

Waltham Public Library  
Waltham, Massachusetts  
Trustees' Meeting  
Thursday, June 8, 2017

**Present**

Mr. Alan Humbert, Mr. Steven Mann, Ms. Marie McKenzie, Ms. Martha Creedon, Ms. Kelly Linehan, Library Director, Hayley McElroy (intern in Auditor's Office)

The June 2017 Trustees' Meeting of the Waltham Public Library was called to order by Mr. Humbert at 6:06 p.m. in the Trustees' Room in the Library.

**Minutes of previous meeting**

The Minutes of the regular Trustees' Meeting, held on May 11, 2017, were presented. Mr. Mann moved to approve the May Minutes. Ms. Creedon seconded the motion and the Trustees voted to approve.

**Financial Report**

**Expenditure Report**

Ms. Linehan presented the Expenditure Report for the period from July 1, 2016 through May 31, 2017.

Ms. Linehan stated that although the Library Training line appeared overspent, it was balanced by the Dues and Subscriptions line item and the Postage and Printing line items were balanced by Office Supplies. Additionally, in the future, there will be more delineation between Office Supplies and Library Supplies. This Expenditure Report reflects state funding.

Ms. Linehan reported that \$2000 had been approved from the Mayor's Office for the additional staff training in FY18

Ms. Creedon moved to place the July 1, 2016 to May 31, 2017 Expenditure Report on file. Mr. Mann seconded the motion and the action was approved unanimously.

**Report on Library Operations**

*Statistical Reports*

Ms. Linehan shared Circulation Statistics for May 2017.

She noted that:

- Circulation rate in Adults, AV, Teens, and Children's were all up for an overall increase of 12.5% from May 2016. This is extremely positive (even if the Internal Use statistics is removed, as it was not collected in 2016!)
- The 8% increase in Children's reflects the more attractive arrangements, weeding, new activities, and positive feedback from patrons over the last few months.

*Personnel*

Ms. Linehan updated the Trustees on the status of several open positions. Approximately 22 interviews have been conducted to fill the three positions in Children's. The hope is to have new personnel in place by July 1.

Ms. Linehan reported on the status of coverage for the summer weekends.

When hired, the Program Coordinator will be a liaison to the Friends of the Library.

The hiring process for two new permanent positions - Literacy Librarian and Full time Tech Services will begin after July 1.

## **MLN**

Ms. Linehan reported that there was cautious optimism about the effects of proposed federal budget issues. It is still unclear as to how budget issues will affect the Massachusetts Board of Library Commissioners.

Ms. Linehan has been assured by the Mayor that all efforts will be made at the local level to fill in for any state aid losses to the library.

## ***Friends Report***

Ms. Linehan reported the Friends would be meeting after this Trustees' Meeting. Their fundraising efforts, particularly related to sponsorship and silent auction items for the upcoming Watch! Read! Listen, have been very successful.

At this time, there are 18 board members and 4 Executive Board members. The Executive Board meets regularly.

The Friends of the Library have funded all of Ms. Linehan's recent requests.

## ***Watch! Read! Listen! Update***

Ms. Linehan enthusiastically reported on the planning for this program around the book, Frankenstein, which will be conducted between June 24 and August 19, with a kickoff/fundraiser on June 16. Ms. Linehan shared the promotional brochure outlining a wide variety of activities for Kids, Teens, and Adults, as well as 6 movie nights. The expectation is that the majority of tickets for the kickoff on June 16 will be sold at the door.

## **New Business**

Ms. Linehan updated the Trustees on the specific honors of the five public relations awards that had been formally announced at the Massachusetts Library Association conference, held on May 22 and 23 in Hyannis. The library won an award in every category for which the library submitted an entry.

- Best community reading program for Watch! Read! Listen! (Third Place)
- Best logo for Watch! Read! Listen! (First Place)
- Best social media for Watch City Teens (First Place)
- Best program for Maker Monday (Second Place)
- Best flyer for (First Place)

Ms. Linehan announced that Luke Kirkland (Teen Specialist) and Clifmon LeRoy (Library Page) both received a Community Activism Award from the Waltham Partnership for Youth, and were nominated by high school students, at a ceremony earlier this month.

## **New Business**

The specific proposal for

1. Attendance by a library staff member at the California Internet Librarian Conference, which will be highly valuable toward the redesign of the library website.
2. attendance by 6-7 library staff members at local Library Leadership Conference, organized by a subset of MLN members

Should be finalized shortly. Funding for this, as well as for computers for the Teen Room and new positions and/or upgrades with benefits, is in the approved budget for the next fiscal year.

## **Unfinished Business**

### *Long Range Plan*

Ms. Linehan informed the Trustees that the long-range planning process is on track and on time. The focus of the plan will be on "community". She expects a draft to be ready by July, in anticipation of filing for a construction grant in October. To date, 470 online surveys have been forwarded and there are additional paper responses. There have been meetings with several focus groups, such as Latino, Immigrant, Children's, Homeless, Teens and Young Professionals. Yet to be addressed in a focus group are business leaders, city officials, and other community leaders.

Ms. Linehan and library staff have received positive feedback, both oral and written, on the new locations of many of the collections

### *Art Work*

This item is being tabled until the fall after a PT archivist is hired.

## **Adjournment**

Mr. Mann made the motion to adjourn the June meeting at 6:57 p.m. Ms. Creedon seconded the motion and the Trustees approved the action unanimously.

The next Trustees' Meeting will be held on Thursday, September 14 at 6:00 p.m.

Submitted by Marie J. McKenzie, Secretary/Clerk