

Waltham Public Library
Waltham, Massachusetts
Trustees' Meeting
Thursday, February 10, 2022

Present

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

Mr. Humbert welcomed the Trustees to the February 2022 Trustees' Meeting of the Waltham Public Library and called the meeting to order in the Trustees' Room of the Library at 1:03 p.m.

Minutes of previous meeting

The Minutes of the regular Trustees' Meeting, held on January 13, 2022, were reviewed. It was noted that the date of the February meeting needed to be added to the end of the Minutes.

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

Expenditure Report

Ms. Linehan reviewed the Expenditure Report for the period 7/01/2021 to 01/31/2022. She reported that the expenditures were on target for the fiscal year.

She also noted that the budget-building process would be coming soon, but that the specific paperwork had not yet been received from City Hall. Her requests would include: general cost increases, funding for a book appraiser to review specialty items, increased funding for materials, for Minutemen membership, and for digital sharing. Personnel increases would be funding for summer interns, for a part-time technology staff member for the Maker Space and for funding a full time "Tween" Librarian who would divide time between Children's Room and Teen Room, which can get very busy on Saturdays

Ms. Linehan requested that the Trustees approve the transfer of \$42,000 of state aid into the Materials budget. Ms. Creedon moved to approve the request. Ms. Taddeo seconded the motion and the Trustees voted to approve.

Mr. Mann moved to place the Expenditure Report on file. Ms. McKenzie seconded the motion and the Trustees voted to place the report on file.

Report on Library Operations

Circulations Statistics Report

The Library Circulation Statistics ranked #12 in the Minuteman Network.

Operational Statistics Report

There had been no in-person programming at the library during the height of the Omicron variant period.

Waltham is one of the few libraries in the Network that had offered in-person programs for children ages preK-age 5. While the PIE room has yet to re-open, perhaps in April, it had 1000 visitors a week when it was fully operational prior to COVID.

Lawn activities have been planned for the Spring.

A new impact report will be ready soon.

Maintenance

The brick sidewalk by the parking lot entrance has been replaced. Ms. Linehan is working with the Building Department to address the major repairs needed for the HVAC system and the roof.

Personnel

The Library is currently in need of 4 staff members. This equates to a total loss of 125 hours per week.

MLN

Ms. Linehan will complete her role on the Minuteman Board in July. She will continue to be involved in strategic planning.

Friends Report

The Friends met last week and determined that there would be a Book Sale this year! It will be held April 1-3. It was noted that complete set-up and staffing will be done by the Friends and no Library staff members would be directly involved.

COVID 19 Updates

- Masks mandates will most likely be lifted at the end of February
- Most staff members feel comfortable with working in-house now.
- The staff has remained healthy.

New Business

Ms. Linehan updated the Trustees on how the library may address censorship concerns and challenges, such as are currently in the news. Resources from the American Library Association were shared with the Trustees.

Ms. Linehan distributed information on the laws related to the Massachusetts Open Meeting Law, as this had been a recent issue in a nearby community.

Ms. Linehan conducted a tour for the Trustees to point out some anticipated changes, Mostly cosmetic, in the building. These changes would include new carpeting in certain designated areas, some painting, and a possible new meeting space/Trustees Room on the top floor.

Unfinished Business

Art Ownership

The Woodbury paintings have been hung in the Waltham Room.

Bylaws Review

No updates at this time.

Equity Training

The specific training has yet to be determined other than it should be low-key and tailored to current needs. Training will take place on a Staff Development Day.

Study Room Policy

Ms. Linehan asked for a vote on the revised study room policy which had been distributed for review in January. Mr. Mann moved to adopt the Study Room Policy. Ms. Taddeo seconded the motion and the Trustees approved unanimously.

Announcements

The feedback on the recent presentation by Anita Hill was extremely positive.

Adjournment

Mr. Mann made the motion to adjourn the February meeting at 2:15 p.m. Ms. Creedon seconded the motion and the Trustees approved the action unanimously.

The next scheduled Trustees' Meeting will be held on Thursday, March 10 at 1:00.

Submitted by Marie J. McKenzie, Secretary/Clerk