

Waltham Public Library
Waltham, Massachusetts
Trustees' Meeting
Thursday, September 20, 2018

Present

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

The September 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 June 14, 2018 were presented.

Ms. McKenzie moved to approve the June Minutes. Ms. Creedon 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, 2019. This report had been generated on September 13, 2018. Ms. Linehan stated that the large expenditure in Educational Supplies was related to upfront costs for databases and the nearly 99% of full expenditure for the Minuteman Network also reflected upfront costs. Ms. Linehan would follow up on the calculations in the line items for part time wages and overtime.

Mr. Mann moved to place this Expenditure Report on file. Ms. Creedon seconded the motion and the action was approved unanimously.

Report on Library Operations

Statistical Reports

Ms. Linehan shared Circulation Statistics for June 2018, July 2018, August 2018, and FY18. The statistics generated in the FY18 report had been pleasantly reviewed by the Ms. Linehan and library department heads. The bottom line is that the % change from FY17 to FY18 was +7%. In "library world", Ms. Linehan reported that a +2% change is considered a success.

Ms. Linehan was especially pleased with the positive statistics in Children's and Teens. Toward the goal of improving the collection in Adults, Ms. Linehan has budgeted for and will soon begin the hiring process for a Collection Development librarian.

The format for reporting Study and Meeting Room Use will be changing. However, statistics remained quite steady, even considering that the library was closed for a total of 26 hours due to air conditioning issues. Hourly visits continue to average about 100 patrons.

Personnel

- Ms. Kate Spalding has been hired in Tech Services.
- Ms. Molly MacKenzie has been hired as the Administrative Assistant.
- The hiring of a full time Children's Library Assistant is imminent.

- The initiation of the hiring process for a full time Collection Development librarian will begin the week of September 23.
- The full time Literacy Librarian/Reference Librarian has been approved and the hiring process will begin shortly.
- The retirement celebration for Ms. Marjorie Hartman recognizing her 71 years of service in the Waltham Public Library was very well received.
- A new union contract has been signed. This is actually the second year of a three-year contract.
- New hires will start with 3 weeks of vacation.
- Ms. Linehan will be on maternity leave from November through January.

MLN

There is no news at this time.

Friends Report

The Friends of the Library Book Sale will take place on October 13 and 14.

New Business

- Ms. Linehan shared a few anecdotes from the recent Stuffed Animal Sleepover and Story Time.
- MBLC sent congratulations for “the best ever” Summer Reading Kick-Off, which is co-sponsored by the Boston Bruins. Participants in the kick-off event included frequent Children’s patrons and members of the Boys and Girls Club. The Bruins sent their thanks with an autographed hockey stick, which will on display shortly.
- Ms. Linehan shared some statistics for individual schools’ participation in the summer reading program. There were 666 students who participated and the highest percentage (considering school population) was the Dual Language School.

- Ms. Linehan shared some statistics for Watch! Read! Listen!

2017	1500 participants	14 paid performers	\$4000 cost
2018	1300 participants	7 paid performers	\$2500 cost

- Ms. Linehan shared some statistics for programming.

Children’s		
2017	490 programs	13,000 participants
2018	482 programs	24,000 participants
Teens		
2017	150 programs	1500 participants
2018	125 programs	1500 participants
Adults		
2017	240 programs	1200 participants
2018	127 programs	3300 participants

Mr. Mann made the suggestion that the statistical information be prepared for a press release. It was noted that such statistics are shared during the budget request process.

- Two grants have been received:
 - \$10,000 Mind in the Making to be used for Play, Imagine, Experience
 - \$5,000 Teens and Tweens to be used by Luke Kirkland and his work on teen-led ownership and empowerment.

- Ms. Linehan shared a press release for *For Freedoms 50 State Initiative* and the upcoming Lawn Sign Event, which will be kicking off on October 1 for a month-long series of youth engagement activities.
- Ms. Linehan distributed a revised copy of the Computer Internet Policy. Trustees were asked to review it during the month and to possibly vote on it at the October meeting.
- Ms. Linehan shared that she had recently learned that the Waltham Public Library is the only actual archive for copies of the Waltham News Tribute prior to 1999. At that time, all records that had been held by the Tribune were destroyed in fire. Ms. Linehan is working with the archivist, Dana Hamlin, and members of the City Council to address funding for a microfilm reader and to secure funding under a Community Preservation Grant to digitize the archived newspapers.
- Several Trustees will be attending the MBLC Trustees Orientation Meeting, to be held at the Waltham Public Library on September 25.

Unfinished Business

The air conditioning has been fixed. It needed a new compressor. (A new boiler had been installed in 2017.)

Mr. Mann made the motion to adjourn the September meeting at 7:20 p.m. Ms. Creedon seconded the motion and the Trustees approved the action unanimously.

The next Trustees' Meeting will be held on Thursday, October 11.

Submitted by Marie J. McKenzie, Secretary/Clerk