

Waltham Public Library
Waltham, Massachusetts
Trustees' Meeting
Thursday, June 14, 2018

Present

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

The June 2018 Trustees' Meeting of the Waltham Public Library was called to order by Mr. Humbert at 6:10 p.m. in the Trustees' Room in the Library.

Minutes of previous meeting

The Minutes of the regular Trustees' Meeting held on May 10, 2018 were presented.

Ms. Creedon moved to approve the May Minutes. Ms. Taddeo 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 June 30, 2018. Ms. Linehan stated that the library was in a good financial position and line items were on target. There was a brief discussion about the overtime line item.

Ms. Creedon moved to place the July 1, 2017 to June 30, 2018 Expenditure Report on file. Ms. Taddeo seconded the motion and the action was approved unanimously.

Report on Library Operations

Statistical Reports

Ms. Linehan shared Circulation and Room Use Statistics for May 2018. Ms. Linehan was again especially pleased with the positive statistics in Children's.

May 2018 had been a good month overall for Study Room Use and Visits. Hourly visits averaged 86 per hour during May 2018.

Annual Meeting

The 2019 Annual Meeting will be held in March.

Personnel

- A Collection Development specialist will be hired over the summer. Duties will focus mostly on adult collection development, and include oversight of individual librarians' suggestions, and establishment of weeding schedules.
- Ms. Creedon requested that Trustees be provided with a current staff list.
- Interviews for several part-time positions will be held shortly.
- A decision about the administrative assistant will be forthcoming and the hope is to have this person on staff by July 1, 2018.

- Staffing is all set for Sundays during the summer.

MLN

Ms. Linehan reported that MBLC will be surveying the effectiveness of broadband. Waltham's Todd Strauss was nominated by MLN to represent the network in this endeavor.

Ms. Creedon made the motion to authorize Mr. Humbert to sign the \$55,000 contract for MLN membership. Ms. Taddeo seconded the motion and the Trustees approved the motion unanimously.

Friends Report

Ms. Linehan reported that the Friends had just passed a very generous budget. Funds will allow for increased programming and for additional museum passes. Additionally, funds will be used for a washer and dryer, needed for cleaning items in Children's and for some appliances in the staff room.

Annual Meeting

A motion was made by Ms. Taddeo to suspend the regular meeting and call for the Annual Meeting. The motion was seconded by Ms. McKenzie and approved unanimously.

ANNUAL MEETING

The Annual Meeting was convened at 6:39 in the Trustees' Room of the Library. Ms. Taddeo proposed a slate of officers and the motion was seconded by Ms. McKenzie. Mr. Humbert called for nominations from the floor and there were none.

The following were 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

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

Ms. McKenzie made the motion to adjourn the Annual Meeting. Ms. Creedon seconded the motion and the Trustees approved the motion unanimously.

The Annual Meeting was adjourned at 6:44.

The June 2018 Trustees' Meeting of the Waltham Public Library was again called to order by Mr. Humbert at 6:45 p.m.

New Business

- Ms. Linehan updated the Trustees on the exciting plans for this year's *Watch! Read! Listen!* on Hamilton and distributed the brochure listing all the events for Kids, Teens, Seniors, and Adults. She reported on the arrival of the period costumes, on loan from the Reagle Players' 1776 costume collection. *Watch! Read! Listen!* kicks off Saturday, June 23 at 1:00.
- Representatives from the Bruins organization will be on hand June 27 to kick off their summer reading initiative. This event will be advertised through social media, although there are a limited number of slots available. There will be 20 "readers" from the Boys and Girls Club.
- Plans and actions are underway for the latest *Play, Imagine, Experience* initiative. In line with the Hamilton theme of *Watch! Read! Listen!*, the designated space is inspired by a Broadway theater experience.

Unfinished Business

Budget

Ms. Linehan reported on a positive budget news. The library budget was passed by the City Council. Ms. Linehan that there was a brief discussion about the homeless clients.

Art Ownership

More work will be done on this by the part time archivist and the administrative assistant. One of the first tasks will be to inventory the Waltham Collection.

Adjournment

Ms. McKenzie made the motion to adjourn the June meeting at 7:02 p.m. Ms. Creedon seconded the motion and the Trustees approved the action unanimously.

The next Trustees' Meeting will be held on Thursday, September 13.

Submitted by Marie J. McKenzie, Secretary/Clerk