Board of Library Trustees Meeting
Tuesday, May 7, 2024 at 7:00 PM
Raya Stern Trustees Room - Watertown Free Public Library
123 Main Street, Watertown, Massachusetts 02472

Meeting Minutes

Documents used and/or referred to during this meeting include the following: Meeting Minutes from April meeting; FY24 Year to Date Budget Report; FY24 Funds and Grants; FY 24 Griffin Fund Report; FY24 MLBLC State Aid to Library Report; Burke Fund Report; FY24 HATCH Summary; Director's Report; Watertown Community Foundation Grant Applications; Burke Fund Allocation Request; WB Mason Study Room Information.

1. Call to Order @ 7:05 P.M.
    a. Roll call attendance: Chair Hammonds, Trustee Su, Trustee Kokoros, Trustee Murphy-Holroyd, Trustee Keary, Director Hewitt, Assistant Director Maturevich
    b. Not present: Trustee Young

2. Secretary's Report
    a. April 3, 2024, Meeting Minutes
        i. Motion to approve the 4/3/24 meeting minutes by Trustee Kokoros, seconded by Trustee Keary. Motion passed unanimously.

3. Public Forum
    a. None.

4. Financial Report
    a. FY24 Budget
    b. Burke Fund Report
    c. HATCH Financials
        i. Motion to approve the financial report made by Trustee Su, seconded by Trustee Murphy- Holroyd. Motion passed unanimously.

5. Chair's Report
    a. Budget meeting on May 21, 2024, at City Hall.
    b. Review of Director Hewitt due 5/17/24 to Trustee Su.

6. Director's Report
    a. General Updates
    b. Inés Gonzalez-Romero won Outstanding Paralibrarian of the Year by Massachusetts Library Association (MLA).
    c. Calendar format updated on the website with new room booking software.
    d. Three Watertown Community Foundation grant applications were submitted.
    e. Café RFP pending approval from Procurement Office.

7. Old Business
    a. Consideration and Action on Café Selection Committee
    b. Director Hewitt suggested a committee of 6 members, consisting of 2 Trustees (Keary and Murphy Holroyd), 1 Library staff (Polly Stern), Director Hewitt, Assistant Director Maturevich, and 1 Procurement staff.
        i. Motion to approve Café Selection Committee members by Trustee Kokoros, motion seconded by Trustee Su. Motion passed unanimously.

8. New Business

a. Consideration and Action on Burke Fund allocations
    i. Motion to approve Burke Fund allocations, seconded by Trustee Keary. Motion passed unanimously.
b. FY25 Budget Update
    i. The following new and updated roles has been recommended by City Manager Proakis to be included in the FY25 library budget for the City Councilor's approval:
        1. Assistant Supervisor of Access Services
        2. Updated role of a part-time Cataloger in lieu of a Circulation Librarian
c. Consideration and Action on Study Room Plans. Director Hewitt presented the WB Mason option.
    i. Motion to approve the presented study room option by Trustee Keary, seconded by Trustee Su. Motion passed unanimously.

9. Requests for Information and Responses
    a. None.

10. Date of next meeting
    a. June 13, 7PM at City Hall.

11. Adjournment @7:58PM
    a. Motion to adjourn made by Trustee Kokoros, seconded by Trustee Su. Motion passed unanimously.