

Waltham Public Library
Waltham, Massachusetts
Trustees' Meeting
Thursday, May 13, 2021

Present

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

Mr. Humbert welcomed the Trustees to the May 2021 Trustees' Meeting of the Waltham Public Library and called the meeting to order at 1:04 p.m. (Meeting streamed live on YouTube.)

Minutes of previous meeting

The Minutes of the regular Trustees' Meeting, held on April 8, 2021 were reviewed.

Ms. Creedon moved to approve the April Minutes, as amended. Mr. Mann seconded the motion and the Trustees voted to approve.

Expenditure Report

Ms. Linehan reviewed the Expenditure Report. The bottom line of this report continues to be on target. Ms. Linehan has no budget concerns at this time.

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

Report on Library Operations

Circulations Statistics Report

Ms. Linehan was pleased that, given COVID issues, circulation statistics for April 2021 were holding steady, compared to the immediate past months. She has no concerns at this time. It is not informative to compare statistics (except for eBooks) to April 2020 as the library was closed.

Waltham ranked #18 in MLN, regarding circulation of materials. Several other libraries in the network are open for browsing. Waltham had ranked 16th in the previous month.

Ms. Linehan was very positive about the number of and quality of programming that had taken place, via YouTube or virtually, during the past month.

14 Children's 15 Teens 31 Adults

Children's had distributed 225 Craft Kits and 200 clients participated in the library activity at the most recent Pop-up Pantry.

In April, there was an average of 25 visits per hour to pick up holds.

Personnel

While there are several open positions, interviewing and hiring will move forward once the budget is approved. The procedure of 50% of staff working in-house at any time will continue for the near future.

MLN

Ms. Linehan would be attending a Board Meeting during the upcoming week.

The general meeting will be held the next week.

Friends Report

The Friends will fund the staff development programs on equity.

COVID 19 Updates

- Staff members have been well. No staff members have had COVID.
- Limited browsing will now be allowed on the ground floor, beginning May 17.
- Spanish language and large print books have been moved to the ground floor as have AV materials.
- New hours will begin on June 1.
 - Monday, Wednesday, Friday 8:30-4:30
 - Tuesday, Thursday 11:00-7:00
 - Saturday 9:00-12:00
- 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.
- Patron capacity will be at 50%.
- Patrons will be encouraged to pick up their own holds, as the limited staff will be deployed elsewhere in the library.
- Patron feedback continues to be positive throughout the pandemic restrictions.
- Trustees praised the staff for its preparedness and thoughtful planning toward the imminent opening.

New Business

There will be a new city-owned and operated parking lot next door. There has been no determination of library dedicated spaces at this time.

Ms. Linehan is very excited about summer programming. Many outdoor activities have been planned. One of the highlights will be a "story walk" of the recently released Impact Report, currently available in print and online. Trustees once again praised the library staff for any role each one had in doing the "work" of the library or of compiling the data or creating the report itself. At this time, unfortunately, no summer ice cream social is planned. But, it was pointed out that ice cream also tastes great in the fall!

Tentative dates were established for possible Trustees' Meetings in July and August.

Unfinished Business

Art Ownership

No updates at this time.

Bylaws Review

The Bylaws Subcommittee is waiting for feedback from the Law Department

Disaster Planning

Ms. Linehan is seeking opportunities for training offered by the state.

Adjournment

Mr. Mann made the motion to adjourn the May meeting at 1:33 p.m. Ms. Creedon seconded the motion and the Trustees approved the action unanimously. The next Trustees' Meeting will be held on Thursday, June 10, 2021 at 1:00. Submitted by Marie J. McKenzie, Secretary/Clerk.