

**Waltham Public Library**  
Waltham, Massachusetts  
**Trustees' Meeting**  
Thursday, March 18, 2021

**Present**

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

Mr. Humbert welcomed the Trustees to the March 2021 Trustees' Meeting of the Waltham Public Library and called the meeting to order at 1:12 p.m. (Meeting streamed live on YouTube.)

**Minutes of previous meeting**

The Minutes of the regular Trustees' Meeting, held on February 11, 2021 were reviewed.

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

**Expenditure Report**

Ms. Linehan reviewed the Expenditure Report. The bottom line of this report is on target, approximately 2/3 of the bottom line. Ms. Linehan has no budget concerns at this time.

She reported that she had attended a recent City Council meeting to formally request the transfer of state aid funds into the Materials budget. (This request is a formality done once a year.)

Ms. Taddeo 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***

Ms. Linehan was pleased that, given COVID issues, circulation statistics were holding steady. A new sensor/people counter will more accurately measure capacity. For example, there were 31 hourly visits in February 2021 as compared to 88 in February 2020.

Molly MacKenzie will be working on a data collection project to tabulate live views and later viewings of library programs on YouTube.

Waltham ranked #17 in MLN, regarding circulation of materials. Several other libraries in the network are open for browsing. Waltham ranked #7 in circulation of ematerials.

Patrons continue to ask about the return of night and weekend hours. At this time, there is no update about any additional hours of operation. Ms. Linehan is drafting a letter to the Mayor regarding reopening scenarios.

***Personnel***

The staff has been on 50% in-house and 50% working from home on alternate weeks since mid-December.

Ms. Linehan reported that since July there have been two retirements, one full-time and one part-time.

## ***Budget***

The budget is due in the Mayor's Office on March 26. Ms. Linehan highlighted a few items within the budget.

- Continue at current staffing levels.
- Maintain staffing and hours of operation to avoid requesting waivers
- Increase in pages' hourly rate
- Support a stipend for a Teen Member of the Trustees
- Upgrade to the assistant director's pay grade

Mr. Humbert made a motion and Ms. Taddeo seconded it to support the salary upgrade. (The upgrade matches the city-side assistant director pay grade level. The library is the second largest department in the city behind Consolidated Public Works (School Department excluded.) The Trustees approved the motion unanimously.

## ***MLN***

Ms. Linehan was very excited about the use of MLN geo-tracking as a strategic planning device. Using census data, this tool will help identify underserved populations and areas of the city. This tool should be in place by the end of March.

## ***Friends Report***

The Friends are sponsoring the hiring of a firm whose task will be to review current policies and to provide staff development regarding issues of diversity and equity. This would be conducted over a two-year period and would involve a budget of \$50,000. This staff development would also be open to members of the Friends Board and the Trustees. It was suggested that the training might also be opened to other MLN directors.

The Library received a \$5000 donation to the Friends. In the letter of support, the donor recognized Bela Kaul and the Library's Home Delivery program.

## ***Working in a pandemic***

- Staff members have been well. No staff members have had COVID.
- Library staff have not been included in the same vaccination timetable as teachers. At this time, it is anticipated they will be considered under the guidelines for the general population.
- Staff continues to be divided in half - for a week in-house and a week working from home. Any changes to this plan will be given through the Mayor's Office.

## **Unfinished Business**

### ***Art Ownership***

A document has been prepared to go out to bid for restoration.

### ***Bylaws Review***

There is a need to revise the bylaws to include a teen representative. The request has been brought to the Mayor's attention.

### ***Gifts***

There was some discussion about guidelines for donations of art.

## **New Business**

## ***Strategic Plan***

The current plan ends in 2022. Ms. Linehan is proposing that a more comprehensive plan could be developed if an extra year is taken to formulate it. The only drawback to not having a current plan would be ineligibility to apply for certain grants. The proposed timeline would coincide with the staff development initiative around equity and empowerment. As in past years, the planning process will include surveys in multiple languages, focus groups, and meetings at a variety of sites.

## ***Impact Report***

Ms. Linehan had forwarded the Impact Report. It is a dynamic annual report. The key designers who worked on this document were Ewan Hill and Molly MacKenzie. Kudos to them!

The Trustees agreed that the information was enlightening, presented in a visually impactful manner and very accessible to all. Printed copies will be available in the Library and for the Friends. Hyperlinks to the information exist in the virtual presentation.

(Ms. Linehan cited that she was influenced to support the creation of such an impact report through a document produced by the Seattle Public Library.)

## **Announcements**

- ❖ Nancy Rea (Children's) and Luke Kirkland (Teens) have received grants from the Waltham Cultural Committee.
- ❖ Seana Rabbito and Emily Westa have been virtually connecting with classrooms in the Waltham Public Schools.
- ❖ Story times have been held in connection with the Healthy Waltham Pop Up Pantry.
- ❖ Bela Kaul and Amber Harvey have been conducting culinary classes on YouTube.

## **Adjournment**

Ms. Creedon made the motion to adjourn the March meeting at 1:52 p.m. Ms. Taddeo seconded the motion and the Trustees approved the action unanimously.

The next Trustees' Meeting and the Annual Meeting will be held on Thursday, April 8, 2021 at 1:00.

Submitted by Marie J. McKenzie, Secretary/Clerk