

Waltham Public Library  
Waltham, Massachusetts  
Trustees' Meeting  
Thursday, April 13, 2017

## **Present**

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

The April Trustees' Meeting of the Waltham Public Library was called to order by Ms. Garniss at 6:15 p.m. in the Trustees' Room in the Library.

## **Minutes of previous meeting**

The Minutes of the regular Trustees' Meeting, held on March 9, 2017, were presented. Mr. Mann moved to approve the March Minutes. Ms. Taddeo seconded the motion and the Trustees voted to approve.

## **Annual Meeting**

The Annual Meeting has been postponed to May 11, 2017 at 6:00 in the Trustees' Room of the Waltham Public Library.

## **Financial Report**

### **Expenditure Report**

Ms. Linehan presented the Expenditure Report for the period from July 1, 2016 through March 31, 2017.

Several items were discussed, and Ms. Linehan provided explanations. One item involved to contract issues related to sick leave buy back and another was a budgetary designation of items as either custodial or building supplies. This report did not yet reflect the state aid of approximately \$34,000, from the Library's state aid account to be transferred into Educational Supplies (materials budget). Significant funds have been spent for computers, but the bills have not yet been received.

Mr. Mann moved to place the July 1, 2016 through March 31, 2017 Expenditure Report on file. Ms. McKenzie seconded the motion and the action was approved unanimously.

## **Report on Library Operations**

### ***Statistical Reports***

Ms. Linehan shared Circulation Statistics for March 2017.

She noted that

- circulation rate in Audio Visual was down, which may be a result of fees charged
- circulation in Children's was up. The weeding in Children's has opened up space, making the overall space more attractive and inviting to patrons
- circulation in Speed Reads was up

- circulation statistics were very close to those of March 2016

Room use and visits were greater in March 2017 than in February 2017.

### ***Personnel***

Ms. Linehan updated the Trustees on the status of several open positions, recent retirements, and the city policy regarding length of job postings. She will discuss moving forward on personnel matters during the budget meeting with the Mayor, which will be taking place on Tuesday, April 18.

### ***MLN***

There are no updates on this item at this time.

### ***Friends Report***

Ms. Linehan reported on continued positive relationships with the board. In a recent action, the Friends Board voted to stop charging for DVDS. Security cases for DVDs will be eliminated.

### ***Watch! Read! Listen!***

Ms. Linehan enthusiastically reported on the planning for this program around the book, Frankenstein. This program will be conducted between June 24 and August 19, with a kickoff/fundraiser on June 16. Postcard notifications will be mailed in mid May. Some ideas well into the planning stages are advertising coasters to be used in local restaurants and the transformation of the story time room into Frankenstein lab. Plans are almost final for guest speakers and a program offered by the Museum of Science. Ms. Linehan also shared a copy of the poster that will be on display shortly.

## **New Business**

1. The long range planning survey is out and available online and in print, with a version available in Spanish.
2. A *Girls Who Code* grant has been received, through the work of Luke Kirkland, Teen Specialist. The grant covered the cost of taking the group to Harmonix, the company that created popular video games like Rock Band. They gave the girls a tour and gifted them with Rock Band for the library.
- 3) A “branch library”, located at Stonehurst ,will be launched on May 6, with an open house and children’s events from 11:00-2:00. This lending library will have related books on art, architecture, and walking trails, i.e. H.H. Richardson, Frederick Olmstead. Annette Leblanc Cate, a Waltham native, and author of *The Magic Rabbit* (ages 4-8) and *Look Up: Bird Watching in Your Own Backyard* (ages 8-12) will participate.

## **Unfinished Business**

### ***Long Range Plan***

Ms. Linehan informed the Trustees that the long range planning process is on track and on time. She was quite pleased with the initial responses to the survey, approximately 200 to date, and encouraged the Trustees to complete the survey prior to May 1. Focus groups are to be held to address the needs of special populations, for example, teens, Spanish moms, homeless, etc.

### ***Art Work***

No new updates at this time. Any new action will take place once issues related to the roof are resolved. At this point in the meeting, Ms. Linehan shared a status report on the process for the replacement of the boiler(s). As of this date, a bid, submitted by a planning/engineering firm, has been accepted.

## **Adjournment**

Mr. Mann made the motion to adjourn the April meeting at 7:04 p.m. Ms. Taddeo seconded the motion and the Trustees approved the action unanimously.

The next Trustees' Meeting will be held on Thursday, May 11 at 6:00 p.m. The Annual Meeting will be held on May 11.

Submitted by Marie J. McKenzie, Secretary/Clerk