 8, 2018

Present

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

The February 2018 Trustees' Meeting of the Waltham Public Library was called to order by Mr. Humbert at 6:03 p.m. in the Trustees' Room in the Library.

Minutes of previous meeting

The Minutes of the regular Trustees' Meeting held on January 11, 2017 were presented. Ms. Creedon moved to approve the January Minutes. Ms. Taddeo seconded the motion and the Trustees voted to approve.

Financial Reports

Expenditure Report

Ms. Linehan presented the Expenditure Report for the period from July 1, 2017 to January 31, 2018. It was noted that, on average, the accounts should be approximately 58% expended.

Mr. Mann moved to place the July 1, 2017 to January 31, 2018 Expenditure Report on file. Ms. Creedon seconded the motion and the action was approved unanimously.

Report on Library Operations

Statistical Reports

Ms. Linehan shared Circulation and Room Use Statistics for January 2018 as well as Circulation Statistics for Calendar Years 2016 and 2017. Ms. Linehan clarified that "circulation" refers to materials actually checked out in Waltham, not the use of our materials available through the entire Minuteman Network by Waltham residents.

She noted:

- The monthly report showed an increase of 6.9% in Children's.
- Monthly visits per hour averaged about 77.
- Meeting rooms remain very popular.
- The yearly report noted a 27.6% increase in Speed Reads, a 64.5% increase in Adult DVDs and a 70.9% increase in Children's DVDs.

While not specific to either report, Ms. Linehan noted a recent event in Children's, that due to changes in tech services and additional personnel and new procedures, there was a 30-minute processing time from the opening of a box of new materials until they were fully catalogued and placed on the shelf. She also noted that this is very busy time, between planning for Staff Day in March, preparing the budget, and mentoring new personnel.

Personnel

- Ms. Linehan noted that a full-time Tech Services librarian has been hired.

- Ms. Fasulo and she are currently interviewing for a Circulation department head. This goal, of interviewing during the first week of February, was mentioned at the January Trustees meeting
- Ms. Linehan updated the Trustees on current personnel issues.

MLN

Overdrive has just reached the 1,000,000 benchmark.

Friends Report

The Friends Book Sale will take place the last week of April.

There was discussion about fund raising and return for the signature kick-off event for past and future *Watch Read Listen*. Rather than rely on a Friends-sponsored event every year, perhaps a kickoff event/party can find a corporate partner or the event could be held every other year.

The Friends have purchased 2 Keurig machines for staff.

New Business

- The Teen Room is open. The space is also enticing to tweens.
- New furniture has been purchased and placed in Children's.
- Ms. Linehan shared a few compliments received about the Children's collection and PIE.
- A "petting zoo" is being planning for the February school vacation week.
- Additional positive comments about the Long-Range Plan were received from a representative from MBLC on a recent visit to Children's. She was visiting to coordinate plans/ideas related to the great about designing a toddler-friendly space.

Plans for the March 23 Staff Day are taking shape. Ms. Linehan is coordinating the day's activities with Ms. Mary Jo Rendon, Coordinator of Family and Community Engagement for the Waltham Public Schools. Several high school Spanish teachers will be involved in the day's plans. The focus of the day will be on strategies to address the needs of, the challenges of, and the learning opportunities for Waltham's Spanish-speaking population. Not only will there be a focus on the staff learning key phrases related to "Spanish for Librarians" but there will also be information shared about the immigrant experience. Ms. Linehan will forward plans to the Trustees within the week.

Adjournment

Ms. Creedon made the motion to adjourn the February meeting at 7:05 p.m. Ms. Taddeo seconded the motion and the Trustees approved the action unanimously.

The next Trustees' Meeting will be held on Thursday, March 8 at 6:00 p.m.

Submitted by Marie J. McKenzie, Secretary/Clerk