

# Waltham Public Library

Waltham, Massachusetts

## Trustees' Meeting

Thursday, January 11, 2024

1:00

### **Present**

Mr. Alan Humbert, Ms. Marie McKenzie, Ms. Marina Bartley, Ms. Martha Creedon,  
Mr. Steven Mann, Mr. David Levinson, Ms. Seana Rabbito, Children's Department Head,  
Ms. Kelly Linehan, Director

Mr. Humbert welcomed the Trustees to the January Trustees' Meeting of the Waltham Public Library.

Ms. Linehan introduced Ms. Seana Rabbito, Children's Department Head, as part of the ongoing initiative of having various department heads update the Trustees about themselves, their responsibilities, and their vision for their respective departments. Ms. Rabbito graduated from Virginia Tech, spent time in Italy, and has been part of the Waltham Library staff twice, once as part of AV Department, then leaving to work in the Westford Public Library for 16 years before returning to Waltham as part of the Children's staff for five years and as the department head for the past 2 years. She expressed her "love" for "our community."

She gave details and shared photos about the PIE room, previous themes, current themes, future vision, and team-building/ all hands-on-deck participation in design and ownership. The PIE room has approximately 1000 visitors per week!

Additionally, she shared information about her outreach and professional development with elementary library teachers and classroom teachers in the Waltham Public Schools.

Mr. Humbert called the Trustees' Meeting to order at 1:20.

### **Minutes of previous meeting**

The Minutes of the regular Trustees' Meeting, held on December 12, 2023 were reviewed.

Ms. Bartley moved to approve the Minutes. Ms. Creedon seconded the motion, and the Trustees voted to approve.

### **Expenditure Report**

Ms. Linehan presented the report. Expenditures are on target for this time in the fiscal year.

Ms. Creedon seconded the motion and the Trustees voted to place the report on file.

### **Report on Library Operations**

#### ***Circulations Statistics Report***

Circulation statistics were received for December 2023. Ms. Linehan continues to be pleased with the numbers. During the past month, Waltham ranked #6 in E-content within the Minuteman Network.

## ***Operational Statistics Report***

- The new PIE Room (dinosaurs) opened in December 2023.
- Ms. Linehan reported that there had been good attendance at recent adult programs.

## ***Personnel***

Ms. Linehan reported that there is a part-time opening in Children's.

## ***MLN***

Ms. Linehan is an active participant in the committee discussing e-content.

## ***Friends Report***

The next meeting will be in February. At that time, there will be a new President of the Friends.

## **New Business**

The following policies were reviewed and updated when necessary:

*Safe Youth*

*Library Cards for Children and Teens Policy*

*Lost/Unattended Child Procedure*

Except for two instances of clarifying language, these policies remain virtually the same as a result of this review.

Ms. Linehan informed the Trustees of the popularity of the Browsing Express books for adults located in the Children's Room, so caregivers can easily access books for themselves when in this area with their children.

Microfilm archives are being moved and that space will be utilized as a community resource room. Ms. Linehan has a vision for a city-wide community resource day to be held in September, and apart from Waltham Day. Staff members working on this area are Amber Harvey, Sue Bell and Greg Carter. Ms. Linehan continues to advocate for a social worker.

## **Unfinished Business**

## **Announcements**

## **Adjournment**

Mr. Mann made the motion to adjourn the January meeting at 2:07 p.m. Mr. Levinson seconded the motion and the Trustees approved the action unanimously.

The next scheduled Trustees' Meeting will be held on Thursday, February 8 at 1:00.

Submitted by Marie J. McKenzie, Secretary/Clerk