

**Waltham Public Library**  
Waltham, Massachusetts  
Trustees' Meeting  
January 9, 2025  
1:00PM

**Present**

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

Mr. Humbert welcomed the Trustees to the January Trustees' Meeting of the Waltham Public Library at 1:00.

**Minutes of previous meeting**

The Minutes of the regular Trustees' Meeting, held on November 21, were reviewed. An error on the Trustee cited on a seconding was noted and will be corrected. Mr. Levinson moved to approve the Minutes, as amended. Mr. Mann seconded the motion and the Trustees voted to approve.

**Expenditure Report**

Ms. Linehan presented the Expenditure Report for the 07/01/2024-12/31/2024 time period. Everything was on target. Ms. Linehan noted that this report does not yet reflect state aid. There was a discussion about how much money was on reserve and how much had been taken out of the reserve. Additionally, there was discussion about where the library was in relationship to the purchasing of the Bookmobile. Ms. Linehan is excited about Ms. Jen Costa, from Children's, spearheading the logistics of the Bookmobile and also noted how valuable this new asset will be in filling gaps that will occur while the library is renovated, through the grant. (See New Business/Building Grant below)

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

**Report on Library Operations**

***Circulations Statistics Report***

Ms. Linehan shared the November and December statistics. Her goal is to always be in the top ten.

- Waltham ranked #6 in e-content within the forty-one-member Minuteman Network in November and December.
- Waltham ranked #7 in print in October and #9 in November and December
- Overall circulation is up from the same months in 2023.
- There is plenty of activity in Children's and in the Fairy Tale themed PIE room.
- Behavior and amounts of reading in Teens have improved.

### ***Operational Statistics Report***

Average visits remained steady. In November and December there were 19,308 and 17,921 visits respectively. The food program, in coordination with the Boys' and Girls' Club has continued.

### ***Personnel***

Part-time personnel have been hired in Circulation and in Children's. An additional part-time position will be open shortly.

### ***MLN***

Ms. Linehan reported that there will be a board meeting in January.

### ***Friends Report***

The Friends are conducting membership outreach using technology more effectively. Ms. Linehan was positive about the quality of programming now offered through the Friends.

## **New Business**

### ***Building Grant***

*(This exciting item was shared at the beginning of the meeting, before Minutes.)*

Notification has been received that a competitive building grant from the Massachusetts Public Library Construction Program has been awarded to the Waltham Public Library in the amount of \$100,000!

Ms. Linehan had included, in the Trustees' information packet, a congratulations and workshop information email received from Andrea Bono-Bunker, who will be Waltham's consultant from the Massachusetts Board of Library Commissioners. Waltham was the 'large' library that had applied for the building grant to receive it.

Ms. Linehan and Ms. Fasulo will be attending the information workshop about timelines, steps, etc. Ms. Linehan is confident that the hiring of an architect and of an onsite project manager and the design should be in hand within a year. Additionally, there will be a need to assemble an advisory building committee. On behalf of the Trustees, Mr. Humbert recognized and congratulated Ms. Linehan on this accomplishment. She acknowledged that none of this would have been possible without the support and input of the library staff.

Mr. Humbert suggested that, due to everything that will be associated with the grant, Ms. Fasulo attend future Trustees meetings.

### ***Outreach***

Mr. Greg Carter, Reference and Outreach Liaison, has connected with various agencies dealing with the unhoused, with the Senior Center, and Maristhill Rehabilitation and Nursing Home. Ms. Linehan is also involved in discussions with these various agencies. She estimated that there about 100 unhoused adults in the city.

## **Unfinished Business**

### ***HVAC***

The ongoing work on the ducts has led to some closures of the Circulation desk, due to lack of heat. Further duct cleaning work will take place overnight starting January 13-29. Crews will be working from 9 p.m. to 4 a.m. Monday-Thursday. There might be a possibility that some of the new materials can be repurposed in the upcoming renovations.

### ***Policy Review***

There are no new items for the Trustees at this time. Ms. Linehan has been working with staff on reviewing internal procedures/policies and on strategies for dealing with difficult patrons.

## **Announcements**

- Ms. Janet Zipes, Circulation, is again developing an Oscar ballot for patrons.
- Ms. Amber Harvey, Reference, is organizing an adult reading challenge.
- Renee Korgood, Teens, is organizing a teen reading challenge.
- Mr. Humbert shared information about two upcoming seminars on fundraising and on supporting an effective Friends of the Library. He would email specifics within the next few days.

## **Adjournment**

Mr. Mann made the motion to adjourn the January meeting at 1:57 p.m. M. Levinson seconded the motion and the Trustees approved the action unanimously.

The next scheduled Trustees' Meeting will be held on Thursday, February 13 at 1:00. Ms. Fasulo will facilitate that meeting.

Submitted by Marie J. McKenzie, Secretary/Clerk