

Waltham Public Library

Waltham, Massachusetts

Trustees' Meeting

Thursday, February 11, 2021

Present

Mr. Alan Humbert, Mr. Steven Mann, Ms. Martha Creedon, Ms. Maureen Taddeo, Ms. Marie McKenzie, Ms. Deborah Fasulo, Assistant Director (via Zoom)

Mr. Humbert welcomed the Trustees and Ms. Fasulo to the February 2021 Trustees' Meeting of the Waltham Public Library and called the meeting to order at 1:04 p.m. (Meeting streamed live on YouTube.)

Minutes of previous meeting

The Minutes of the regular Trustees' Meeting, held on January 14, 2021 were reviewed. Ms. Creedon moved to approve the January Minutes. Ms. Taddeo seconded the motion and the Trustees voted to approve.

Expenditure Report

Ms. Fasulo reviewed the Expenditure Report. The bottom line of this report is on target. Ms. Fasulo reported that expected state aid would appear on the March Expenditure Report.

Mr. Mann moved to place the Expenditure Report on file. Ms. Taddeo seconded the motion and the Trustees voted to place the report on file.

Report on Library Operations

Circulations Statistics Report

Ms. Fasulo was pleased that, given COVID issues, circulation statistics were holding steady. The statistics indicate approximately 60% of the previous year's totals, which coincides with the library being open 60 % of the previous year's hours.

Waltham again ranked #13 in MLN, which is commendable given that other members in the network ahead of Waltham, are larger and/or have multiple branches. Waltham ranked #7 in circulation of ematerials.

Personnel

The staff has been on 50% in-house and 50% working from home on alternate weeks since mid-December. Those working in the library are very busy with customer service, shelving, and addressing issues over the phone. Planning and ordering are done during the working from home

week. Ms. Fasulo reported that it is sometimes challenging in restarting certain projects as one leaves it on a Friday and resumes it on a Monday, ten days later.

Ms. Fasulo reported that a great spirit of camaraderie has developed among each of the cohorts, especially in supporting colleagues' efforts in maintaining social distancing and in leaving the library in pristine condition at the end of their week!

Ms. Linehan had forwarded a letter from the Pages requesting a possible change in the hourly rate to align with other youth workers in city departments. Ms. Linehan had proposed this change in last year's budget. Since it had not been approved at that time, Ms. Linehan would submit it again. This would not mean that fewer pages would be employed. It is not a specific line item either. Mr. Mann asked if there were any parameters in any city contracts about setting certain salaries in various city unions in a proportion to the lowest paid employees. Ms. Fasulo reported that both she and Ms. Linehan see the enhanced hourly rate as part of nurturing the next generation of librarians.

A motion was made by Mr. Humbert that the Trustees support the \$15.00 hourly rate. Ms. Creedon moved to approve the motion. Ms. Taddeo seconded the motion and the Trustees voted to approve.

MLN

There are no new items related to Network issues. Member libraries continue informal online conversations about how each was managing under COVID restrictions, ordering procedures, Overdrive, and wait times.

Friends Report

The Friends are in the process of hiring a firm whose task will be to review current policies and to provide staff development regarding issues of diversity and equity. This would be conducted over a two-year period and would involve a budget of \$50,000. This staff development would also be open to members of the Friends Board and the Trustees.

Working in a pandemic

- The library has maintained strict adherence to COVID guidelines. Many staff members are double masking. There is an adequate supply of PPE and face shields.
- Only one staff member is in the elevator at any given time.
- Staff members have been well. No staff members have had COVID. A few have had to quarantine due to some contact.
- Phone calls have not increased too much but there have been increased virtual tech appointments about using devices and addressing clients' issues related to downloadables.
- There has not been a big increase in the use of WIFI by clients in the parking lot.
- Staff has been divided in half - for a week in-house and a week working from home. Any changes to this plan will be given through the Mayor's Office.
- The library is cleaned at mid-day and at the end of the day.

Unfinished Business

Mr. Humbert suggested tabling these items until the next meeting.

New Business

No new business at this time.

Announcements

Ms. Fasulo encouraged the Trustees to check out the Events Calendar. Mr. Humbert asked if the library's events were ever published in The Boston Globe. Ms. Fasulo would follow up on that.

- She mentioned some online programming for Black History Month.
- She highlighted the high volume of viewers on You Tube of *Black History and Racism in America*.
- Life after Coma, written by Waltham native, Caroline Leavitt, has been rescheduled for February 17.
- Real Talk (Teens), Technology Information, and Storytime are quite popular.

Adjournment

Ms. Creedon made the motion to adjourn the February meeting at 1:30 p.m. Ms. Taddeo seconded the motion and the Trustees approved the action unanimously.

The next Trustees' Meeting will be held on Thursday, March 11, 2021 at 1:00.

Submitted by Marie J. McKenzie, Secretary/Clerk