

**Waltham Public Library**  
Waltham, Massachusetts  
**Trustees' Meeting**  
Thursday, May 9, 2024  
1:00

**Present**

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

Mr. Humbert welcomed the Trustees to the May Trustees' Meeting of the Waltham Public Library at 1:05.

**Minutes of previous meeting**

The Minutes of the regular Trustees' Meeting, held on April 11, 2024, were reviewed. Mr. Levinson moved to approve the Minutes with a few typo amendments. Ms. Creedon seconded the motion and the Trustees voted to approve.

**Expenditure Report**

Ms. Linehan presented the Expenditure Report. Expenditures are on target. Ms. Linehan noted that there will be spending "down to the penny" this fiscal year.

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

**Report on Library Operations**

***Circulations Statistics Report***

- The Waltham Library is # 9 for Circulation within the Minuteman Network.
- The Waltham Library is #6 in e-content within the Minuteman Network.

Ms. Linehan shared that the past month statistics indicated a slightly slower month regarding Circulation.

***Operational Statistics Report***

- There have been lots of visitors.
- Extra programming had been scheduled during the April school vacation. The food program, that is in coordination with the Boys' and Girls' Club, was not held at the library (but at the Club) during vacation week. Ms. Linehan shared plans for the summer snack/lunch program and for a supper program that will coordinate with evening programs at the library.
- Room usage exceeded last year's total for the month.

## ***Personnel***

Interviews are being held to fill two part-time Circulation positions.

## ***MLN***

Ms. Linehan is an active participant in the committee discussing e-content. A Network meeting is scheduled for next week.

## ***Friends Report***

The Friends have supported a non-binding proposal to contribute \$1,000,000 should the renovation grant be funded by the state. The Friends were a sponsor of the recent 5K race and provided water bottles to participants.

## **New Business**

### ***MLA Conference***

Several Trustees, who had attended the recent MLA Conference, shared positive feedback from sessions attended.

Mr. Humbert summarized his attendance at sessions on joy, on construction grants, and on handling book challenges. He enjoyed Spanish Story Hour, as well as presentations by John Oliver on *Fired for Freedom* and Josh Kantor, librarian and Fenway Park organist.

Mr. Levinson summarized his insights from workshops on academic libraries coordinating with community and schools, the Massachusetts Teen Choice Award, and Meeting the Needs of the Immigrant Population.

Both Mr. Levinson and Ms. Linehan were given high praise for arranging the attendance of the entire library staff at this conference.

### ***State Aid***

Waltham has been awarded the second part of state aid funds from the Board of Library Commissioners. The total for FY2024 is \$69,530.36.

### ***Flag Policy***

A draft was discussed. Trustees had also received additional documentation in consideration of any final policy from the City, from the US Department of Veterans Affairs, thanks to Ms. Fasulo. It was decided that this issue should follow the city guidelines for flagpoles on city property (schools, city hall and annexes, library, police and fire stations) and therefore will be determined on a case-by-case basis.

### ***Executive Sessions***

There was a discussion about the procedures and timing and notifications involved in posting executive sessions, i.e. City Clerk's Office, city calendar, library website, social media.

## **Unfinished Business**

### ***Building Plan***

Ms. Linehan is planning to submit the grant application on May 25. The grant is due May 31. The final draft will include information from various community groups and will be illustrated with PIE photos.

Temporary air conditioning has been installed.

### ***Evaluations***

There was a discussion about addressing the completed Director's evaluation at the June meeting. At that time, suggestions may be made for modifications that could be made to any future evaluation instrument to remove items that may not be relevant and to add items that may need to be included based on the current job description on file in the City

## **Adjournment**

Mr. Mann made the motion to adjourn the May meeting at 2:05 p.m. Ms. Creedon seconded the motion and the Trustees approved the action unanimously.

The next scheduled Trustees' Meeting will be held on Thursday, June 13 at 1:00.

Submitted by Marie J. McKenzie, Secretary/Clerk