

Waltham Public Library

Waltham, Massachusetts

Trustees' Meeting

Thursday, April 8, 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 April 2021 Trustees' Meeting of the Waltham Public Library and called the meeting to order at 1:07 p.m. (Meeting streamed live on YouTube.)

Minutes of previous meeting

The Minutes of the regular Trustees' Meeting, held on March 18, 2021 were reviewed. It was suggested that the term city-wide be used instead of city-side in the March Minutes.

Ms. Creedon moved to approve the March Minutes, as amended. Ms. Taddeo 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 64% of the total budget has been expended. (75% of the fiscal year has passed at this time). Ms. Linehan has no budget concerns at this time. There was some discussion as to what is included in the "Education Supplies" line item.

The Trustees had been notified via email, from Ms. Linehan, that state funds have been received.

Mr. Mann 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.

Waltham ranked #16 in MLN, regarding circulation of materials. Several other libraries in the network are open for browsing. Waltham had ranked 17th in the previous month.

Ms. Linehan was very positive about the work done in Children's, with their many Book Bundles, Craft Kits, and Lego Kits. She has received much positive feedback from patrons.

The library had been closed two days due power outages. In spite of that, there had been an average of 30 visits per hour, 17 Children's programs, 15 Teen programs, 30 Adult programs and 11 virtual school visits. A Thank You video from one of the Kindergarten classes has been delightedly received. It too features Carl the Giraffe. Ms. Linehan also noted the popularity of the cooking videos created by staff.

Personnel

Ms. Linehan is conducting training for substitutes. Additionally, there are ongoing discussions about issues related to the return to regular hours.

MLN

Ms. Linehan attended a Board Meeting on April 7. Again, there was much discussion around the “normalization” of services in the pandemic. Ideas about signage were helpful. Ms. Linehan is confident that the library will be ready for browsing, whenever that date is set.

Friends Report

The next Friends Meeting is April 14.

COVID 19 Updates

- Staff members have been well. No staff members have had COVID.
- Books will now be quarantined for only 24 hours. This should speed up the turnaround time. The 24-hour quarantine has been recommended by the state, but not mandated.
- Plexiglas has been installed.
- Filters are in place.
- Capacity limits have been established.
- The people counter is being piloted.
- 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.
- 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.

A motion was made by Mr. Mann, to suspend the regular meeting and call for the Annual Meeting. The motion was seconded by Ms. Creedon and approved unanimously.

ANNUAL MEETING

The Annual Meeting was convened at 1:25. Mr. Mann, Chair of the Nominating Committee, proposed a slate of officers and the motion was seconded by Ms. Creedon.

The following were nominated to be elected for one-year terms:

Alan Humbert – Chair

Maureen Taddeo – Vice-chair

Marie McKenzie- Secretary

Steven Mann – Representative on the Investment Committee

Maureen Taddeo – Representative on the Friends of the
Library Board

Martha Creedon – Chair of the Nominating Committee.

Ms. Taddeo moved acceptance of the slate of officers. Ms., Creedon. seconded the motion and the Trustees approved the motion unanimously.

Mr. Humbert called for any additional business. There was none.

Ms. Creedon made the motion to adjourn the Annual Meeting and reconvene the regular Meeting. Ms. Taddeo seconded the motion and the Trustees approved the motion unanimously.

The Annual Meeting was adjourned at 1:30.

The April 2021 Trustees' Meeting of the Waltham Public Library was again called to order by Mr. Humbert at 1:31 p.m.

New Business

In recognition of their work during the pandemic (Book Bundles, diverse programming, online resource suggestions) in Children's, a donation to the Friends and a letter of recognition have been received, in honor of Emily Westa and Seana Rabbito in Children's.

Unfinished Business

Art Ownership

No updates at this time.

Bylaws Review

There is a need to revise the bylaws to include a teen representative. This issue has been forwarded to the Law Department.

Disaster Planning

Specifics will be part of the long-range plan.

Adjournment

Ms. Creedon made the motion to adjourn the April meeting at 1:40 p.m. Ms. Taddeo seconded the motion and the Trustees approved the action unanimously.

The next Trustees' Meeting will be held on Thursday, May 13, 2021 at 1:00.

Submitted by Marie J. McKenzie, Secretary/Clerk