

Waltham Public Library

Waltham, Massachusetts

Trustees' Meeting

Thursday, April 11, 2024

1:00

Present

Mr. Alan Humbert, Ms. Marie McKenzie, Ms. Marina Bartley, Ms. Martha Creedon, Mr. David Levinson, Ms. Deborah Fasulo, Assistant Library Director, Mr. Roy MacKenzie Circulation Department Head,

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

A motion was made by Mr. Levinson, to suspend the regular meeting for the presentation by Mr. MacKenzie. The motion was seconded by Ms. McKenzie and approved unanimously.

Ms. Fasulo introduced Mr. Roy MacKenzie, Circulation 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. Mr. MacKenzie has library experiences in the Cambridge and Brookline systems. Furthermore, he has presented at MLA conferences and at Simmons College. His responsibilities include training new staff 1) regarding library policies and best practices and 2) tracking statistics regarding internal uses and lending of various types of materials, through the Minutemen Network. In addition to conducting library "walk throughs" he can be sometimes be found at the Reference Desk or conducting a Book Group. He informed the Trustees regarding selection and hold processing and load period policies. His highest priority is customer service. Additionally, he schedules ten staff members, (3 full-time and 7 part-time). His "wish list" regarding new construction would include improved sight lines, creation of "silent spaces", lots of electric outlets, improved restrooms, and a community garden. Succinctly he wants space to match purpose.

Mr. Humbert thanked Mr. MacKenzie called the Trustees' Meeting to order at 1:30.

Minutes of previous meeting

The Minutes of the regular Trustees' Meeting, held on March 14, 2024 were reviewed. Ms. Bartley moved to approve the Minutes with a slight typo amendment. Ms. Creedon seconded the motion and the Trustees voted to approve.

Expenditure Report

Mr. Humbert reported on the positive comments about the library that were voiced at a recent City Council meeting that he and Ms. Linehan attended.

Ms. Fasulo presented the report. Expenditures are on target, just slightly below, for this time in the fiscal year (75% expended).

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

Report on Library Operations

Circulations Statistics Report

Circulation statistics were received for March 2024. Ms. Fasulo reports that the library has been busy. Over 22,000 visits were recorded in March. During the past month, once again Waltham ranked #6 in E-content within the Minuteman Network. Waltham ranked #9 in print materials.

Personnel

Ms. Fasulo updated the Trustees regarding the hiring process. Each position is considered individually and, although it may be advertised as the same position, when interviewing/hiring, she and Ms. Linehan also focus on complementary skill sets

MLN

Ms. Linehan is an active participant in the committee discussing e-content. Ms. Kate Spaulding is on the Standards Committee.

Friends Report

The next meeting will be on April 11 At that time, a request will be made for funds to support the new building grant.

New Business

Evaluations

There was a discussion about modifications that could be made to the Trustees self-evaluation. Issues included knowledge of legal issues regarding library operations and interaction with the Friends of the Library.

The evaluation of the director has been completed and will be forwarded within the next two weeks. The evaluation form may need to be updated regarding its match to the job description and the actual evaluation process to include specific goal setting. Ms. Fasulo will forward the current job description to the Trustees.

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

ANNUAL MEETING

The Annual Meeting was convened at 2:10. The following slate was presented.

The following were nominated to be elected for one-year terms:

Alan Humbert – Chair

Steven Mann– Vice-chair

Marie McKenzie- Secretary

Steven Mann – Representative on the Investment Committee

Marina Bartley– Representative on the Friends of the
Library Board

Martha Creedon – Chair of the Nominating Committee.

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

Mr. Humbert called for any additional business. There was a brief discussion about the years of appointment for each Trustees.

Mr. Levinson made the motion to adjourn the Annual Meeting and reconvene the regular Meeting. Ms. Creedon seconded the motion and the Trustees approved the motion unanimously.

The Annual Meeting was adjourned at 2:16.

The April 2024 Trustees' Meeting of the Waltham Public Library was again called to order by Mr. Humbert at 2:16 p.m.

Unfinished Business

Building Plan

There had been substantive discussion regarding the building grant at the March meeting.

Ms. Fasulo reported that the weblink is posted.

Trustee feedback on the grant narrative should be sent in to Ms. Linehan by the end of April. The grant request must be submitted by May 31.

HVAC funds are on hold pending results of grant request. Temporary plans for the summer air-conditioning are in progress with the City.

Announcements

- The availability of some adult materials in the Children's Room has been well received. Parents, guardians, and/or caregivers can browse while children are engaged in library events.
- The library received lots of inquiries (over 300) regarding the available of glasses for viewing the eclipse on Eclipse Day. Unfortunately, all glasses were gone.
- An electronic public transit board has been installed at the Main Street entrance to inform patrons of the local public transportation stops and departure times.
- Mr. Levinson noted excellent help he had received from the Children's Department regarding Museum passes.
- There will be a building tour for Friends of the Library on April 28 as part of the New Building Grant publicity and engagement.

Adjournment

Ms. Bartley made the motion to adjourn the April meeting at 2:58 p.m. Ms. Creedon seconded the motion and the Trustees approved the action unanimously.

The next scheduled Trustees' Meeting will be held on Thursday, May 9 at 1:00.

Submitted by Marie J. McKenzie, Secretary/Clerk