

Waltham Public Library
Waltham, Massachusetts
Trustees' Meeting
Thursday, February 8, 2024
1:00

Present

Mr. Alan Humbert, Ms. Marie McKenzie, Ms. Marina Bartley, Mr. David Levinson,
Mr. Steven Mann (left at 2:20), Ms. Kelly Linehan, Director

Mr. Humbert welcomed the Trustees to the February Trustees' Meeting of the Waltham Public Library and called the Trustees' Meeting to order at 1:05.

Minutes of previous meeting

The Minutes of the regular Trustees' Meeting, held on January 11, 2024 were reviewed. Ms. Bartley moved to approve the Minutes. Mr. Levinson 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. The fiscal year is half completed and the budget has been expended 53%. Ms. Linehan clarified that "Supplies" includes books and e-content. Ms. McKenzie made the motion to place the report on file. Mr. Levinson 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 January 2024. Ms. Linehan continues to be pleased with the numbers. Waltham's Circulation Statistics ranked #9 (out of 42 member districts) within the Minuteman Network.

Operational Statistics Report

- The library is averaging 74 visits per hour.
- Two thousand individuals attended various library programs.
- Six hundred meals were distributed in conjunction with the Boys' and Girls' Club.
- Mr. Levinson shared his positive feedback about a recent Children's program, which he attended along with grandchildren. The program involved music and a petting zoo.

Personnel

Ms. Linehan updated the Trustees about a personnel issue that will involve some realignment of duties/responsibilities of various staff members over the next few months. She believes that planning for the proposed Community Resource Day and Watch-Read-Listen will be postponed.

MLN

Ms. Linehan is an active participant in the committee discussing e-content. Staff members have had training on the new catalog

Friends Report

There was a brief discussion about a database of membership and organization issues. Ms. Linehan has begun to investigate “swag” that could be a perk of membership.

New Business

Ms. Linehan is working closely with representatives from the Boys’ and Girls’ Club, McDevitt Middle School, and staff members to address concerns about behaviors of some middle schoolers in the Teen Room and in other areas of the library. Teen behavior policies are being reviewed, and limits are being set on teens being in other areas of the library. In addition to the security cameras, Ms. Linehan and others will be monitoring using walk-throughs. Restrooms will be locked and a key must be requested. There is a need for security cameras in the stairways. Ms. Linehan is acutely aware of the privacy rights of patrons but also that privacy rights are forfeited with a patron violates library policy. Ms. Linehan is committed to making the library a safe place for everyone.

Unfinished Business

The following policies were reviewed and updated at the January meeting:

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.

Mr. Levinson made the motion to accept these policies. Mr. Mann seconded the motion and the Trustees voted to approve.

Ms. Linehan informed the Trustees that the Library Legislative Breakfast that was scheduled with the Watertown Library on March 22 will now only involve Watertown, as the legislative representative for Waltham is not available on that date.

Trustees reviewed the text of the Library Director Performance Evaluation Form. Each trustee should complete the form and forward to the Secretary/Clerk no later than April. 1. The final evaluation will be discussed at the April Trustees’ Meeting.

Information and dates about the Bid Process was received from the City of Waltham purchasing agent. All materials for the building project are due in June.

Portable air conditioning units will be placed in the Waltham Room and the Makerspace.

Announcements

Ms. Linehan shared positive feedback

- a college counselor/Spanish teacher at the Cambridge School of Weston related to their partnership in the literacy program.
- a patron thrilled with the Collection in Children's.
- a patron thrilled with the selection of Express books and paperbacks.
- a patron who brought treats to the hard-working and patient Children's staff.
- a patron pleased with the selection of books for adults in Children's.

Dana Hamlin, Reference, has received a grant that will cover 50% of the cost for the restoration of letters written by Civil War soldiers. Additionally, \$500 has been received from a patron for this project.

Adjournment

Mr. Levinson made the motion to adjourn the February meeting at 2:40 p.m. Ms. Bartley seconded the motion and the Trustees approved the action unanimously.

The next scheduled Trustees' Meeting will be held on Thursday, March 14 at 1:00.

Submitted by Marie J. McKenzie, Secretary/Clerk