

Waltham Public Library

Waltham, Massachusetts

Trustees' Meeting

Thursday, April 5, 2018

Present

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

The April 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. (The Trustees Meeting was moved to the Director's Office at 6:30 due to a scheduling conflict.)

Minutes of previous meeting

The Minutes of the regular Trustees' Meeting held on March 8, 2017 were presented. Ms. Creedon moved to approve the March Minutes. Mr. Mann 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 March 28, 2018. The Personnel line item is underspent due to retirements and to new personnel who are obviously not senior and eligible for longevity.

Ms. McKenzie moved to place the July 1, 2017 to March 28, 2018 Expenditure Report on file. Mr. Mann seconded the motion and the action was approved unanimously.

Report on Library Operations

Statistical Reports

Ms. Linehan shared Circulation and Room Use Statistics for March 2018. Ms. Linehan was pleased with the positive statistics in view of the fact that the library was closed for one day and two evenings during March due to snow cancellations.

Additionally, the Teen Room is beginning to generate greater use, perhaps, in part, due to the new computers. Mr. Mann suggested that, as an additional statistic, a specific count be tallied for the Teen Room.

Personnel

- Ms. Linehan noted that a full-time Circulation Department Head has been hired and has "hit the ground running."
- Ms. Linehan updated the Trustees on current personnel issues related to retirements and resignations. There was a discussion about prior experience, education, civil service status, and knowledge of library procedures related to the open positions.

MLN

Ms. Linehan reported that there were no new items that were discussed at the most recent meeting she attended.

Friends Report

The Friends Board Meeting will take place during the week of April 9. Ms. Deborah Hoffman, Program Coordinator, will be attending in Ms. Linehan's place.

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

New Business

- Ms. Linehan reported that 387 people attended the opening of *Under the Sea*, the Play, Imagine, Experience (PIE) initiative for young children in the playspace.
- The Childrens' grant application has been submitted to MBLC.
- Since so much preparation had been done for the grant application above, Ms. Linehan has much of the necessary information already to also submit a grant to the American Library Association for an Innovation Grant. This is a \$10,000 grant, which would also cover new materials and conference expenses.
- The Staff Day that focused on addressing the needs of, the challenges of, and the learning opportunities for Waltham's Spanish-speaking and immigrant populations was a big success. The feedback from staff for the value and presenters, (and food!) was positive. There will be opportunities for staff, while manning the service desks, to view videos for their new language learning.
- Zumba and Yoga have been welcome additions to the library programs.
- Meredith Goldstein, *the Boston Globe* Love Letters columnist, will be a guest speaker at the library this month, discussing her book, Can't Help Myself: Lessons and Confessions from a Modern Advice Columnist
- Mr. Humbert had received a letter from MBLC indicating that the second half of the state aid \$36,367,09, was being released. The library received a total of \$71,513.03 in FY18.
- Mr. Humbert is also interested in exploring the feasibility of building a sidewalk between the building and the parking area all the way to Spring St. The area under consideration holds several signs related to parking space numbers.
- Mr. Humbert expressed the hope that a new trustee could be identified in the near future.

Budget

Ms. Linehan highlighted certain aspects/requests of the working draft of the budget for FY19, which is due shortly in the Mayor's Office. Mr. Humbert will make every effort to attend the budget hearing with Ms. Linehan in support of the outlined requests. Among the highlights were requests for 2 positions to move from part time to full time, an increase in salary request, new copiers with lease agreements, and furniture for a mobile classroom. The consensus of the Trustees was to support this budget as presented. Ms. Linehan is working with Ms. Laura Doane from the Auditor's Office to finalize the budget prior to submission.

Announcements

The Annual Meeting of the Trustees will be Thursday, May 10.

Adjournment

Mr. Mann made the motion to adjourn the April meeting at 7:00 p.m. Ms. Creedon seconded the motion and the Trustees approved the action unanimously.

The next Trustees' Meeting will be held on Thursday, May 10

Submitted by Marie J. McKenzie, Secretary/Clerk